



## **AGENDA**

Greater Asheville Regional Airport Authority Regular Meeting  
Friday, December 13, 2013, 8:30 a.m.  
Conference Room at Administrative Offices

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

- I. CALL TO ORDER
- II. PRESENTATIONS:
  - A. Finance and Accounting Department – Vickie Thomas ([document](#))
- IV. FINANCIAL REPORT ([document](#))
- V. CONSENT ITEMS:
  - A. Approval of the Greater Asheville Regional Airport Authority October 11, 2013 Regular Meeting Minutes ([document](#))
  - B. Approval of the Greater Asheville Regional Airport Authority October 11, 2013 Closed Session Minutes
  - C. Approval of Security Services Agreement with G4S Secure Solutions (USA) Inc. ([document](#))
  - D. Approval of Property Purchase ([document](#))
- VI. OLD BUSINESS: None



VII. NEW BUSINESS:

- A. Adoption of Asheville Regional Airport Five-Year Capital Improvement Plan (CIP) For FY 2015-2019 ([document](#))
- B. Approval of First Amendment to Display Advertising Concession Management Agreement with Departure Media ([document](#))
- C. Approval of Additional Airline Incentives with Allegiant Air ([document](#))
- D. Approval of Amended Annual Leave Policy ([document](#))

VIII. DIRECTOR'S REPORT:

- A. Budget Transfer
- B. General Aviation Update
- C. Airfield Project Update
- D. Holiday Decorations
- E. Washington, DC Update
- F. United Way Campaign
- G. Landmark Aviation Update
- H. Pilot History Wall

IX. INFORMATION SECTION:

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

- A. October 2013 Traffic Report ([document](#))
- B. October 2013 Monthly Financial Report ([document](#))
- C. December 2013 Development/Project Status Report ([document](#))



D. Potential Board Items for the Next Regular Meeting:

- None identified at this time

X. AUTHORITY MEMBER REPORTS

XI. PUBLIC AND TENANTS' COMMENTS

XII. CALL FOR NEXT MEETING

XIII. CLOSED SESSION:

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

XIV. ADJOURNMENT

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



# Finance Department

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# Staffing

## *Three Finance Employees*

- Director of Finance - Vickie Thomas
- Accounting Coordinator II – Hazel Jones
- Accounting Coordinator I – Rick Barthels

# Financial Services

- Payroll
- Accounts Payable
- Billing and Cash Receipts
- Cash Management
- General Ledger
- Fixed Assets / Depreciation
- Capital Project Tracking
- Financial Reporting

# Budgeting

- Budget Development Coordination
- Revenue Assumptions Development
- Expense Assumptions Assistance
- Cash Flow / Fund Balance Forecast
- Analysis Schedules & Graphs
- Budget Books & PowerPoint Preparation
- 5 Year Plan
- Budget Amendments & Tracking
- Compliance Monitoring

# Annual Audit

- Coordination of Annual Audit With External Auditors
- Preparation of MD&A Section of Audit Report
- Preparation of Notes to Audit Report
- Submission of Audit Report to Federal Clearinghouse, NC DOT, FAA PFC Manager, Wells Fargo & LGC



## Bond Compliance

- “Rental Car Revenue” Transfers to Wells Fargo
- Debt Service Payments
- Requests to Transfer Excess “Rental Car Revenues” Back to Operating Account
- Debt Covenant Compliance & F/S to Wells Fargo & LGC

# NCGS Chapter 159 Compliance

## *Local Government Budget & Fiscal Control Act*

- Finance Officer's Pre-audit Certificate
  - Purchase Orders
  - Contracts
  - Check Signing
- Budgeting
- Cash Deposit & Investments

# Airline Rates & Charges

- Annual Rates & Charges Calculation
- Mid-Year Review Rates & Charges Calculations
- Presentations to Airlines
- Resource for Rates & Charges Policy and Airline Contract Questions
- Resource for How Financial Decisions Affect Rates & Charges

# Property Management & Concessions Support

- CPI Adjustments
- Year End True-ups & Next Year Rate Calculations
  - Rental Car Contracts
  - Food & Beverage Contract
  - Advertising Contract

# FAA & NC DOT Grant Management

- Request for Grant Reimbursements
- Tracking of Depreciation on Grant-Funded Assets
- Project Closeout Summary of Spending
- CCR / SAM Registration Maintenance
- FAA Form 126 & 127 Annual Reporting
- Audit Assistance

## Passenger Facility Charges (PFCs)

- Assisting Consultants in Application Process
- Quarterly Reporting to FAA
- Monitoring of Airline Payments
- Tracking of PFC Collections as Received in Advance or in Arrears & Transfer of Reimbursement Amounts to Operating Account
- Closing Out of Completed PFC Applications

## Miscellaneous

- Annual Workers Compensation Insurance Audit
- Annual Claim for Refund of NC Sales Taxes
- Annual ACI Survey
- Government Census & Statistical Reports

QUESTIONS?





**Asheville Regional Airport  
Executive Summary  
October-13**

**AIRPORT ACTIVITY**

	Month	Variance to Prior Year	Calendar Year to Date	Variance to Prior Year
<b>Passenger Enplanements</b>	32,747	13.9%	281,022	4.4%
<b>Aircraft Operations</b>				
Commercial	1,545	(2.5%)	14,487	(5.4%)
Scheduled Flights	652	(1.2%)		
Flight Cancellations	4			
Seats	39,498	10.4%	377,139	8.6%
Load Factor	82.9%	3.2%	74.5%	(3.9%)
General Aviation	4,414	23.0%	34,933	4.5%
Military	338	(24.0%)	3,942	3.1%

**FINANCIAL RESULTS**

	Month	Variance to Budget	Fiscal Year to Date	Variance to Budget
<b>Operating Revenues</b>	\$ 759,710	4.2%	\$ 3,066,682	7.2%
<b>Operating Expenses</b>	637,186	(11.2%)	2,190,579	(11.7%)
<b>Net Operating Revenues before Depreciation</b>	<u>\$ 122,524</u>	927.9%	<u>\$ 876,103</u>	131.2%
<b>Net Non-Operating Revenues</b>	<u>\$ 233,008</u>	38.1%	<u>\$ 937,379</u>	26.1%
<b>Grants:</b>				
FAA AIP Grants	\$ 215,844		\$ 1,234,006	
NC Dept of Transportation Grants	215,724		706,517	
Total	<u>\$ 431,568</u>		<u>\$ 1,940,523</u>	

**CASH**

Restricted	\$ 1,767,299
Designated for O&M Reserve	3,742,872
Designated for Emergency Repair	650,000
Unrestricted, Undesignated	11,496,134
Total	<u>\$ 17,656,305</u>

**RECEIVABLES PAST DUE**

	Total	1-30 Days	31-60 Days	Over 60 Days
American Airlines (In Bankruptcy)	1,166			1,166
Charah	15,645	15,645		
Delta Air Lines	72,258	71,878	380	
Hertz	934			934
TSA/FAA	69,272	20,172	10,060	39,040
US Airways	6,876	4,104	2,772	
US Department of Agriculture	871	871		
Warrior Golf	1,849	1,849		
Miscellaneous	605	506	67	32
Total	<u>\$ 169,476</u>	<u>\$ 115,025</u>	<u>\$ 13,279</u>	<u>\$ 41,172</u>
% of Total Receivables	<u>31.36%</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	\$ 2,437,666

**CAPITAL EXPENDITURES**

Annual Budget	\$ 18,393,649
Year-to-Date Spending	\$ 1,631,279

**REGULAR MEETING  
GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
October 11, 2013**

The Greater Asheville Regional Airport Authority ("Authority") met on Friday, October 11, 2013 at 8:36 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, Chair; Robert C. Roberts, Vice-Chair; Jeffrey A. Piccirillo; Andrew T. Tate; K. Ray Bailey; Douglas J. Tate; and Carol W. Peterson

**MEMBERS ABSENT:** None

**STAFF AND LEGAL COUNSEL PRESENT:** Victor Buchanan, Authority Legal Counsel; Lew Bleiweis, Executive Director; Michael Reisman, Deputy Executive Director of Development and Operations; C. Jeffrey Augram, Chief of Public Safety; David Nantz, Director of Operations and Maintenance; Royce Holden, IT Director; Suzie Baker, Director of Administration; Vickie Thomas, Director of Finance and Accounting; Tina Kinsey, Director of Marketing and Public Relations; Kevan Smith, Public Safety Captain; and Ellen Heywood, Clerk to the Board

**ALSO PRESENT:** Ken Moody, Delta Airport Consultants; Mike Reiter, Michael Baker Engineering; Mike Darcangelo, AVCON; John Valas, Enterprise Holdings; Mike Coneys, Enterprise Holdings; April Norket, Enterprise Holdings; Nate Otto, RS&H; Brian Lee, Martin Starnes & Associates, CPAs, P.A.

**CALL TO ORDER:** The Chair welcomed everyone in attendance and called the meeting to order at 8:36 a.m.

The Chair welcomed Carol Peterson to the Board. Mrs. Peterson stated that it was an honor to be a member of the Authority Board and would do her best.

**PRESENTATIONS:**

**A. Enterprise/National/Alamo:** The Director introduced John Valas, Regional Vice President for Enterprise Holdings. Mr. Valas gave a brief background of Enterprise Holdings which is owned by the Taylor family and encompasses the Alamo, Enterprise, and National brands. Mr. Valas stated that the three-brand portfolio is the largest provider in the rental car industry in terms of revenue, number of employees, and fleet

size. A brief synopsis of their United States locations and fleet as well as market share was presented. Mr. Valas further stated that customer service has been a way of life for Enterprise since 1957. Enterprise created a reliable system for evaluating the quality of customer service and connected the results to their employees' goals. This is called their secret sauce and each employee is vested to do the right thing for their customers and this starts from day one of employment.

The Chair thanked Mr. Valas for his presentation.

**B. Television Ads:** The Director advised the Board that the Marketing Department had a few new television ads for the Board to preview. Tina Kinsey informed the Board that television ads are one piece of the airport's overall marketing strategy. Results from a market perception survey showed that a majority of the travelers utilizing the airport were business travelers 45+ years of age, as well as leisure travelers 65+ years of age. Mrs. Kinsey stated that satisfied customers are loyal customers and the goal is to continue to grow top of mind awareness within the target demographic. This strategy was used to create the ads which the Board viewed.

**FINANCIAL REPORT:** The Director reviewed the airport activity section of the Financial Report for August which included enplanements, aircraft operations and general aviation activity. Vickie Thomas reported on the Financial Results for the month of August.

Mr. Douglas J. Tate asked staff to comment on the receivables that were past due. The Director stated that TSA requires an agreement be in place before staff can invoice TSA for reimbursement for the law enforcement officers the Authority provides. TSA is operating six to eight months behind schedule. TSA provided a six-month agreement last October, but the Authority did not receive the agreement until April. The second six-month agreement for reimbursement of the remainder of the federal fiscal year was not received until late August. Invoices were sent to TSA once the agreement was received and staff is awaiting payment. The Director further stated that United Airlines has also been behind in their payments but staff received full payment just yesterday.

**CONSENT ITEMS:** The Chair suggested that Consent Item B, Approval of the Greater Asheville Regional Airport Authority August 9, 2013 Closed Session Minutes, be pulled for review in Closed Session.

The Chair also asked if the Director would comment on Consent Item E, Approval of Amended Construction and Repair Contracts and Changes Policy. The Director

informed the Board that the only revision to the Construction and Repair Contracts and Changes Policy is to increase the Director's authority to approve any type of construction contract or change order from \$50,000 to \$60,000 provided funding is available from a budgeted funding source. This change would coincide with the Director's current spending authority of \$60,000.

**A. Approval of the Greater Asheville Regional Airport Authority August 9, 2013 Regular Meeting Minutes:**

**C. Approval of the Greater Asheville Regional Airport Authority Board 2014 Schedule:**

**D. Approval of Non-Federal Reimbursable Agreement with Department of Transportation, Federal Aviation Administration:**

**E. Approval of Amended Construction and Repair Contracts and Changes Policy:**

Mrs. Peterson moved to approve Consent Items A, C, D, and E. Mr. Piccirillo seconded the motion and it carried unanimously.

**OLD BUSINESS:** None

**NEW BUSINESS:**

**A. Presentation of the Annual Audited Financial Report for Fiscal Year 2012/2013:** Vickie Thomas introduced Brian Lee of Martin Starnes & Associates, CPAs, P.A. who reported that an unmodified opinion was issued or otherwise referred to as an unqualified opinion, a clean opinion. Mr. Lee highlighted some of the key items in the audit such as total revenues and expenses, total net position, and total unrestricted net assets.

Mr. Douglas Tate moved to accept the 2012/2013 Audited Financial Report as presented. Mr. Roberts seconded the motion and it carried unanimously.

**B. Update to Budget Supplemental Fees and Charges:** The Director advised the Board that there were two separate issues within this agenda item. The first item is an addition to the Supplemental Fees and Charges schedule that the Board approves each year during the budget process. Over the course of several years, tenant employees have relied upon the Public Safety staff to assist them with unlocking office doors or rental cars. Staff is proposing to amend the Budget Supplemental Fees and Charges schedule to include a lockout fee of \$25.00 per incident and would be

applicable to tenants only. The Director further stated that tenants would receive two free services before being charged the \$25.00 fee.

The Director reported that the second piece in this agenda item is the process for bringing the airport advertising program in-house. The advertising program is very market driven and based on a variety of factors including the economy, the display type, location, etc. A sample rate structure prepared by staff was available at the Board Members' seats for their review. The Director further stated that the current advertiser, Departure Media, does minimize exposure against financial risk in terms of a minimum guarantee that is specified in their contract. The pro forma created by staff for the in-house advertising program that is being proposed will provide equal if not greater revenue than is currently being generated. If revenue does not meet the expected projections, staff can put the advertising program out for bid. The rate structure of the advertising program will support the overall revenue goals outlined in the Authority's 2014 budget.

There was a brief discussion on the notification of the lockout fee to tenants, the time period for the two free lockout services, and the amount of the fee. The Director advised the Board that the supplemental fees and charges are approved by the Board each year during the budget process and the lockout service can be adjusted during that time if needed.

Mr. Bailey moved to approve the amended changes to the FY 2013/2014 Annual Budget Supplemental Fees and Charges Schedule for the inclusion of lockout service; approve the development by staff of a general advertising rate structure for the Airport Terminal Advertising Program that incorporates the flexibility needed for market fluctuations; and authorize the Executive Director to implement the necessary changes for both, and approve the advertising rate structure as needed when the market warrants. Mrs. Peterson seconded the motion and it carried unanimously.

**C. Approval of Agreements for Professional Consulting Services with Delta Airport Consultants, Inc. and Avcon, Inc.:**

Michael Reisman informed the Board that the five-year contracts with the three existing general consultants have expired and staff went through the selection process to choose consultants for new projects over the next five years. Eleven firms submitted Statements of Qualifications and a review committee evaluated all of the submittals and selected the top four firms. Mr. Reisman advised the Board that the list of the top four firms was provided to the Board in the agenda package. Personal interviews were conducted by the review committee and Delta Airport Consultants, Inc. and Avcon, Inc. were selected through ranking to provide these services over the next five years. Avcon, Inc. is already under an

extended agreement for services associated with the airfield redevelopment project and staff will continue to work with them on that project as well as any new projects.

Mr. Andrew Tate moved to approve the established rankings of the top four consulting firms; approve the award of an Agreement for Professional Consulting Services with Delta Airport Consultants, Inc.; approve the award of an Agreement for Professional Consulting Services with Avcon, Inc.; and authorize the Executive Director to execute the necessary documents with each firm. Mr. Piccirillo seconded the motion and it carried unanimously.

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

The Director recognized Chief Jeffrey Augram and Lieutenant James Brissie as being recently selected to receive the North Carolina Law Enforcement Officer Advanced Certification. Officers who continue to improve their careers through school and training are nominated to receive this highest honor.

The Director further noted that after a long tenure at the airport, Chief Augram has announced his retirement effective December 31, 2013.

**A. TSA Exit Lane Update:** The Director reported that in order to cut costs, TSA has mandated responsibility for monitoring checkpoint exit lanes to airports effective November 2<sup>nd</sup> with a mandate that it needs to be implemented by January 1<sup>st</sup>. Staff is exploring ways to staff the exit lane as it would cost approximately \$300,000 to use the Authority's Public Safety officers. Technology can also be used to accomplish the monitoring of the exit lane and that will be the first task assigned to the new consultants. Staff believes technology will cost approximately \$150,000. The cost to monitor the exit lane will be passed on to passengers. The Director stated that when TSA was created in 2001, a security fee was imposed on passenger ticket prices to pay for checkpoint security, which included monitoring of exit lanes. TSA has not mentioned reducing the fees passengers pay. The Director advised the Board that an appeal letter is being sent to TSA on this issue.

**B. Industry Conference Schedule:** A schedule of conferences was available for the Board to review at their convenience. For budget preparation purposes, the Director requested the Board advise staff of any conferences they feel would be beneficial to attend.

**C. ARFF Building Update:** Two change orders for the ARFF project have been received. The first change order in the amount of \$58,000 is for the fuel truck road which has a narrow design and is constructed of asphalt. The road has not held up with the weight of the fuel trucks and fuel trucks are also having difficulty navigating the turns. The second change order in the amount of \$8,500 is for water line changes which were missed by the architect. The architect/engineer has submitted \$66,000 payment to cover the cost of the change orders.

The Director informed the Board that staff was contacted by the FAA control tower once the first wall of the ARFF station apparatus bay was erected. The height of the wall creates an obstruction for air traffic controllers and a portion of the taxiway is not visible. Staff expects to receive a change order in the very near future to lower the wall by four feet. Staff is working with the consultant to make the necessary changes and will advise the Board of the outcome.

**D. FAA Grant Update:** The Director advised the Board that AIP Grant No. 42 in the amount of \$2.5 million was received and is for the ARFF project. AIP Grant No. 43 in the amount of \$2.8 million was also received and is for the Airfield Redevelopment project.

**E. AAAE Annual Conference:** The Director reported that a vendor in attendance at the AAAE Annual Conference provides airports with health stations which measure weight, blood pressure, heart rate, etc. The company will provide airports with the health stations for free provided advertising can be displayed on the stations. Representatives of the company will travel to Asheville in November in order to discuss providing this amenity to passengers.

**F. Operations Department:** Staff is moving forward with the expanded Operations Department. The FAA has affirmed that they will pay a percentage of three Operations positions while the Airfield Redevelopment project is ongoing. The job listings for these three vacancies are being advertised. Two current employees have moved over to the Operations Department and the department is currently staffed from 7:00 a.m. to 7:00 p.m. Monday through Friday.

**G. Wall Variance:** The Director reported that staff has applied for a variance with Buncombe County for construction of a 35' x 1200' long retaining wall for navigational equipment for the Airfield Redevelopment project. Current standards regulate that the wall should be built staggered or a tiered system but there is not enough room so it will be a straight wall. Staff has assured the airport's adjacent neighbor that the wall will be built as aesthetically pleasing as possible.

**H. News Articles:** The Director called the Board's attention to some news articles provided for the Board to review at their convenience. The articles provide information regarding climate change for regional jets and information on turboprops vs. jets.

**I. Runway 5k:** Tina Kinsey reported that the runway 5k was very successful with about 550 runners and approximately 1000 people in attendance. The proceeds from the event will be donated to the WNC Pilots Association scholarship fund and the WNC Air Museum.

Mrs. Kinsey also informed the Board that the World War II B17 plane will be on exhibition at the airport November 1<sup>st</sup> through 3<sup>rd</sup>. There will be ground tours and rides for sale.

**INFORMATION SECTION:** No comments

**AUTHORITY MEMBERS REPORTS:**

**A. Independent Authority:** The Chair remarked that Representative McGrady has agreed to expedite a meeting after the mayoral election to move along the process for finalizing the Independent Authority. The Chair further stated that going forward, Doug Tate has agreed to eventually become the point person on this matter.

**PUBLIC AND TENANTS' COMMENTS:** No comments

**CALL FOR NEXT MEETING:** The Chair advised the Board that a meeting in November was not necessary, therefore the next regular meeting of the Board will be held on December 13, 2013.

The Chair called for a break at 9:59 a.m.

The Board reconvened at 10:07 a.m.

**CLOSED SESSION:** At 10:07 a.m. Mr. Piccirillo moved to go into Closed Session pursuant to Subsections 143-318.11(a)(3), (4), and (6) of the General Statutes of North Carolina to Consult with Legal Counsel in Order to Preserve the Attorney-Client Privilege, to Discuss Matters Relating to the Location and/or Expansion of Industries or other Businesses in the Area Served by the Greater Asheville Regional Airport Authority, Including Agreement on a Tentative List of Economic Development Incentives that may be Offered by the Greater Asheville Regional Airport Authority in Negotiations, and to Consider Personnel Matters. Mrs. Peterson seconded the motion and it carried unanimously.



Open Session resumed at 11:31 a.m.

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY OCTOBER 11, 2013  
CLOSED SESSION MINUTES:**

Mr. Piccirillo moved to seal the minutes for the October 11, 2013 Closed Session just completed and to withhold such Closed Session minutes from public inspection so long as public inspection would frustrate the purpose or purposes thereof. Mr. Roberts seconded the motion and it carried unanimously.

**APPROVAL OF THE GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
AUGUST 9, 2013 CLOSED SESSION MINUTES:**

Mr. Piccirillo moved to approve the minutes for the August 9, 2013 Closed Session, and to seal and withhold such minutes from public inspection so long as public inspection would frustrate the purpose or purposes thereof. Mr. Douglas Tate seconded the motion and it carried unanimously.

**ADJOURNMENT:** Mrs. Peterson moved to adjourn the meeting at 11:32 a.m. Mr. Bailey seconded the motion and it carried unanimously.

Respectfully submitted,

Ellen Heywood  
Clerk to the Board

Approved:

David R. Hillier  
Chair



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## MEMORANDUM

TO: Members of the Airport Authority

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

DATE: December 13, 2013

### ITEM DESCRIPTION – Consent Item C

Approve Security Services Agreement with G4S Secure Solutions (USA) Inc.

### BACKGROUND

The Transportation Security Administration (TSA) notified airports earlier this year of the requirement to assume responsibility for the monitoring of security checkpoint exit lanes effective January 1<sup>st</sup>, 2014. On June 24<sup>th</sup>, 2013, the Authority transmitted a letter to TSA outlining its concerns with this proposal, and urging the TSA to reconsider its plans. On July 17<sup>th</sup>, 2013, a written response from TSA indicated that the Authority's concerns would be added to those of other parties. In this letter, the TSA also asserted that it had no statutory responsibility for exit lanes. On October 14<sup>th</sup>, 2013, the Authority transmitted a Petition for Reconsideration to the TSA, which was rejected through a written response dated November 14<sup>th</sup>, 2013. The TSA response rejected the Authority's request, but granted an additional 30 day period for implementation, to February 1<sup>st</sup>, 2014.

While long term, the Authority plans to implement a technological solution to provide monitoring of the exit lane, in the short term, there is no other option for the Authority to monitor the exit lane than through staffing it with personnel trained and authorized to perform this function. The Authority examined several options, including staffing with DPS personnel, staffing with dedicated employees hired for this purpose, or staffing with contract security personnel. The use of contract security personnel is the most cost effective means of carrying this function out, provided that Authority personnel are also utilized to backfill the position for short periods during scheduled personnel breaks.

Consent – Item C



A Request for Proposals was communicated to three contract security firms with Asheville offices. Each submitted a proposal which outlined their qualifications, and the hourly rate at which they proposed to provide these services. G4S Secure Solutions (USA) Inc. was selected as the most qualified firm to provide these services, and also submitted the proposal with overall lowest cost to the Authority.

## **ISSUES**

Lobbying efforts, as well as potential litigation on a national level continue by several trade associations and a number of airports. Regardless of any optimism that may exist to overturn this decision by the TSA, the Authority must make preparations to assume responsibility for this function by February 1<sup>st</sup>, 2014. Although Authority staff is pressing forward with the required actions, the contractual obligation contained within this agreement provides easy termination of the agreement with no further obligations to the Authority, in the event the TSA either postpones or is required to permanently retain responsibility for the exit lane prior to or after the February 1<sup>st</sup> deadline.

## **ALTERNATIVES**

There are no alternatives to the Authority assuming responsibility for the exit lane unless lobbying or litigation efforts are successful on a national level.

## **FISCAL IMPACT**

The Agreement provides for hourly billable fees in the amount of \$14.27 per hour, and \$19.98 per hour (overtime rate). Based upon the schedule of coverage forecast, total annual billable expenses are estimated at \$124,000.00, including an allowance for overtime hours, and the Authority's overhead costs for administering the program. The estimated costs for the five remaining months in FY 13/14 are \$54,000.00.

The current contracts with the airlines allow the rates and charges to be revised mid-year for any additional mandatory requirements. Since these costs were not anticipated as part of the FY 13/14 budget process, a budget amendment is required to increase Operations Department expenditures and to increase Terminal revenues by \$54,000.00.

## **RECOMMENDED ACTION**

It is respectfully requested that the Airport Authority Board resolve to (1) approve the Security Services Agreement with G4S Secure Solutions (USA) Inc.; (2) authorize the



Executive Director to execute the necessary documents; and (3) amend the FY13/14 budget by adopting the following budget ordinance amendment:

BE IT ORDAINED by the Greater Asheville Regional Airport Authority that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2014:

Section 1. To amend the appropriations as follows:

**EXPENDITURES:**

	<u>Decrease</u>	<u>Increase</u>
Operations Department		\$54,000.00
Totals	<u>\$0</u>	<u>\$54,000.00</u>

This will result in a net increase of \$48,175.00 in the appropriations. To provide the additional revenue for the above, revenues will be revised as follows:

**REVENUES:**

	<u>Decrease</u>	<u>Increase</u>
Terminal		\$54,000.00
Totals	<u>\$0</u>	<u>\$54,000.00</u>

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

Adopted this 13<sup>th</sup> day of December, 2013

\_\_\_\_\_  
 David Hillier, Chair

Attested by:

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



## Security Services Agreement

This Security Services Agreement ("Agreement") is effective as of 1/1/2014 between, The Greater Asheville Regional Airport Authority, with its principal office located at 61 Terminal Dr. Suite1 – Fletcher, NC. 28732 ("Customer") and G4S Secure Solutions (USA) Inc. ("G4S"), a Florida corporation, with its principal office located at 1395 University Boulevard, Jupiter, Florida 33458. The parties agree as follow:

**1. SERVICES:** G4S will furnish Customer with security personnel and will provide services at Customer's premises as stated on the attached Schedules of Security Services (one per Customer location where the parties have agreed services shall be provided), incorporated by reference herein. Security personnel will perform duties at designated posts in and about Customer's premises in compliance with written post orders agreed upon by the parties.

**2. PERSONNEL:**

- a. All security personnel are employees of G4S and not of Customer.
- b. All security personnel assigned at Customer premises will have a pre-employment background investigation and drug screening prior to assignment.
- c. All security personnel will be neatly uniformed, courteous, and demonstrate positive human relations skills.
- d. All security personnel will be able to effectively communicate verbally and in writing and will be able to effectively respond to emergencies.
- e. All security personnel will demonstrate reliable attendance and other identified job skills.
- f. If Customer, at any time, is dissatisfied for any reason with any security officer assigned to the premises, G4S, upon request by Customer, will replace such security officer.
- g. If a security officer fails to arrive at Customer's premises as scheduled, G4S will provide a replacement within one hour of notification by customer.
- h. Customer will supply G4S with copies of any applicable workplace policies with which security personnel must comply.

**3. HIRING:** Customer agrees that it will not actively recruit any security officer used by G4S in the performance of this Agreement for any permanent job opening it may have available during the term of this Agreement. However, Customer shall not be prohibited from hiring of any current or former G4S employee who may make application for any open job positions with Customer for which they qualify.

**4. RATES:** Customer agrees to pay G4S at the hourly rates set forth on the attached Schedules of Security Service, plus all applicable sales, use and/or similar taxes. Overtime hours shall be paid at the agreed upon rate of 1.4 times the regular hourly rate. G4S acknowledges that these rates are inclusive of all benefits which it may provide to its security personnel and taxes as set forth below. G4S agrees that schedules and assignment of personnel shall be accomplished in a manner such that no overtime expenses shall be incurred by Customer for those hours of operation for which services are normally provided, based upon the schedule of airline flights which shall be provided by the Customer to G4S, and as further provided in the attached Scope of Work. Overtime shall only be charged to Customer when a specific individual G4S employee exceeds 40 hours in a work week, and such hours over 40 are due to late flight arrivals beyond the normal schedule or other circumstances. Overtime hours incurred by G4S due to other employees of G4S arriving late for an assigned shift shall not be the responsibility of the Customer to pay. Customer shall not pay overtime hours for any G4S employee who exceeds eight hours in a work day, if such employee does not subsequently exceed 40 hours for the work week.

**5. RATE CHANGE:** The rates quoted on each Schedule of Security Services will remain in effect for at least one (1) year from date of execution of this Agreement or each such Schedule, whichever is later. G4S shall provide written notice to Customer of any annual rate change proposed, a minimum of 90 calendar days prior to the effective date of such change.

**6. INVOICES:** G4S will invoice Customer on a monthly basis. All invoices are due and payable within 30 days from date of receipt. Customer agrees to pay reasonable attorney and all collection agency and other fees and expenses which may be incurred by G4S in the collection of unpaid invoices or any part thereof. G4S shall invoice Customer and collect any applicable tax imposed on all retail sales, leases and rentals of goods, and taxable services, including but not limited to state and local sales taxes. If G4S collects any such taxes, G4S will be fully responsible for making all payments, declarations, and filings related to same. Customer indemnifies, as permitted by law, G4S for said taxes; and acknowledges that if any such taxes are

understated or increased resulting from an audit, the Customer shall reimburse G4S upon request. G4S shall provide a line item detail on all invoices that identifies the exact amount of all sales taxes included on such invoice.

**7. LIMITS OF LIABILITY AND INDEMNITY:** It is understood and agreed between the parties that G4S is not an insurer and that the rate being paid for service is for a security officer service designed to deter certain risks of loss. The rates are not related to the value of the personal or real property protected. G4S makes no guarantee, implied or otherwise, that no loss will occur or that the service supplied will avert or prevent occurrences or losses which the service is designed to help detect or avert. Notwithstanding, G4S is not relieved of its responsibility to provide commercially reasonable best efforts in its performance of this Agreement. G4S shall be liable for any damage to the extent resulting from the negligence or intentional bad act(s) of G4S or its officers or employees, and shall indemnify and hold Customer harmless for said damages, including costs and reasonable attorneys' fees, including reimbursing Customer the full amount of any fines or fiscal damages assessed by the Transportation Security Administration, or other governmental entity, due to the failure of G4S and/or its employees to properly carry out the duties and requirements contained in this Agreement. G4S also agrees to indemnify and hold Customer harmless, including costs and reasonable attorney's fees, from and against any claims, demands, actions, suits, causes of action, or losses brought against Customer by G4S's employees or agents, except to the extent of the negligence or intentional harmful act(s) of Customer or its employees or agents. In no event will either party be liable to the other for loss of business or profits, penalties, or special or indirect, consequential, punitive, exemplary or liquidated damages. The financial liability of G4S under this Agreement shall be limited to those limits of coverage provided in paragraph 9 herein. Customer shall give notice to G4S of any loss, damage, expense, claim, lawsuit, liability, fine or penalty (collectively herein "Claim") within thirty (30) days of the occurrence giving rise to the Claim or within ten (10) days of receipt of notice of the Claim. G4S shall not be responsible for any Claim unless the requisite notice is given timely and properly.

**8. TAXES:** G4S will pay all wages, state and federal withholding taxes, social security taxes, local occupational taxes, unemployment taxes, and other amounts normally required by an employer arising from G4S employment of the security personnel assigned to Customer's premises and G4S will indemnify and hold Customer harmless, including costs and reasonable attorney's fees, from and against any or all of these obligations and payments.

**9. INSURANCE:**

- a. G4S has procured, and will maintain in effect throughout the life of this Agreement, workers' compensation insurance in full limits as required by statute and employer's liability insurance with a limit of at least \$1,000,000.00, covering G4S employees assigned to each of Customer's premises. If any claim for Workers' Compensation benefits is asserted against Customer by any of said G4S employees or in the event of death by their personal representatives, then, upon timely written notice from Customer, G4S shall undertake to defend Customer against such claim(s) and shall indemnify and hold Customer harmless from and against any such claim(s).
  
- b. G4S has procured, and will maintain in effect throughout the life of this Agreement, a General Liability policy (covering bodily injury, personal injury and property damage) in the amount of \$5,000,000.00. G4S agrees to name and maintain Customer as an additional insured on said liability policy. G4S's naming of Customer as an additional insured shall provide coverage to the extent of G4S's liability under the Agreement and shall in no event be construed for any purpose so as to make G4S or the issuer of such policies liable for the negligence (joint, concurrent, independent or individual), acts, errors or omissions of Customer or its employees.

**10. CONFIDENTIAL INFORMATION:** All processes, documents, data, material, policies, or other information pertaining to Customer's business which is learned by G4S or furnished to G4S shall be maintained by G4S in strict confidence and shall not be used by G4S except for the direct benefit of Customer, nor disclosed by G4S to any person or entity at any time for any reason. In furtherance of this provision, G4S agrees to execute such confidentiality agreements as requested by Customer from time to time. The terms of this provision shall survive the termination or cancellation of this Agreement.

**11. PROPERTY:** All Customer software, equipment, and other property used by security personnel shall remain the exclusive property of Customer. Likewise, any property furnished by G4S for use by security personnel while assigned at Customer shall remain the exclusive property of G4S.

**12. TERM:** This Agreement is effective as of the date indicated above and shall continue in effect until either party gives the other party written notice not less than 30 days in advance, specifying



the date of termination. Either party may terminate this Agreement at any time, upon 10 days prior written notice to the other party, if a party has notified the other that a material breach of this Agreement has occurred, and same has not been rectified within 10 days. Notwithstanding the foregoing, G4S may terminate this Agreement for non-payment by Customer following 5 days written notice. Notwithstanding the foregoing, the duration of each separate Schedule of Security Services shall be as agreed upon in the relevant Schedule of Security Services. Additionally, Customer may temporarily suspend or terminate this Agreement upon 24 hours written notice to G4S in the event that the Transportation Security Administration retains or re-assumes responsibility for those services included in this Agreement provided by G4S.

**13. MODIFICATION:** This Agreement may be modified at any time by mutual written consent of the parties. Customer may request a decrease or increase of the number of security personnel, their service hours, or a revision in the shifts or posts, by providing reasonable advance notice. G4S will honor the request provided personnel are available and the request does not create any unreasonable scheduling requirements. Customer shall pay any increase or shall be entitled to a decrease which results from the change or modification in accordance with the Schedule of Security Services. Customer may request G4S to assign security personnel at additional Customer locations; a Schedule of Security Services for said location(s) shall be incorporated by reference into this Agreement.

**14. FORCES MAJEURE:** G4S will not be liable for any failure or delay in performance of this Agreement, in whole or in part, where such failure or delay is caused by circumstances beyond G4S' reasonable control, including but not limited to acts of God, severe weather, fire, terrorism, vandalism or civil riots, war, civil disturbance, labor activity or strike, court order or any other cause outside G4S' exclusive and direct control.

**15. ENTIRE AGREEMENT:** This Agreement, including Schedules of Security Services, supersedes all previous agreements, oral or written, between G4S and Customer at any Customer location, and represents the entire Agreement between the parties. No other agreements or representations, oral or written, have been made. Any preprinted terms contained on a Customer purchase order shall be subject to this Agreement and any conflict between this Agreement and any pre-printed terms on commercial forms/paper shall be resolved in favor of this Agreement.

**16. SEVERABILITY:** The provisions of this Agreement are severable and the invalidity or ineffectiveness of any part thereof shall not affect or impair the validity and effectiveness of remaining parts of provisions of this Agreement.

**17. ASSIGNMENT:** Neither party may assign or delegate its rights or obligations pursuant to this Agreement without the prior written consent of the other. However, no consent is required for an assignment that occurs (a) to an entity in which the transferring party owns more than 50% of the assets, or (b) as part of a transfer of all or substantially all of the assets of the transferring party to any party. Any assignment or delegation in violation of this section shall be void.

**18. NOTICES:** All notices to be given by either party shall be in writing and shall be sufficiently given or made by (i) delivery in person; (ii) facsimile; (iii) electronic mail; (iv) first class, registered or certified mail, postage prepaid; or (v) overnight courier addressed to the other party at its address set forth herein or at such other address as the other party may have designated by notice given hereunder. Notices so given shall be effective upon (i) receipt by the party to which notice is given, or (ii) on the third (3<sup>rd</sup>) day following mailing, whichever occurs first.

**19. LEGAL COMPLIANCE:** G4S certifies that the services it provides will be performed in compliance with and subject to all state and federal statutes, municipal and local ordinances and the rules and regulations of any governmental agency or department which has jurisdiction over the performance of these services.

**20. DISPUTE RESOLUTION:** In the event of any dispute between the parties, Customer and G4S agree that they will make good faith efforts to resolve their differences. Legal actions by either party shall be undertaken in Buncombe County, North Carolina.

**21. LABOR ORGANIZATIONS:** In the event G4S enters into any collective bargaining agreement covering G4S employees assigned to Customer, it is understood and agreed that G4S shall have sole control and responsibility for and will be sole signatory under and connected with all such labor negotiations, grievances, collective bargaining agreements and related labor matters.

**22. THIRD PARTY BENEFICIARIES:** Security Services provided pursuant to this Agreement are provided to Customer only. No other person or entity is, nor is intended to be, a third party beneficiary.

This page is being added to the Security Services Agreement made between G4S Secure Solutions (USA) Inc. and the Greater Asheville Regional Airport Authority.

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

\_\_\_\_\_  
Finance Officer Signature

\_\_\_\_\_  
Date

**23. HAZAROUS CONDITIONS:** Customer represents and warrants there are no chemical or other hazards that require disclosure to G4S or its employees.

**24. GOVERNING LAW:** This Agreement shall be governed by the laws of the State of North Carolina.

By signing below, the signatory represents and warrants that s/he is duly authorized to execute and deliver this Agreement on behalf of the entity for which s/he is signing and that the Agreement is binding upon the entity.

G4S Secure Solutions (USA) Inc.

Greater Asheville Regional Airport Authority

By 

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

Name: Dallas Clark

Name: Lew S. Bleiweis, AAE

Title: GENERAL MANAGER

Title: Executive Director

Date: 11/14/2013

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

### Schedules of Security Services

Customer Contact:	Greater Asheville Regional Airport Authority Michael A. Reisman, A.A.E., Deputy Executive Director, Development & Operations	
Service Location:	Airport Terminal Building 61 Terminal Drive, Fletcher, NC 28732	
Start Date:	12/1/2013	End Date:

#### Scope of Work and Pricing:

Scope of Work attached on separate pages and incorporated herein by reference.

**PRICING:**

Regular Hourly Rate per Officer: \$14.27 – Flat rate, including holidays

Overtime Hourly Rate per officer: \$19.98 – 1.4 times regular hourly billing rate.

**ACCEPTANCE:** The above Schedule of Security Services is acceptable. By signing this, I represent that I have the authority to sign this document on behalf of and to bind the Company.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
Date of Acceptance: \_\_\_\_\_

## **Security Services Agreement**

### **Greater Asheville Regional Airport Authority And G4S Secure Solutions (USA) Inc.**

#### **Schedules of Security Services - Scope of Work**

##### **1. Background:**

The Greater Asheville Regional Airport Authority (Authority) is the owner/operator of the Asheville Regional Airport, and is responsible for operating the airport facility in compliance with all applicable Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations and requirements. The TSA has historically provided staffing, monitoring, and access functions at the airports single security exit lane, which is the designated boundary between the secure (sterile) area of the airport terminal building, and the non-secure area of the airport terminal building.

Effective January 1<sup>st</sup>, 2014, the TSA is scheduled to cease providing coverage, including all responsibilities for staffing, monitoring and controlling access into the secure area through the exit lane, and the Authority will assume responsibility for all such functions of the exit lane. The Authority shall accomplish this utilizing contract security officers provided by G4S Secure Solutions (USA) Inc. (G4S).

##### **2. Conflicts**

Where the provisions of the Security Services Agreement (Agreement) conflict with provisions contained within this scope of work, the provisions within this scope of work shall prevail and be considered superior to those in the Agreement.

##### **3. Termination and/or Suspension of Contract:**

G4S recognizes and agrees that services to be provided under this Agreement are subject to potentially changing requirements and directives of the TSA and U.S. Congress. The Authority reserves the right upon 24 hour notice to G4S to temporarily suspend all services provided by G4S under this Agreement, or to terminate the Agreement in the event that TSA remains responsible for exit lane monitoring before full implementation of this Agreement, or re-assumes that responsibility after this Agreement has been implemented. In such a circumstance, the Authority shall pay G4S for all services it has provided through the date and time of such suspension or termination of services under this Agreement. In the event of termination, the Authority shall have no further commitment for payment beyond services performed to that date and time.

#### **4. Certain Authority Costs Capped**

G4S shall not be required to submit to the Authority typical fees associated with criminal history background checks, training, and identification badging for each employee. However, the Authority's obligation to pay the cost for such services on behalf of G4S shall be limited to up to 10 employees associated with initial start-up of the services under this contract, and no more than two per month thereafter. Additional fees associated with these services beyond two per month shall be paid to the Authority by G4S without reimbursement through billing. Identification badges for new employees shall be issued at no cost. Replacement badges for those badges lost or stolen shall require the employee to pay the standard replacement fee. Until such time as an employee who is no longer in possession of their identification badge obtains a replacement badge, they shall not be assigned or permitted to work at AVL. G4S understands that security personnel assigned to work as exit lane monitors at AVL must have their airport issued identification badge with them, and properly displayed at all times while on duty in order for the employee and the airport to remain compliant with all applicable TSA regulations. In the event a G4S employee is unable to perform their duties as a result of not having their airport issued identification badge in their possession, the Authority shall not be responsible for any overtime costs that may be incurred by other G4S employees who are required to work in overtime status as a result.

#### **5. Scope of Work / Services**

##### **a. Primary Duties**

The primary duties of G4S security personnel under this Agreement shall be to provide access control functions at the AVL exit lane location while working as the exit lane monitor. This includes ensuring that unauthorized access to the secure (sterile) area of the airport terminal building is continuously monitored and maintained. G4S, prior to assigning any personnel to the airport, shall ensure that training provided to its employees includes means, methods and practices to ensure that each employee assigned to the airport is capable of keeping unauthorized persons from entering the secure area of the terminal building in a polite, courteous, and professional manner. Additional training deemed necessary in this area may be provided by the Authority.

In performing these duties, certain personnel who are authorized to access the secure area of the terminal building through the exit lane shall be permitted by the G4S security personnel, utilizing written policies, procedures and documentation requirements which shall be outlined and provided to each employee during training by the Authority.

**b. Qualified Personnel**

G4S shall provide to the Authority qualified security personnel that meet the minimum requirements of North Carolina statutes for private security service personnel, background and training qualifications of G4S, and that further are capable of passing the required 10 year FBI criminal history background investigation required by the TSA as a condition of working at the Asheville Regional Airport (AVL) with access to the secure portions of the Airport Terminal Building.

G4S shall only assign security personnel to work at AVL who have been approved by the Authority, and who have completed all of the TSA and AVL required background investigations and training in order to fulfill the requirements of an exit lane monitor. G4S shall at all times have a minimum of eight (8) security personnel who meet all of these requirements, in order to ensure that an adequate number of employees are available to fill the regularly scheduled hours without the need to incur overtime by any of the assigned personnel. If it is determined that additional personnel are needed to fulfill this requirement without regularly incurring overtime costs, then G4S shall add additional personnel to the roster of those approved, trained and authorized to work as an exit lane monitor at AVL.

In no circumstance whatsoever, will G4S utilize or assign any security personnel who have not previously been approved by the Authority, and subsequently trained and authorized to work as an exit lane monitor.

**c. Hours of Operation**

Hours of operation during which G4S shall provide security personnel shall be directly tied to the flight schedules of the commercial airlines operating at AVL. Generally, this shall include the hours from 0500 lcl through 0000 (Midnight) lcl daily (earlier on weekends). However, the Authority reserves the right at any time to adjust the daily start and stop times of the services provided by G4S, based upon the changing flight schedules of the airlines serving the airport. The Authority shall notify G4S in advance, when able, of any changes in flight schedules which will have an effect on the daily start and stop times for the provision of security services. Upon receipt of such notification, G4S shall adjust the schedule of its security personnel to match the needs of the Authority starting on the effective date provided by the Authority.

**d. Reporting On/Off Duty**

At the beginning and end of each scheduled shift, each G4S employee shall report to the Airport Communications Center or Airport Operations



office as directed, in order to log their presence on duty, and to obtain or deposit airport provided equipment to be used in the performance of their duties at the exit lane. Additionally, each time the employee is provided relief from Authority personnel for a break as noted herein, he/she shall notify the Airport Communications Center of the start and stop time of the break at those exact times.

**e. Late Employee Arrivals or No Shows**

In the event that a G4S employee is late for the start of his/her shift, the G4S employee who was on shift immediately prior shall remain on post until relieved by another G4S employee. If such circumstances force the remaining employee into working hours that require overtime pay, the additional pay above the regular hourly rate shall not be charged to the Authority. In the event a G4S employee who is scheduled to work the first shift of the day is late or does not show for his/her shift, G4S shall reimburse the Authority for the cost of providing its own staff to monitor the exit lane during hours for which G4S is responsible for providing such services. With the exception of the Authority providing scheduled or requested temporary relief for the on-duty G4S employee, G4S shall reimburse the Authority for any direct costs it incurs in providing required coverage of the exit lane due to the lateness or failure of any G4S employee to arrive for a scheduled shift or time period covered by this Agreement, or in the event a G4S employee abandons his/her post during an assigned shift, or is otherwise required to leave prior to the end of the shift.

**f. Late Flight Arrivals**

Security personnel assigned to work through the time period including the last scheduled flight arrival on any day shall be required to remain on post until all passengers from the last arriving flight have exited the secure portion of the airport terminal building. This specifically includes the requirement to remain on post in the event of any late flights that arrive substantially after their scheduled arrival time, unless dismissed by the Authority, in which case the Authority shall assume responsibility for staffing the exit lane for the late flight arrival, and G4S shall not be responsible for the Authority's cost of doing so.

**g. Backfilling by Authority**

During times or periods when the G4S security personnel on duty require short term relief from the position, he/she shall follow the procedures provided by the Authority to request such relief, and he/she shall not leave the exit lane post until being properly relieved, and documenting such relief. Relief of security personnel by Authority personnel shall generally

be provided for the following reasons:

- i. Rest room break (typically no more than 5-10 minutes)
- ii. Meal break (typically up to 30 minutes)
- iii. Mid shift break (typically up to 15 minutes no more than two times per 8 hour shift).

**h. Breach Control Procedures**

In the event of a security breach of the secure area of the terminal building by an unauthorized person through the exit lane, the G4S security personnel on duty shall follow all of the documented policies and procedures to notify the Airport Police immediately of the event, while maintaining their post so that the exit lane remains monitored as required, and no further breaches are able to go undetected. Breach control procedures shall be included in training provided by the Authority.

**i. Training**

G4S shall provide all training for its employees necessary to meet the requirements of private security service personnel in accordance with the laws and/or requirements of the State of North Carolina. All personnel assigned to work under this Agreement shall hold all certifications, licenses, or other permits for the nature of the private security services they will provide, that may be required by state or local requirements.

The Authority shall provide approximately five (5) hours of training to each G4S employee assigned to work at AVL after approval, which shall include a combination of classroom, computer, and on the job training, prior to any employee being released to work on their own as an exit lane monitor.

**j. Familiarity with Plans**

All G4S security personnel assigned to work at AVL shall become and remain familiar with the Exit Lane Monitoring Plan, and any other plan or procedure relevant to employees assigned to work as exit lane monitors.

**k. Record Keeping**

G4S security personnel shall maintain a copy of all logs and other documentation necessary at the exit lane at all times, and shall follow the proper procedures for documenting those events which are required to be documented at all times. Training on proper record keeping shall be provided by the Authority.

**I. On-Duty Communications and Airport Identification Media**

G4S security personnel while on duty at the airport shall be issued an airport owned portable radio for direct communication with the Airport Communications Center. Additionally, a land line may be provided that provides direct communication with the Communications Center and/or the Airport Operations Office. G4S personnel shall be required to utilize and follow all airport protocols and rules for use of airport radio equipment. G4S shall be responsible for damage and replacement of radio equipment which has been damaged or destroyed due to the intentional neglect, willful destruction, or loss by any of its employees. Training in radio protocols shall be provided by the Authority to each G4S employee.

While on duty at the airport, G4S security personnel shall be required at all times to wear airport issued identification media (badges) and display it as required.

All airport owned radio equipment and identification badges shall be stored and maintained at a designated location on site at the airport at all times when not in use by G4S employees. Radios and Identification badges shall be checked in and out by each employee at the start and end of their assigned shifts at the designated location.

**m. Uniforms**

Each G4S employee shall at all times wear the designated uniform agreed upon between G4S and the Authority, which shall include uniform pants, shirt, shoes, badge, and airport issued identification badge. All uniform clothing shall at all times be clean, neat, pressed, and worn in a manner that presents a professional appearance.

END



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## MEMORANDUM

TO: Members of the Airport Authority

FROM: Lew Bleiweis, Executive Director

DATE: December 13, 2013

### ITEM DESCRIPTION – Consent Item D

Approval of Property Purchase

### BACKGROUND

Wanda and Roger Pinner reside at 78 Pinner Road, Arden, NC, adjacent to and contiguous with airport property on the northwest side of the airport. The Authority has purchased land from them in the past, mainly for the runway protection zone on Runway 16. The Pinner's currently have approximately 10 acres. In 2009, the Pinner's approached staff and asked if the Authority wanted to purchase their property, along with their residence. Staff could not come to an agreement on purchase price so nothing was done. In 2011, the Pinner's once again inquired whether the Authority would be interested in purchasing their property. This time however, they were not interested in selling their home but rather four acres of wooded land with a portion contiguous with the airport property line. Staff had the property appraised. The acquisition was placed on hold because of the new authority status. In January 2013, staff provided the Pinner's with a letter of intent to purchase four acres of property at a price of \$17,500 per acre. In September 2013 staff had the property appraisal updated from 2011. The property was re-appraised for \$21,000 per acre and subsequently an offer was made to the Pinner's of \$84,000 for the four acres as depicted on Exhibit A attached. The Pinner's have accepted the Authority's verbal offer pending Board approval. The Authority will use the property for future airport development.

### ISSUES

The Authority is preparing to purchase several pieces of property for the airfield redevelopment project. The Authority has not purchased any property under its newly created entity as an independent body. A very small portion of this property is necessary for the airfield redevelopment project, but it is a straight forward transaction

Consent – Item D



that allows the Authority to obtain experience in property acquisition prior to a critical time period.

**ALTERNATIVES**

The Board could decide not to acquire this four acre tract.

**FISCAL IMPACT**

The total anticipated cost shall not exceed \$95,000.00 broken down as follows: Property \$84,000; survey and ALP update with the FAA \$4,644; closing costs \$6,356. This is not a budgeted expenditure in the current FY2014 budget.

**RECOMMENDED ACTION**

It is respectfully requested that the Airport Authority Board resolve to (1) approve the contract with the Pinners to purchase the referenced property for \$84,000 and the necessary ancillary expenditures not to exceed a total of \$95,000; (2) authorize the Executive Director to execute the necessary documents; and (3) to amend the FY13/14 budget by adopting the following budget ordinance amendment:

BE IT ORDAINED by the Greater Asheville Regional Airport Authority that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2014:

Section 1. To amend the appropriations as follows:

**EXPENDITURES:**

	<u>Decrease</u>	<u>Increase</u>
Equipment and Small Capital Outlay		\$95,000
Totals	\$0	\$95,000

This will result in a net increase of \$95,000 in the appropriations. To provide the additional revenue for the above, revenues will be revised as follows:



**REVENUES:**

	<u>Decrease</u>	<u>Increase</u>
Transfer from GARAA		\$95,000
Cash/Investments		
Totals	<u>\$0</u>	<u>\$95,000</u>

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

Adopted this 13<sup>th</sup> day of December, 2013.

\_\_\_\_\_  
David Hillier, Chair

Attested by:

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





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## MEMORANDUM

TO: Members of the Airport Authority

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

DATE: December 13, 2013

### ITEM DESCRIPTION – New Business Item A

Adoption of the Asheville Regional Airport Five-Year Capital Improvement Plan (CIP) for FY 2015-2019

### 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 the NPIAS program based upon available funding levels. CIP priorities through FY 19 provide for the funding of the Airfield Re-development Project, but also include several equipment replacement items as well. Additional CIP items identified in the recently completed Airport Master Plan are included in FY 18 and FY 19.

### ISSUES

None.

### 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.

## **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

# GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY

Airport Capital Improvement Program - Fiscal Years 2015-2019													Draft - December 9, 2013	
Description	Total Cost	AIP		State Funds	Pay-As-You-Go PFC		Other Local Funds			Total Funding				
		Entitlements	Discretionary		Current Approval	Future Approvals	Airport Capital	Other	CFC					
<b>Current Year</b>														
<b>FY 2014 (Oct 1, 2013 - Sept 30, 2014)</b>														
Airfield Improvements Program - Bid Package 1/Taxiway Construction (Sitework/Utilities)	\$ 11,868,128	\$ 2,500,000	\$ 6,500,000	\$ 1,200,000	\$ 1,668,128	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,868,128		
<b>Subtotal FY 2014</b>	<b>\$ 11,868,128</b>	<b>\$ 2,500,000</b>	<b>\$ 6,500,000</b>	<b>\$ 1,200,000</b>	<b>\$ 1,668,128</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,868,128</b>		
<b>FY 2015 (Oct 1, 2014 - Sept 30, 2015)</b>														
Airfield Improvements Program - Bid Package 2/Taxiway Construction (Paving/Electrical)	\$ 12,750,123	\$ 2,500,000	\$ 6,500,000	\$ 1,200,000	\$ 2,550,123	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,750,123		
Exit Lane Improvements	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000		
Terminal Roof Replacement	\$ 375,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 375,000	\$ -	\$ -	\$ -	\$ 375,000		
<b>Subtotal FY 2015</b>	<b>\$ 13,375,123</b>	<b>\$ 2,500,000</b>	<b>\$ 6,500,000</b>	<b>\$ 1,200,000</b>	<b>\$ 2,550,123</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 625,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,375,123</b>		
<b>FY 2016 (Oct 1, 2015 - Sept 30, 2016)</b>														
Airfield Improvements Program - Bid Package 3/Runway Construction (Sitework/Utilities)	\$ 7,798,120	\$ 1,500,000	\$ 13,000,000	\$ -	\$ -	\$ -	\$ -	\$ (6,701,880)	\$ -	\$ -	\$ -	\$ 7,798,120		
ARFF Truck	\$ 1,000,000	\$ -	\$ 574,750	\$ -	\$ -	\$ -	\$ -	\$ 425,250	\$ -	\$ -	\$ -	\$ 1,000,000		
Snow Removal Equipment - Broom and Blower	\$ 1,300,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ 1,300,000		
<b>Subtotal FY 2016</b>	<b>\$ 10,098,120</b>	<b>\$ 2,500,000</b>	<b>\$ 13,574,750</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (5,976,630)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,098,120</b>		
<b>FY 2017 (Oct 1, 2016 - Sept 30, 2017)</b>														
Airfield Improvements Program - Bid Package 4/Runway Construction (Paving/Electrical)	\$ 27,403,391	\$ 2,200,000	\$ 13,000,000	\$ -	\$ 5,501,511	\$ -	\$ -	\$ 6,701,880	\$ -	\$ -	\$ -	\$ 27,403,391		
Snow Removal Equipment - Plow Trucks	\$ 333,333	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,333	\$ -	\$ -	\$ -	\$ 333,333		
<b>Subtotal FY 2017</b>	<b>\$ 27,736,724</b>	<b>\$ 2,500,000</b>	<b>\$ 13,000,000</b>	<b>\$ -</b>	<b>\$ 5,501,511</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,735,213</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,736,724</b>		
<b>FY 2018 (Oct 1, 2017 - Sept 30, 2018)</b>														
Commercial Ramp Improvements	\$ 1,111,111	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 111,111	\$ -	\$ -	\$ -	\$ 1,111,111		
Wright Bros Way Road Extension	\$ 3,000,000	\$ 1,000,000	\$ -	\$ 300,000	\$ -	\$ 1,374,750	\$ -	\$ 325,250	\$ -	\$ -	\$ -	\$ 3,000,000		
Parking Garage Design	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000	\$ 500,000	\$ -	\$ 2,000,000		
Taxiway A Design	\$ 1,400,000	\$ 500,000	\$ 760,000	\$ -	\$ -	\$ -	\$ -	\$ 140,000	\$ -	\$ -	\$ -	\$ 1,400,000		
<b>Subtotal FY 2018</b>	<b>\$ 7,511,111</b>	<b>\$ 2,500,000</b>	<b>\$ 760,000</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ 1,374,750</b>	<b>\$ -</b>	<b>\$ 576,361</b>	<b>\$ 1,500,000</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ 7,511,111</b>		
<b>FY 2019 (Oct 1, 2018 - Sept 30, 2019)</b>														
Taxiway A Construction	\$ 12,300,000	\$ 2,500,000	\$ 8,570,000	\$ 300,000	\$ -	\$ 930,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,300,000		
Parking Garage Construction	\$ 15,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,250,000	\$ 3,750,000	\$ -	\$ 15,000,000		
<b>Subtotal FY 2019</b>	<b>\$ 27,300,000</b>	<b>\$ 2,500,000</b>	<b>\$ 8,570,000</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ 930,000</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ 11,250,000</b>	<b>\$ 3,750,000</b>	<b>\$ -</b>	<b>\$ 27,300,000</b>		
<b>Total - FY 2014 through FY 2019</b>	<b>\$ 97,889,206</b>	<b>\$ 15,000,000</b>	<b>\$ 48,904,750</b>	<b>\$ 3,000,000</b>	<b>\$ 9,719,762</b>	<b>\$ 2,304,750</b>	<b>\$ 1,959,944</b>	<b>\$ 12,750,000</b>	<b>\$ 4,250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 97,889,206</b>		
<b>General Note:</b>														



## **MEMORANDUM**

TO: Members of the Airport Authority

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

DATE: December 13, 2013

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

First Amendment to the Display Advertising Concession Management Agreement with Departure Media

### **BACKGROUND**

On December 12, 2008, the Board approved and awarded a contract with Departure Media for the Display Advertising Concession Management Agreement (“Agreement”). The term of the Agreement was for an initial five years with a five-year option to extend. The initial term expires January 31, 2014. As the Board is aware, staff is taking the terminal advertising program in house and will not be exercising the five year extension. Departure Media has requested we extend the Agreement through June 30, 2014 which coincides with their capital investment payoff. Staff is willing to provide Departure Media with a three month extension, provided they agree to the terms and conditions of the First Amendment to the Agreement (attached). Since revenue projections, based on the program being in-house beginning February 1, 2014, were incorporated into the current fiscal budget, a full five month extension was not warranted.

### **ISSUES**

None

### **ALTERNATIVES**

The Board could decide to modify the length of the extension or not grant an extension to the Agreement at all.



## **FISCAL IMPACT**

The fiscal impact is difficult to calculate other than Departure Media will retain their 49% revenue share for the extension period. Staff will be moving forward with the in-house program and actively selling advertising space during the extension period.

## **RECOMMENDED ACTION**

It is respectfully requested that the Airport Authority Board resolve to (1) approve the First Amendment to the Display Advertising Concession Management Agreement with Departure Media; and (2) authorize the Executive Director to execute the necessary documents.

Attachment

**FIRST AMENDMENT**

**TO DISPLAY ADVERTISING CONCESSION  
MANAGEMENT AGREEMENT**

THIS FIRST AMENDMENT made and entered into this \_\_\_\_\_ day of December, 2013, by and between THE ASHEVILLE REGIONAL AIRPORT AUTHORITY, hereinafter referred to as Authority, and DEPARTURE MEDIA, INC. hereinafter referred to as Company.

W I T N E S S E T H:

WHEREAS, the parties hereto have previously entered into a Display Advertising Concession Management Agreement ("Agreement") on January 5, 2009 for the management and operation of the display advertising concession in the Terminal Complex at the Asheville Regional Airport ("Airport"); and

WHEREAS, by an Agreement dated November 29, 1979, and entered into by and between the County of Buncombe and the City of Asheville ("1979 Agreement"), the Asheville Regional Airport Authority ("Authority") was created as a joint agency pursuant to Article 20 of Chapter 160A of the General Statutes of North Carolina; and

WHEREAS, the County of Buncombe and the City of Asheville entered into a Restated and Amended Airport Authority Agreement dated January 22, 2008 ("2008 Agreement"); and

WHEREAS, The Greater Asheville Regional Airport Authority ("GARAA") was created pursuant to Session Law 2012-121 by the General Assembly of North Carolina on June 28, 2012; and

WHEREAS, the Agreement between Company and Authority needs to be assigned to GARAA; and

WHEREAS, the initial term under the existing Agreement is for five years and is set to expire January 31, 2014; and

WHEREAS, GARAA and Company desire to provide for an extension of the Agreement for three months; and

WHEREAS, Company and GARAA request such changes to be effective immediately, and for the remainder of the Agreement;

NOW, THEREFORE, in consideration of the foregoing, the parties hereby agree that the Agreement be amended, effective upon execution, as follows:

**1. Article IV, Term, Paragraphs A & B are hereby deleted in their entirety and replaced with the following:**

A. **Basic Term.** This Agreement shall become effective upon execution by the parties hereto. The term of this Agreement shall commence on the Commencement Date and end on April 30, 2014, unless sooner terminated in accordance with the terms and provisions hereof.

**2. Article XVII, Required, General and Miscellaneous Provisions is hereby amended as follows:**

D. **Notices.**

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

**3.** All other terms of this Display Advertising Concession Management Agreement not specifically amended shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto by their duly authorized officers have caused this Amendment to be executed in their names and their seals to be affixed hereto as of the day and year first above written.

**DEPARTURE MEDIA, INC.**

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

NAME: \_\_\_\_\_

Lew Bleiweis, AAE  
Executive Director

TITLE: \_\_\_\_\_

**ASHEVILLE REGIONAL AIRPORT AUTHORITY**

BY: \_\_\_\_\_

Lew Bleiweis, AAE  
Executive Director



## MEMORANDUM

TO: Members of the Airport Authority

FROM: Lew Bleiweis, Executive Director

DATE: December 13, 2013

### ITEM DESCRIPTION – New Business Item C

Approval of Additional Airline Incentives for Allegiant Air

### BACKGROUND

At the August 9, 2013 board meeting, the Board approved airline incentives with Allegiant for the new service between Asheville (AVL) and Punta Gorda/Ft. Myers, FL (PGD). At the time the new service announcement was made, Allegiant had not confirmed that this service would be yearly. There was some question whether it would be seasonal. Under the Authority's incentive policy, up to \$150,000 for marketing and waived rents and fees up to one-year may be granted. Under staff recommendation, the Board approved waived rents and fees for one year and only \$50,000 in marketing and advertising of the new service. Staff informed the Board that Allegiant would make a final determination in the fall as to the duration of the PGD service. Recently Allegiant has confirmed yearly service for the AVL - PGD service. In fact, Allegiant has confirmed an average of 11.5 flights per week through 2014.

With the confirmation of this yearly service, staff is requesting up to the additional \$100,000 in marketing and advertising money be offered to Allegiant along with approval to provide Allegiant with a ground handling and passenger service fee incentive of 50% per aircraft turn up to \$250.00 per flight for two flights per week for a 12 month period retroactive to the inception of the AVL-PGD service. Allegiant must maintain a minimum of six flights per week to receive this incentive for the full 12 month period.

### ISSUES

None

New Business – Item C



**ALTERNATIVES**

The Board can decide not to provide additional incentives for the AVL-PGD service.

**FISCAL IMPACT**

Staff would like to officially offer Allegiant an additional incentive package in the amount up to \$100,000 for yearly PGD service marketing and advertising, and ground handling fees for the PGD service at 50% per turn up to \$250.00 per flight for two flights per week (\$26,000 total). The additional incentives total \$126,000. The total incentive package including the amounts approved in August is worth approximately \$246,000 with direct expenditures being approximately \$176,000.

The FY13/14 budget includes \$300,000 in Business Development expenditures for these types of incentives. With the additions of Ft. Lauderdale, St. Pete/Tampa, and Punta Gorda/Ft. Myers service, the Authority has already committed approximately \$280,000 to Allegiant for FY13/14. Approximately \$20,000 of Business Development expenditures is not yet committed. To provide the additional incentives of up to \$126,000, the Board will need to approve a budget amendment increasing Business Development expenditures and increasing Transfer from GARAA Cash by \$106,000.

**RECOMMENDED ACTION**

It is respectfully requested that the Authority Board resolve to (1) approve additional airline incentives with Allegiant Air for AVL- PGD service as described above; (2) authorize the Executive Director to execute the necessary documents; and (3) to amend the FY13/14 budget by adopting the following budget ordinance amendment:

BE IT ORDAINED by the Greater Asheville Regional Airport Authority that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2014:

Section 1. To amend the appropriations as follows:

**EXPENDITURES:**

	<u>Decrease</u>	<u>Increase</u>
Business Development	<hr/>	<hr/> \$106,000
Totals	<hr/> \$0	<hr/> \$106,000





This will result in a net increase of \$106,000 in the appropriations. To provide the additional revenue for the above, revenues will be revised as follows:

**REVENUES:**

	<u>Decrease</u>	<u>Increase</u>
Transfer from GARAA Cash/Investments		\$106,000
Totals	<u>\$0</u>	<u>\$106,000</u>

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

Adopted this 13<sup>th</sup> day of December, 2013.

\_\_\_\_\_  
David Hillier, Chair

Attested by:

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



## **MEMORANDUM**

TO: Members of the Airport Authority

FROM: Suzie Baker, Director of Administration

DATE: December 13, 2013

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

Approval of Amended Annual Leave Policy

### **BACKGROUND**

The Annual Leave Policy is being amended to ensure that all Authority employees are taking advantage of their earned annual leave time and are taking adequate time off annually. This amended policy requires, effective January 1, 2014; all employees must take 40 continuous hours of earned annual leave time in a calendar year. New employees will have one year to earn annual leave before this policy applies. Requiring employees to take 40 continuous hours of time off will provide the employee mental, emotional and physical well-being.

### **ISSUES**

Staff is recommending that the current Annual Leave Policy be amended to reflect the changes as outlined in the attachment, effective December 13, 2013.

### **ALTERNATIVES**

The Authority Board could decide not to amend the current Annual Leave Policy.

### **FISCAL IMPACT**

Amending the Annual Leave Policy will reduce the Authority's accrued annual leave liability.



## **RECOMMENDED ACTION**

It is respectfully requested that the Airport Authority Board resolve to (1) approve the amended Annual Leave Policy as outlined in the Attachment; and (2) authorize the Executive Director to implement such changes effective December 13, 2013.

**OBJECTIVE** To grant eligible employees an annual vacation period.

**METHOD OF OPERATION**

**Directives** All regular full-time and regular part-time (working at least 1,000 hours annually) employees shall be entitled to earn annual leave with pay.

Annual leave for regular full-time employees shall be earned in accordance with the following schedule:

Years of Employment	<del>Days</del> <u>Hours</u> Per Year
First through Fifth	<del>12</del> <u>96</u>
Sixth through Tenth	<del>15</del> <u>120</u>
Eleventh through Fifteenth	<del>18</del> <u>144</u>
Sixteenth and over	<del>20</del> <u>160</u>

Annual leave for regular part-time employees shall be earned at fifty percent (50%) of the annual leave earned by a regular full-time employee based on the schedule outlined above.

Effective January 1, 2014, and within 12 months of the implementation of this policy, all employees must take 40 (48 hours for DPS employees) continuous hours of their earned annual leave time in each calendar year. New employees will have one year to earn annual leave before this applies.

For employees who accrue Professional Leave: Annual Leave and Professional Leave cannot be combined to meet the 40 continuous hours.

In the event there is a separation of service, the employee upon reinstatement or re-employment will begin earning benefits as a new employee, unless employee is re-employed within ~~three~~one years.

Annual leave may not be used until after completion of three (3) months of satisfactory service without the approval of the ~~Airport Director~~Executive Director. Employees who terminate during their original introductory period shall not be eligible for payment of unused annual leave.

Annual leave in excess of ~~60 days~~ 480 hours must be used within the anniversary year that it is earned. ~~Days~~ Hours in excess of ~~60 days~~ 480 will be forfeited unless it is determined that the employee was prevented from utilizing such leave. Any excess above ~~60 days~~ 480 hours shall be paid during the first pay period of the new calendar year where the employer has prevented the employee from utilizing such leave. All such payments are subject to the approval of the ~~Airport~~ Executive Director, or designee.

Employees who resign, are laid off, or otherwise separate from the Airport Authority, shall be entitled to be paid for any unused annual leave balance earned by them as of the date of termination not to exceed ~~60 days~~ 480 hours.

Employees who are on Workers' Compensation leave or leave under Section 215.06 of these Policies and Procedures shall not accrue vacation when such leave extends 30 days or longer.

If a paid holiday occurs while an employee is on approved annual leave, that day will not be charged against annual leave.

**Request for  
Annual Leave**

Requests for annual leave shall be made on the Request for Leave form, which must be submitted to the department head for approval.

The Department Head and/or the ~~Airport~~ Executive Director may disapprove requests for leave.

Vacations will be scheduled in such a manner as to not hamper the normal operations of the Department.

**Annual Leave  
Buy Down  
Program**

This program allows employees to elect, one time within a 12 month period, to be paid for some of their accrued annual leave. No proof of financial hardship is required to participate in this program. This program is inclusive of financial hardships that may occur annually.

Employees must have a minimum balance of 80 hours (84 hours for DPS) accrued annual leave after buy down.

Request for payment of "Annual Leave Buy Down" must be in writing and submitted on Form 215.02.1, Annual Leave Buy Down Program, to the Finance Department. Checks will be issued on Friday within two weeks from the date of the request.

Effective date of this program is 07/13/07.

**APPROVAL AND  
UPDATE HISTORY**

- | **Approval**                    ~~March 13, 2009~~ December 13, 2013
- | **Supersedes**                ~~March 13, 2009~~, April 19, 2004

**ANNUAL LEAVE BUY DOWN PROGRAM**

I understand this program allows employees to elect, one time within a 12 month period, to be paid for some of their accrued annual leave, while still maintaining a minimum balance of 80 hours (84 hours for DPS) accrued annual leave after buy down. This program is inclusive of financial hardships that may occur annually. The employee's signature on this form acknowledges that he or she understands that the "Annual Leave Buy Down" program may only be utilized once per 12 month period. Refer to Policy and Procedure 215.02, Annual Leave, for additional information.

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**SECTION I:**

Employee Name \_\_\_\_\_

Number of Hours Requested \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_  
Employee Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Department Head Signature

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**SECTION II:**

**PAYROLL VERIFICATION:**

Current Number of Annual Leave Hours \_\_\_\_\_

Requested Buy Down Annual Leave Hours \_\_\_\_\_

Total Hours left after Buy Down \_\_\_\_\_ (minimum 80 hours)  
(84 hours DPS)

Payroll Clerk Verification Signature \_\_\_\_\_ Date \_\_\_\_\_

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**SECTION III:**

~~FINANCE ADMINISTRATION~~ DEPARTMENT:

LAST DATE OF BUY DOWN \_\_\_\_\_

APPROVAL \_\_\_\_\_ DISAPPROVAL \_\_\_\_\_

~~FINANCE REPRESENTATIVE~~ DIRECTOR OF ADMINISTRATION \_\_\_\_\_

DATE \_\_\_\_\_

215.02.1



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## MEMORANDUM

TO: Members of the Airport Authority  
FROM: Lew Bleiweis, A.A.E., Executive Director  
DATE: December 13, 2013

### **ITEM DESCRIPTION – Information Section Item A**

October, 2013 Traffic Report – Asheville Regional Airport

### **SUMMARY**

October 2013 overall passenger traffic numbers were up 14.7% compared to the same period last year. Passenger traffic numbers reflect a 13.9% increase in passenger enplanements from October 2012. Enplanements for Fiscal Year to Date total 136,268 which is a 14.06% increase over the same period last year.

### **AIRLINE PERFORMANCE**

Allegiant Airlines: Year over Year passenger enplanements for Allegiant in October 2013 were up by 263.0%. There were no flight cancellations for the month.

Delta Airlines: Delta's October 2013 enplanements decreased by 0.7% compared to October 2012. There were no flight cancellations for the month.

United Airlines: In October 2013, United Airlines saw a decrease in enplanements by 8.1% over the same period last year. There were no flight cancellations for the month.

US Airways: US Airways' October 2013 passenger enplanements represent a 12.2% increase over the same period last year. There were four (4) flight cancellations for the month.



# Monthly Traffic Report

## Asheville Regional Airport

### October 2013



Category	Oct 2013	Oct 2012	Percentage Change	*CYTD-2013	*CYTD-2012	Percentage Change	*MOV12-2013	*MOV12-2012	Percentage Change
<b>Passenger Traffic</b>									
Enplaned	32,747	28,753	13.9%	281,022	269,245	4.4%	329,451	327,098	0.7%
Deplaned	<u>33,122</u>	<u>28,686</u>	15.5%	<u>280,976</u>	<u>267,783</u>	4.9%	<u>329,367</u>	<u>324,881</u>	1.4%
<b>Total</b>	<b>65,869</b>	<b>57,439</b>	<b>14.7%</b>	<b>561,998</b>	<b>537,028</b>	<b>4.6%</b>	<b>658,818</b>	<b>651,979</b>	<b>1.0%</b>
<b>Aircraft Operations</b>									
Airlines	540	288	87.5%	4,218	2,966	42.2%	4,943	3,572	38.4%
Commuter /Air Taxi	<u>1,005</u>	<u>1,297</u>	-22.5%	10,269	12,356	-16.9%	12,106	14,821	-18.3%
<b>Subtotal</b>	<u>1,545</u>	<u>1,585</u>	-2.5%	<u>14,487</u>	<u>15,322</u>	-5.4%	<u>17,049</u>	<u>18,393</u>	-7.3%
General Aviation	4,414	3,589	23.0%	34,933	33,422	4.5%	40,702	38,815	4.9%
Military	<u>338</u>	<u>445</u>	-24.0%	<u>3,942</u>	<u>3,825</u>	3.1%	<u>4,704</u>	<u>4,242</u>	10.9%
<b>Subtotal</b>	<u>4,752</u>	<u>4,034</u>	17.8%	<u>38,875</u>	<u>37,247</u>	4.4%	<u>45,406</u>	<u>43,057</u>	5.5%
<b>Total</b>	<b>6,297</b>	<b>5,619</b>	<b>12.1%</b>	<b>53,362</b>	<b>52,569</b>	<b>1.5%</b>	<b>62,455</b>	<b>61,450</b>	<b>1.6%</b>
<b>Fuel Gallons</b>									
100LL	24,251	16,348	48.3%	137,388	140,059	-1.9%	162,015	164,581	-1.6%
Jet A (GA)	127,394	113,167	12.6%	945,934	935,950	1.1%	1,104,039	1,127,196	-2.1%
<b>Subtotal</b>	<u>151,645</u>	<u>129,515</u>	17.1%	<u>1,083,322</u>	<u>1,076,009</u>	0.7%	<u>1,266,054</u>	<u>1,291,777</u>	-2.0%
Jet A (A/L)	<u>209,013</u>	<u>193,590</u>	8.0%	<u>2,026,145</u>	<u>2,040,756</u>	-0.7%	<u>2,303,776</u>	<u>2,507,736</u>	-8.1%
<b>Total</b>	<b>360,658</b>	<b>323,105</b>	<b>11.6%</b>	<b>3,109,467</b>	<b>3,116,765</b>	<b>-0.2%</b>	<b>3,569,830</b>	<b>3,799,513</b>	<b>-6.0%</b>

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

Wednesday, November 20, 2013

# Airline Enplanements, Seats, and Load Factors

## Asheville Regional Airport

October 2013



	Oct 2013	Oct 2012	Percentage Change	*CYTD-2013	*CYTD-2012	Percentage Change
<b>AirTran Airways</b>						
Enplanements	0	0	#Num!	0	306	-100.0%
Seats	0	0	#Num!	0	468	-100.0%
Load Factor	#Num!	#Num!	#Type!	#Num!	65.4%	#Type!
<b>Allegiant Air</b>						
Enplanements	4,410	1,215	263.0%	35,619	12,351	188.4%
Seats	4,980	1,232	304.2%	39,362	13,082	200.9%
Load Factor	88.6%	98.6%	-10.2%	90.5%	94.4%	-4.2%
<b>Continental Airlines</b>						
Enplanements	0	0	#Num!	0	2,419	-100.0%
Seats	0	0	#Num!	0	5,100	-100.0%
Load Factor	#Num!	#Num!	#Type!	#Num!	47.4%	#Type!
<b>Delta Air Lines</b>						
Enplanements	13,345	13,445	-0.7%	119,197	119,082	0.1%
Seats	15,503	16,270	-4.7%	158,708	146,370	8.4%
Load Factor	86.1%	82.6%	4.2%	75.1%	81.4%	-7.7%
<b>United Airlines</b>						
Enplanements	3,727	4,057	-8.1%	32,149	41,233	-22.0%
Seats	5,050	4,900	3.1%	42,082	52,610	-20.0%
Load Factor	73.8%	82.8%	-10.9%	76.4%	78.4%	-2.5%
<b>US Airways</b>						
Enplanements	11,265	10,036	12.2%	94,057	93,854	0.2%
Seats	13,965	13,374	4.4%	136,987	129,657	5.7%
Load Factor	80.7%	75.0%	7.5%	68.7%	72.4%	-5.1%

Wednesday, November 20, 2013

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

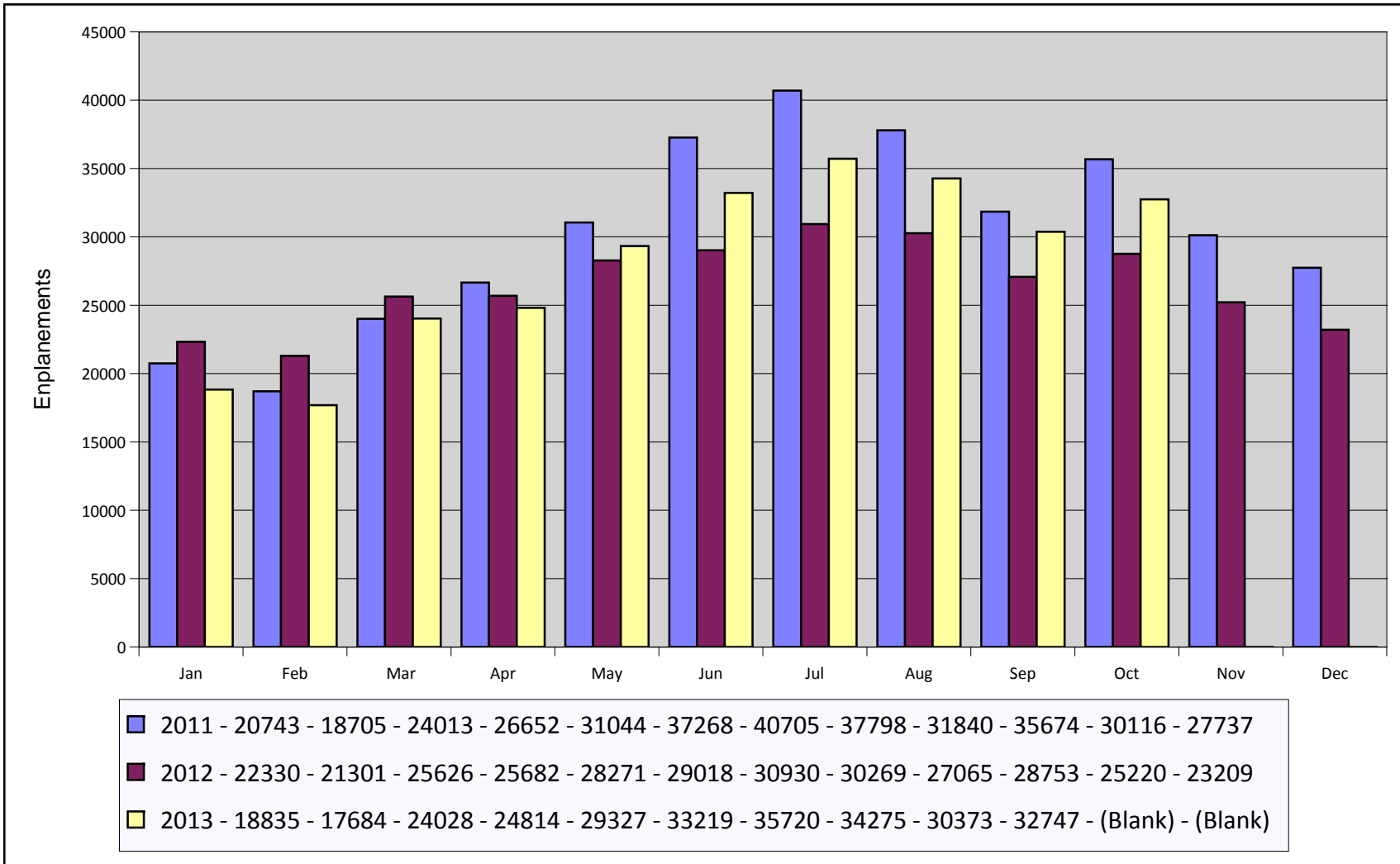
	Oct 2013	Oct 2012	Percentage Change	*CYTD-2013	*CYTD-2012	Percentage Change
<b>Totals</b>						
Enplanements	32,747	28,753	13.9%	281,022	269,245	4.4%
Seats	39,498	35,776	10.4%	377,139	347,287	8.6%
Load Factor	82.9%	80.4%	3.2%	74.5%	77.5%	-3.9%

# Airline Flight Completions Asheville Regional Airport October 2013

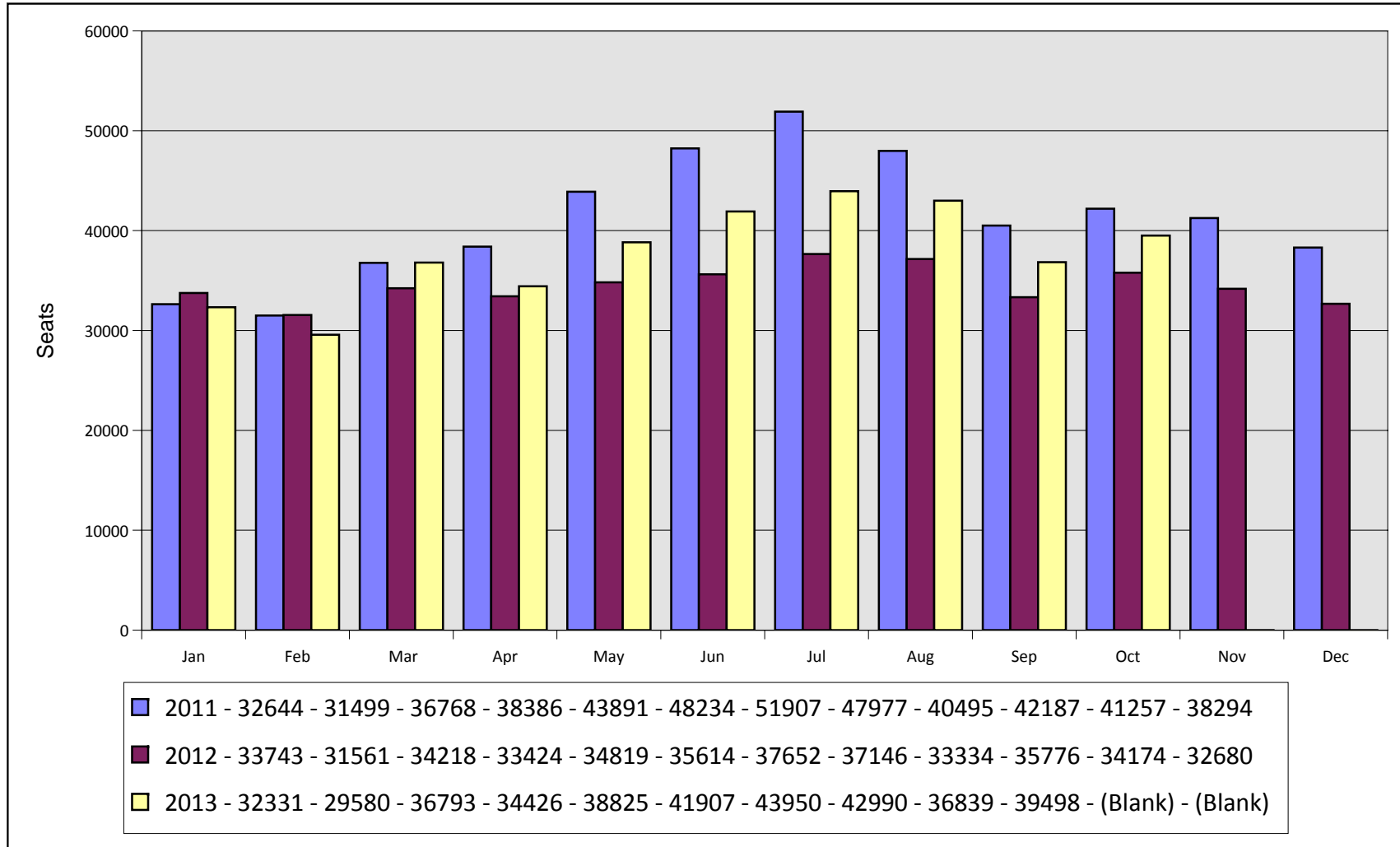


Airline	Scheduled Flights	Field	Cancellations Due To			Total Cancellations	Percentage of Completed
			Mechanical	Weather	Other		
Allegiant Air	30	0	0	0	0	0	100.0%
Delta Air Lines	257	0	0	0	0	0	100.0%
United Airlines	91	0	0	0	0	0	100.0%
US Airways	274	0	3	1	0	4	85.4%
<b>Total</b>	<b>652</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>99.4%</b>

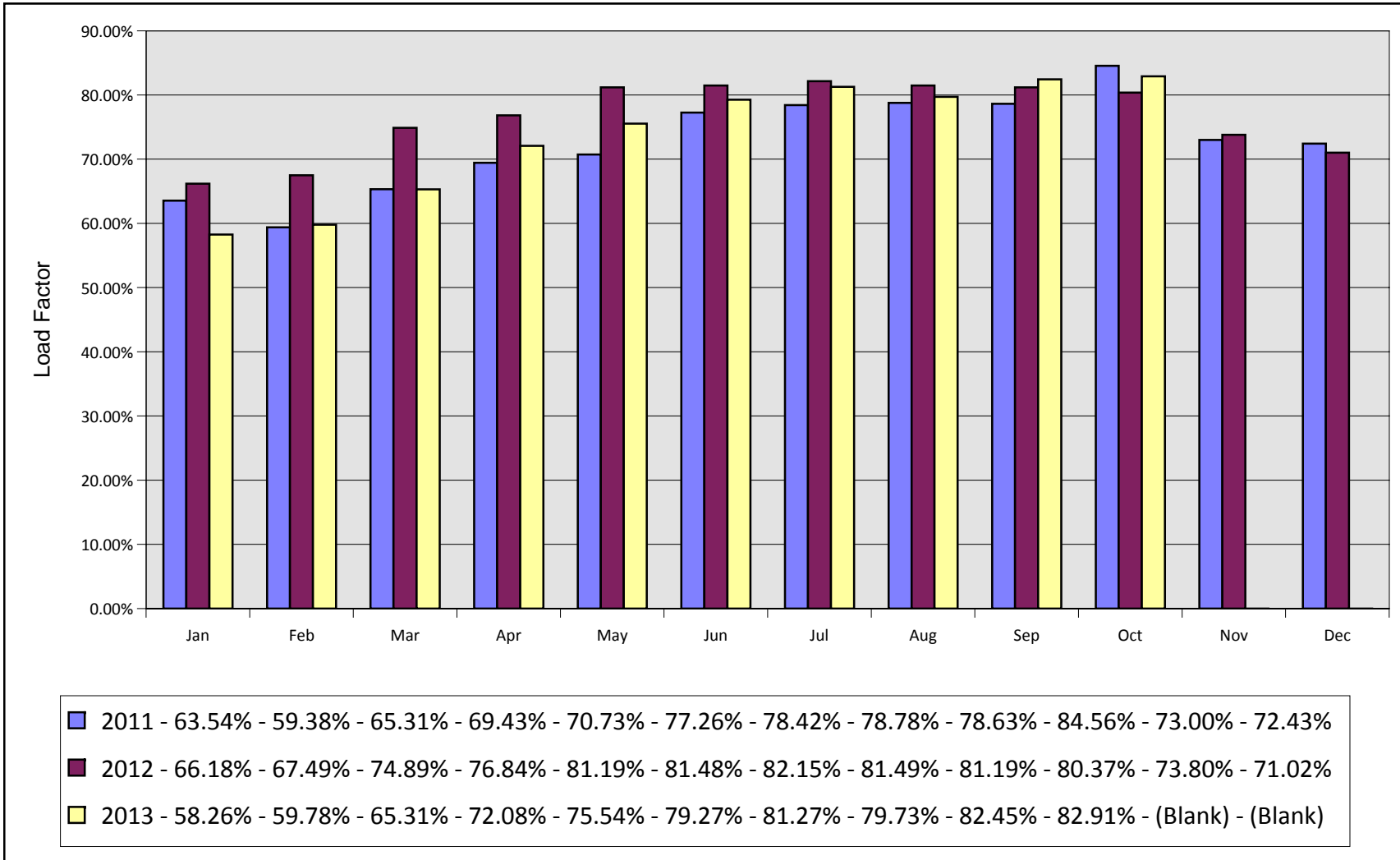
# Monthly Enplanements By Year Asheville Regional Airport



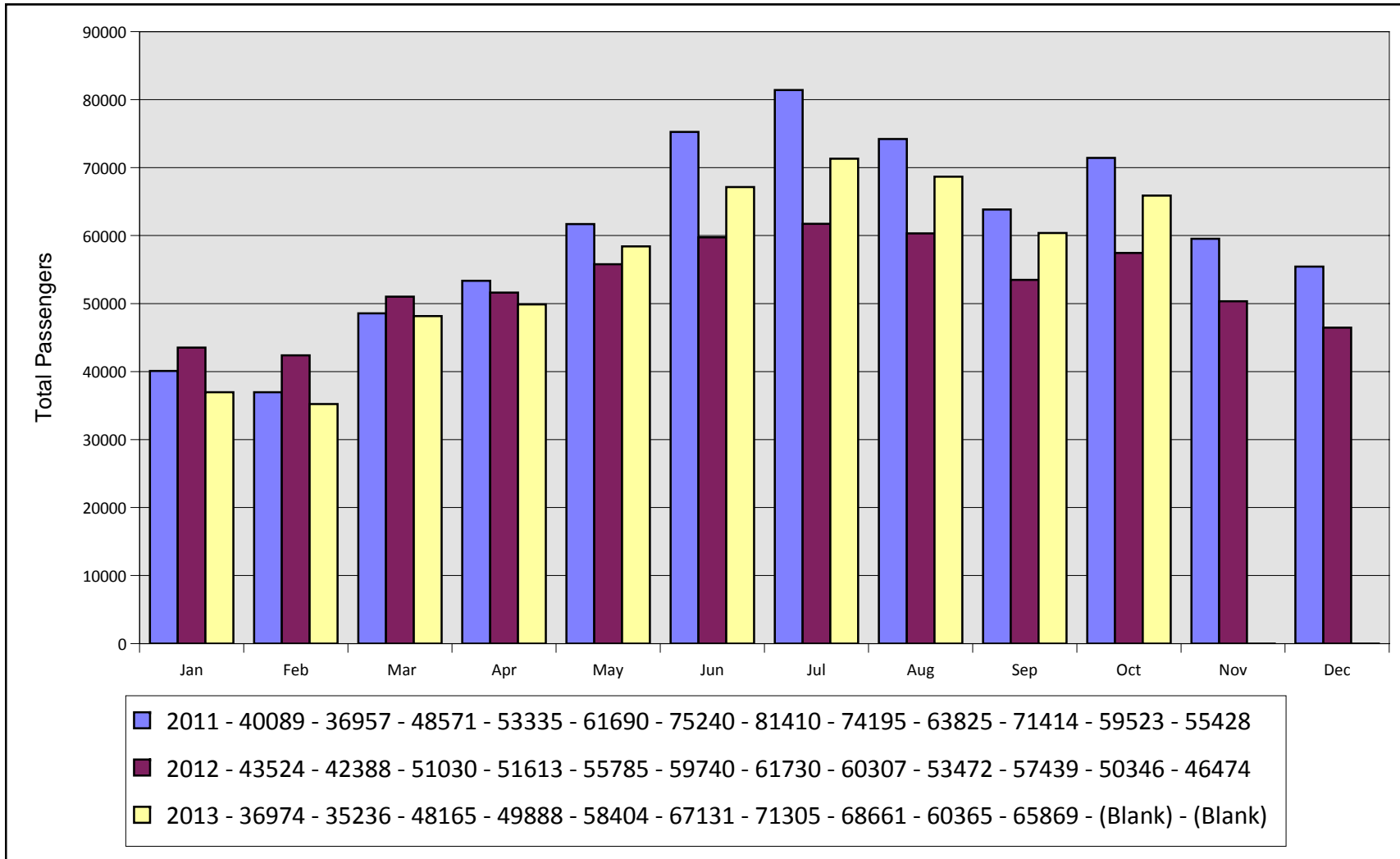
# Monthly Seats By Year Asheville Regional Airport



# Monthly Load Factors By Year Asheville Regional Airport



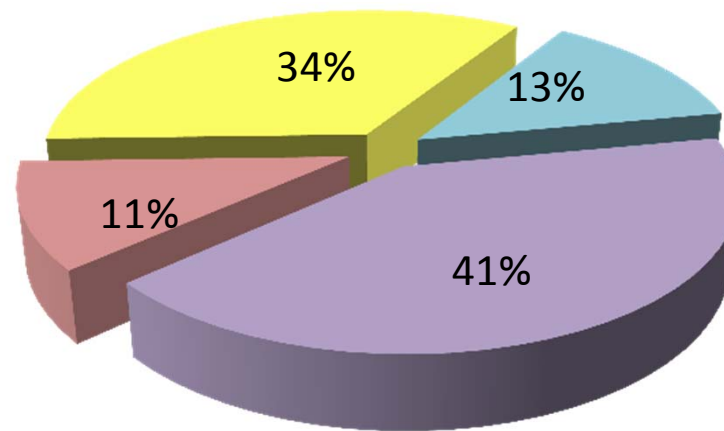
# Total Monthly Passengers By Year Asheville Regional Airport



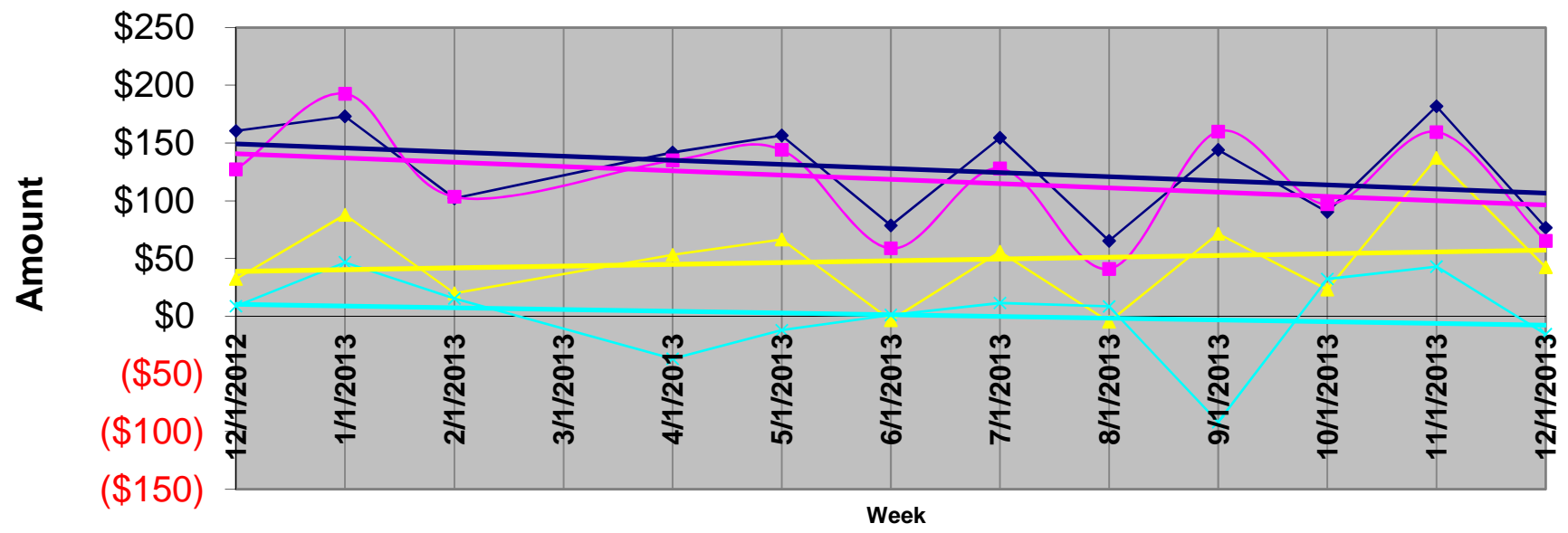


# Airline Market Share Analysis (Enplanements) Asheville Regional Airport

Report Period From October 2013 Through October 2013



## 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 11/26/13**  
**21 Day Advance Purchase, 3 day Stay**

							<u>Difference in Fares</u>				
		<u>ASHEVILLE</u>	<u>ATLANTA</u>	<u>CHARLOTTE</u>	<u>GREENVILLE</u>	<u>TRI-CITIES</u>	<u>ATLANTA</u>	<u>CHARLOTTE</u>	<u>GREENVILLE</u>	<u>TRI-CITIES</u>	
ABQ	Albuquerque	\$469	\$280	\$352	\$424	\$559	\$189	\$117	\$45	(\$90)	
ATL	Atlanta	\$274		\$334	\$250	\$268	\$274	(\$60)	\$24	\$6	
AUS	Austin	\$380	\$338	\$310	\$407	\$364	\$42	\$70	(\$27)	\$16	
BWI	Baltimore	\$302	\$281	\$204	\$212	\$420	\$21	\$98	\$90	(\$118)	
BOS	Boston	\$333	\$271	\$168	\$248	\$360	\$62	\$165	\$85	(\$27)	
ORD	Chicago	\$279	\$278	\$290	\$250	\$341	\$1	(\$11)	\$29	(\$62)	
CVG	Cincinnati	\$320	\$268	\$394	\$412	\$385	\$52	(\$74)	(\$92)	(\$65)	
CLE	Cleveland	\$349	\$302	\$408	\$280	\$328	\$47	(\$59)	\$69	\$21	
DFW	Dallas	\$288	\$239	\$356	\$314	\$280	\$49	(\$68)	(\$26)	\$8	
DEN	Denver	\$400	\$233	\$367	\$373	\$404	\$167	\$33	\$27	(\$4)	
DTW	Detroit	\$334	\$277	\$367	\$290	\$361	\$57	(\$33)	\$44	(\$27)	
FLL	Fort Lauderdale	\$309	\$305	\$346	\$288	\$325	\$4	(\$37)	\$21	(\$16)	
RSW	Ft. Myers	\$313	\$316	\$275	\$274	\$320	(\$3)	\$38	\$39	(\$7)	
BDL	Hartford	\$366	\$316	\$274	\$358	\$426	\$50	\$92	\$8	(\$60)	
IAH	Houston	\$443	\$310	\$349	\$308	\$363	\$133	\$94	\$135	\$80	
IND	Indianapolis	\$360	\$233	\$194	\$256	\$416	\$127	\$166	\$104	(\$56)	
JAX	Jacksonville	\$308	\$234	\$252	\$220	\$352	\$74	\$56	\$88	(\$44)	
MCI	Kansas City	\$335	\$312	\$265	\$261	\$366	\$23	\$70	\$74	(\$31)	
LAS	Las Vegas	\$479	\$400	\$442	\$563	\$459	\$79	\$37	(\$84)	\$20	
LAX	Los Angeles	\$486	\$304	\$309	\$400	\$447	\$182	\$177	\$86	\$39	
MHT	Manchester	\$333	\$305	\$173	\$289	\$376	\$28	\$160	\$44	(\$43)	
MEM	Memphis	\$424	\$283	\$400	\$379	\$380	\$141	\$24	\$45	\$44	
MIA	Miami	\$395	\$305	\$346	\$385	\$365	\$90	\$49	\$10	\$30	
MKE	Milwaukee	\$329	\$282	\$283	\$259	\$371	\$47	\$46	\$70	(\$42)	
MSP	Minneapolis/Saint Pau	\$451	\$302	\$406	\$403	\$436	\$149	\$45	\$48	\$15	
BNA	Nashville	\$302	\$337	\$218	\$240	\$315	(\$35)	\$84	\$62	(\$13)	
MSY	New Orleans	\$846	\$239	\$636	\$608	\$842	\$607	\$210	\$238	\$4	

LGA	New York	\$363	\$315	\$222	\$291	\$313	\$48	\$141	\$72	\$50
EWR	Newark	\$314	\$275	\$324	\$302	\$359	\$39	(\$10)	\$12	(\$45)
MCO	Orlando	\$318	\$263	\$268	\$286	\$320	\$55	\$50	\$32	(\$2)
PHL	Philadelphia	\$272	\$340	\$241	\$261	\$356	(\$68)	\$31	\$11	(\$84)
PHX	Phoenix	\$410	\$301	\$256	\$427	\$395	\$109	\$154	(\$17)	\$15
PIT	Pittsburgh	\$356	\$256	\$240	\$276	\$356	\$100	\$116	\$80	\$0
PDX	Portland	\$395	\$333	\$311	\$338	\$490	\$62	\$84	\$57	(\$95)
PVD	Providence	\$330	\$280	\$162	\$248	\$366	\$50	\$168	\$82	(\$36)
RDU	Raleigh/Durham	\$319	\$211	\$264	\$348	\$304	\$108	\$55	(\$29)	\$15
RIC	Richmond	\$356	\$284	\$274	\$348	\$316	\$72	\$82	\$8	\$40
STL	Saint Louis	\$323	\$272	\$274	\$257	\$356	\$51	\$49	\$66	(\$33)
SLC	Salt Lake City	\$409	\$286	\$394	\$430	\$468	\$123	\$15	(\$21)	(\$59)
SAT	San Antonio	\$336	\$321	\$265	\$257	\$376	\$15	\$71	\$79	(\$40)
SAN	San Diego	\$410	\$298	\$334	\$438	\$410	\$112	\$76	(\$28)	\$0
SFO	San Francisco	\$484	\$355	\$339	\$414	\$420	\$129	\$145	\$70	\$64
SRQ	Sarasota/Bradenton	\$340	\$319	\$274	\$315	\$320	\$21	\$66	\$25	\$20
SEA	Seattle	\$384	\$331	\$295	\$320	\$405	\$53	\$89	\$64	(\$21)
SYR	Syracuse	\$370	\$296	\$224	\$391	\$366	\$74	\$146	(\$21)	\$4
TPA	Tampa	\$320	\$294	\$276	\$254	\$320	\$26	\$44	\$66	\$0
YYZ	Toronto	\$466	\$523	\$445	\$468	\$498	(\$57)	\$21	(\$2)	(\$32)
DCA	Washington DC	\$322	\$295	\$214	\$211	\$359	\$27	\$108	\$111	(\$37)
IAD	Washington DC	\$320	\$305	\$214	\$211	\$356	\$15	\$106	\$109	(\$36)
PBI	West Palm Beach	\$313	\$308	\$346	\$274	\$366	\$5	(\$33)	\$39	(\$53)

\*These sample airfares were available 11/26/13, 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 specific airline or airline booking websites. Airfares are subject to change without notice - and lower airfares are often not available on all dates. Please see our "Low Fares" section on our web site for any last minute airfare specials.

\$77      \$65      \$42      (\$16)

**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 11/26/13**  
**0 Day Advance Purchase, 3 day Stay**

		<u>Difference in Fares</u>								
		<u>ASHEVILLE</u>	<u>ATLANTA</u>	<u>CHARLOTTE</u>	<u>GREENVILLE</u>	<u>TRI-CITIES</u>	<u>ATLANTA</u>	<u>CHARLOTTE</u>	<u>GREENVILLE</u>	<u>TRI-CITIES</u>
ABQ	Albuquerque	\$809	\$477	\$755	\$891	\$979	\$332	\$54	(\$82)	(\$170)
ATL	Atlanta	\$495		\$634	\$468	\$430	\$495	(\$139)	\$27	\$65
AUS	Austin	\$630	\$568	\$418	\$828	\$630	\$62	\$212	(\$198)	\$0
BWI	Baltimore	\$536	\$430	\$256	\$287	\$720	\$106	\$280	\$249	(\$184)
BOS	Boston	\$630	\$533	\$256	\$638	\$626	\$97	\$374	(\$8)	\$4
ORD	Chicago	\$394	\$408	\$630	\$416	\$720	(\$14)	(\$236)	(\$22)	(\$326)
CVG	Cincinnati	\$443	\$457	\$756	\$712	\$540	(\$14)	(\$313)	(\$269)	(\$97)
CLE	Cleveland	\$535	\$520	\$948	\$402	\$536	\$15	(\$413)	\$133	(\$1)
DFW	Dallas	\$485	\$642	\$947	\$496	\$485	(\$157)	(\$462)	(\$11)	\$0
DEN	Denver	\$650	\$393	\$479	\$872	\$974	\$257	\$171	(\$222)	(\$324)
DTW	Detroit	\$514	\$514	\$775	\$466	\$672	\$0	(\$261)	\$48	(\$158)
FLL	Fort Lauderdale	\$596	\$428	\$517	\$652	\$626	\$168	\$79	(\$56)	(\$30)
RSW	Ft. Myers	\$600	\$487	\$392	\$610	\$596	\$113	\$208	(\$10)	\$4
BDL	Hartford	\$596	\$474	\$366	\$576	\$840	\$122	\$230	\$20	(\$244)
IAH	Houston	\$623	\$542	\$855	\$456	\$885	\$81	(\$232)	\$167	(\$262)
IND	Indianapolis	\$826	\$452	\$357	\$504	\$872	\$374	\$469	\$322	(\$46)
JAX	Jacksonville	\$536	\$409	\$372	\$560	\$846	\$127	\$164	(\$24)	(\$310)
MCI	Kansas City	\$630	\$487	\$380	\$736	\$596	\$143	\$250	(\$106)	\$34
LAS	Las Vegas	\$790	\$634	\$627	\$928	\$786	\$156	\$163	(\$138)	\$4
LAX	Los Angeles	\$876	\$556	\$738	\$948	\$1,134	\$320	\$138	(\$72)	(\$258)
MHT	Manchester	\$633	\$495	\$288	\$623	\$629	\$138	\$345	\$10	\$4
MEM	Memphis	\$716	\$470	\$791	\$701	\$716	\$246	(\$75)	\$15	\$0
MIA	Miami	\$485	\$514	\$736	\$657	\$485	(\$29)	(\$251)	(\$172)	\$0
MKE	Milwaukee	\$690	\$434	\$375	\$598	\$746	\$256	\$315	\$92	(\$56)
MSP	Minneapolis/Saint Paul	\$866	\$594	\$834	\$844	\$840	\$272	\$32	\$22	\$26
BNA	Nashville	\$555	\$554	\$477	\$474	\$555	\$1	\$78	\$81	\$0
MSY	New Orleans	\$1,537	\$659	\$1,068	\$1,519	\$1,533	\$878	\$469	\$18	\$4

LGA	New York	\$600	\$457	\$417	\$409	\$596	\$143	\$183	\$191	\$4
EWR	Newark	\$402	\$520	\$728	\$516	\$596	(\$118)	(\$326)	(\$114)	(\$194)
MCO	Orlando	\$540	\$425	\$344	\$353	\$596	\$115	\$196	\$187	(\$56)
PHL	Philadelphia	\$397	\$834	\$356	\$371	\$536	(\$437)	\$41	\$26	(\$139)
PHX	Phoenix	\$790	\$919	\$468	\$914	\$786	(\$129)	\$322	(\$124)	\$4
PIT	Pittsburgh	\$536	\$493	\$366	\$512	\$536	\$43	\$170	\$24	\$0
PDX	Portland	\$810	\$692	\$494	\$962	\$809	\$118	\$316	(\$152)	\$1
PVD	Providence	\$630	\$598	\$288	\$638	\$596	\$32	\$342	(\$8)	\$34
RDU	Raleigh/Durham	\$439	\$424	\$494	\$574	\$908	\$15	(\$55)	(\$135)	(\$469)
RIC	Richmond	\$536	\$434	\$644	\$654	\$436	\$102	(\$108)	(\$118)	\$100
STL	Saint Louis	\$540	\$502	\$380	\$596	\$536	\$38	\$160	(\$56)	\$4
SLC	Salt Lake City	\$666	\$472	\$759	\$912	\$849	\$194	(\$93)	(\$246)	(\$183)
SAT	San Antonio	\$633	\$632	\$392	\$838	\$629	\$1	\$241	(\$205)	\$4
SAN	San Diego	\$790	\$534	\$676	\$944	\$786	\$256	\$114	(\$154)	\$4
SFO	San Francisco	\$983	\$618	\$519	\$962	\$806	\$365	\$464	\$21	\$177
SRQ	Sarasota/Bradenton	\$655	\$564	\$392	\$632	\$656	\$91	\$263	\$23	(\$1)
SEA	Seattle	\$810	\$637	\$600	\$962	\$806	\$173	\$210	(\$152)	\$4
SYR	Syracuse	\$600	\$485	\$396	\$802	\$596	\$115	\$204	(\$202)	\$4
TPA	Tampa	\$600	\$450	\$387	\$572	\$596	\$150	\$213	\$28	\$4
YYZ	Toronto	\$760	\$739	\$701	\$748	\$692	\$21	\$59	\$12	\$68
DCA	Washington DC	\$540	\$494	\$762	\$421	\$536	\$46	(\$222)	\$119	\$4
IAD	Washington DC	\$540	\$494	\$827	\$440	\$536	\$46	(\$287)	\$100	\$4
PBI	West Palm Beach	\$600	\$500	\$617	\$610	\$596	\$100	(\$17)	(\$10)	\$4

\*These sample airfares were available 11/26/13, 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 specific airline or airline booking websites. Airfares are subject to change without notice - and lower airfares are often not available on all dates. Please see our "Low Fares" section on our web site for any last minute airfare specials.

\$121      \$81      (\$23)      (\$59)

**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.**

Schedule Weekly Summary Report for all nonstop Passenger (All) flights from AVL for travel December 2013 vs. December 2012

Mktg Al	Travel Period			Dec 2013		Dec 2012		Diff		Percent Diff	
	Orig	Dest	Miles	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats
DL	ATL	AVL	164	46	3,014	44	2,729	2	285	4.5%	10.4%
DL	AVL	ATL	164	46	3,014	45	2,784	1	230	2.2%	8.3%
DL	AVL	DTW	470	0	0	6	300	(6)	(300)	(100.0%)	(100.0%)
DL	AVL	LGA	599	0	0	2	100	(2)	(100)	(100.0%)	(100.0%)
DL	DTW	AVL	470	0	0	7	350	(7)	(350)	(100.0%)	(100.0%)
DL	LGA	AVL	599	0	0	2	100	(2)	(100)	(100.0%)	(100.0%)
G4	AVL	FLL	660	2	332	2	332	0	0	0.0%	0.0%
G4	AVL	PGD	588	2	332	0	0	2	332		
G4	AVL	PIE	518	2	332	0	0	2	332		
G4	AVL	SFB	465	2	354	2	332	0	22	0.0%	6.6%
G4	FLL	AVL	660	2	332	2	332	0	0	0.0%	0.0%
G4	PGD	AVL	588	2	332	0	0	2	332		
G4	PIE	AVL	518	2	332	0	0	2	332		
G4	SFB	AVL	465	2	354	2	332	0	22	0.0%	6.6%
UA	AVL	EWR	583	6	300	7	350	(1)	(50)	(14.3%)	(14.3%)
UA	AVL	ORD	536	7	350	7	350	0	0	0.0%	0.0%
UA	EWR	AVL	583	6	300	7	350	(1)	(50)	(14.3%)	(14.3%)
UA	ORD	AVL	536	7	350	7	350	0	0	0.0%	0.0%
US	AVL	CLT	92	51	3,102	59	3,009	(8)	93	(13.6%)	3.1%
US	CLT	AVL	92	51	3,102	59	3,009	(8)	93	(13.6%)	3.1%
TOTAL				236	16,232	260	15,109	(24)	1,123	(9.2%)	7.4%

Schedule Weekly Summary Report for all nonstop Passenger (All) flights from AVL for travel January 2014 vs. January 2013

Mktg Al	Travel Period			Jan 2014		Jan 2013		Diff		Percent Diff	
	Orig	Dest	Miles	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats
DL	ATL	AVL	164	43	2,744	54	3,239	(11)	(495)	(20.4%)	(15.3%)
DL	AVL	ATL	164	43	2,744	54	3,239	(11)	(495)	(20.4%)	(15.3%)
G4	AVL	FLL	660	2	332	2	332	0	0	0.0%	0.0%
G4	AVL	PGD	588	2	332	0	0	2	332		
G4	AVL	PIE	518	2	332	0	0	2	332		
G4	AVL	SFB	465	2	332	2	332	0	0	0.0%	0.0%
G4	FLL	AVL	660	2	332	2	332	0	0	0.0%	0.0%
G4	PGD	AVL	588	2	332	0	0	2	332		
G4	PIE	AVL	518	2	332	0	0	2	332		
G4	SFB	AVL	465	2	332	2	332	0	0	0.0%	0.0%
UA	AVL	EWR	583	1	50	0	0	1	50		
UA	AVL	ORD	536	7	350	14	700	(7)	(350)	(50.0%)	(50.0%)
UA	EWR	AVL	583	1	50	0	0	1	50		
UA	ORD	AVL	536	7	350	14	700	(7)	(350)	(50.0%)	(50.0%)
US	AVL	CLT	92	48	2,752	60	3,102	(12)	(350)	(20.0%)	(11.3%)
US	CLT	AVL	92	47	2,702	60	3,102	(13)	(400)	(21.7%)	(12.9%)
TOTAL				213	14,398	264	15,410	(51)	(1,012)	(19.3%)	(6.6%)



Schedule Weekly Summary Report for all nonstop Passenger (All) flights from AVL for travel February 2014 vs. February 2013

Mktg Al	Travel Period			Feb 2014		Feb 2013		Diff		Percent Diff	
	Orig	Dest	Miles	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats
DL	ATL	AVL	164	46	2,894	53	3,140	(7)	(246)	(13.2%)	(7.8%)
DL	AVL	ATL	164	46	2,894	53	3,140	(7)	(246)	(13.2%)	(7.8%)
G4	AVL	FLL	660	2	332	2	332	0	0	0.0%	0.0%
G4	AVL	PGD	588	2	332	0	0	2	332		
G4	AVL	PIE	518	2	332	0	0	2	332		
G4	AVL	SFB	465	2	332	2	332	0	0	0.0%	0.0%
G4	FLL	AVL	660	2	332	2	332	0	0	0.0%	0.0%
G4	PGD	AVL	588	2	332	0	0	2	332		
G4	PIE	AVL	518	2	332	0	0	2	332		
G4	SFB	AVL	465	2	332	2	332	0	0	0.0%	0.0%
UA	AVL	ORD	536	7	350	14	700	(7)	(350)	(50.0%)	(50.0%)
UA	ORD	AVL	536	7	350	14	700	(7)	(350)	(50.0%)	(50.0%)
US	AVL	CLT	92	47	2,642	61	3,152	(14)	(510)	(23.0%)	(16.2%)
US	CLT	AVL	92	47	2,642	61	3,152	(14)	(510)	(23.0%)	(16.2%)
TOTAL				216	14,428	264	15,312	(48)	(884)	(18.2%)	(5.8%)



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## MEMORANDUM

TO: Members of the Airport Authority

FROM: Vickie Thomas, Director of Finance & Accounting

DATE: December 13, 2013

### ITEM DESCRIPTION – Information Section Item B

Asheville Regional Airport – Explanation of Extraordinary Variances  
Month of October, 2013 (Month 4 of FY2014)

### SUMMARY

Operating Revenues for the month of October were \$759,710, 4.19% over budget. Operating Expenses for the month were \$637,186, 11.16% under budget. As a result, Net Operating Revenues before Depreciation were \$110,604 over budget. Net Non-Operating Revenues were \$233,008, 38.11% over budget.

Year-to-date Operating Revenues were \$3,066,682, 7.23% over budget. Year-to-date Operating Expenses were \$2,190,579, 11.70% below budget. Year-to-date Net Operating Revenues before Depreciation were \$497,056 over budget. Net Non-Operating Revenues for the year were \$937,379, 26.05% over budget.

### REVENUES

Significant variations to budget for October were:

Auto Parking	\$18,482	8.00%	Enplanements over budget.
Customer Facility Charges	\$28,613	30.44%	Enplanements over budget & CFCs budgeted conservatively.
Passenger Facility Charges	\$37,399	44.00%	Enplanements over budget.

### EXPENSES

Significant variations to budget for October were:

Personnel Services	(\$26,971)	(7.43%)	5 FTE vacant positions.
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Information Section – Item B



## **STATEMENT OF NET ASSETS**

Significant variations to prior month were:

Grants Receivable – Grants Receivable increased by \$432k mainly due to spending on the Airfield Redevelopment and the ARFF Facility projects.

Construction in Progress – Construction in Progress increased by \$482k mainly due to budgeted spending on the Airfield Redevelopment and the ARFF Facility projects.

Property and Equipment, Net – Property and Equipment, Net decreased by \$398k of current month's depreciation.

**ASHEVILLE REGIONAL AIRPORT  
INVESTMENT AND INTEREST INCOME SUMMARY  
As of October 31, 2013**

<b><u>Institution:</u></b>	<b><u>Interest Rate</u></b>	<b><u>Investment Amount</u></b>	<b><u>Monthly Interest</u></b>
Bank of America - Operating Account	0.20%	\$ 6,482,096	1,186
First Citizens - Money Market Account	0.10%	6,381,083	542
NC Capital Management Trust - Cash Portfolio		17,171	0
NC Capital Management Trust - Term Portfolio		3,008,457	296
Petty Cash		200	
 <b><u>Restricted Cash:</u></b>			
Wells Fargo - CFC Revenue Account	0.00%	657,667	0
Bank of America - PFC Revenue Account	0.20%	1,109,631	179
 <b>Total</b>		 <b><u>\$ 17,656,305</u></b>	 <b><u>\$ 2,203</u></b>

**Investment Diversification:**

Banks	83%
NC Capital Management Trust	17%
Commercial Paper	0%
Federal Agencies	0%
US Treasuries	0%
	<u>100%</u>

**ASHEVILLE REGIONAL AIRPORT**  
**STATEMENT OF CHANGES IN FINANCIAL POSITION**  
**For the Month Ended October 31, 2013**

	<u>Current Month</u>	<u>Prior Period</u>
<b>Cash and Investments Beginning of Period</b>	<b>\$ 17,950,178</b>	<b>\$ 17,085,800</b>
Net Income/(Loss) Before Capital Contributions	(42,714)	30,000
Depreciation	398,246	398,246
Decrease/(Increase) in Receivables	(551,030)	537,062
Increase/(Decrease) in Payables	(25,657)	(29,314)
Decrease/(Increase) in Prepaid Expenses	17,734	17,734
Decrease/(Increase) in Fixed Assets	(481,742)	(427,386)
Principal Payments of Bond Maturities	(40,279)	(40,086)
Capital Contributions	431,568	378,122
<b>Increase(Decrease) in Cash</b>	<b><u>(293,874)</u></b>	<b><u>864,378</u></b>
<b>Cash and Investments End of Period</b>	<b><u>\$ 17,656,305</u></b>	<b><u>\$ 17,950,178</u></b>

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

**For the Month Ending October 31, 2013**

	<u>Current Month Actual</u>	<u>Current Month Budget</u>	<u>Variance \$</u>	<u>Variance %</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance \$</u>	<u>Variance %</u>	<u>Annual Budget</u>
<b>Operating Revenue:</b>									
Terminal Space Rentals - Non Airline	\$17,861	\$17,861	\$0	0.00%	\$70,524	\$70,524	\$0	0.00%	\$213,411
Terminal Space Rentals - Airline	112,905	112,456	449	0.40%	464,247	457,829	6,418	1.40%	1,240,000
Concessions	19,976	18,315	1,661	9.07%	79,126	76,260	2,866	3.76%	249,915
Auto Parking	249,482	231,000	18,482	8.00%	991,033	837,000	154,033	18.40%	2,371,000
Rental Car - Car Rentals	113,031	113,882	(851)	(0.75%)	459,327	462,454	(3,127)	(0.68%)	1,373,510
Rental Car - Facility Rent	50,824	51,521	(697)	(1.35%)	196,096	198,613	(2,517)	(1.27%)	592,179
Commercial Ground Transportation	1,171	400	771	192.75%	8,187	5,900	2,287	38.76%	36,900
Landing Fees	52,291	46,667	5,624	12.05%	218,122	184,668	33,454	18.12%	548,000
FBO'S	83,051	81,829	1,222	1.49%	326,861	328,216	(1,355)	(0.41%)	966,739
Building Leases	11,613	11,479	134	1.17%	46,415	45,916	499	1.09%	137,751
Land Leases	2,131	2,099	32	1.52%	8,438	8,396	42	0.50%	25,208
Other Leases/Fees	45,374	41,622	3,752	9.01%	198,306	184,168	14,138	7.68%	474,800
<b>Total Operating Revenue</b>	<b>\$759,710</b>	<b>\$729,131</b>	<b>\$30,579</b>	<b>4.19%</b>	<b>\$3,066,682</b>	<b>\$2,859,944</b>	<b>\$206,738</b>	<b>7.23%</b>	<b>\$8,229,413</b>
<b>Operating Expenses:</b>									
Personnel Services	\$336,080	\$363,051	(\$26,971)	(7.43%)	\$1,325,537	\$1,411,745	(\$86,208)	(6.11%)	\$4,547,573
Professional Services	20,048	17,619	2,429	13.79%	46,231	62,526	(16,295)	(26.06%)	202,328
Accounting & Auditing	0	0	-	0.00%	6,200	6,200	-	0.00%	15,000
Other Contractual Services	49,928	55,860	(5,932)	(10.62%)	214,797	228,441	(13,644)	(5.97%)	646,888
Travel & Training	14,045	12,690	1,355	10.68%	29,659	33,105	(3,446)	(10.41%)	159,035
Communications & Freight	5,154	6,694	(1,540)	(23.01%)	22,393	26,776	(4,383)	(16.37%)	80,323
Utility Services	36,569	36,561	8	0.02%	132,513	136,419	(3,906)	(2.86%)	432,015
Rentals & Leases	1,321	1,026	295	28.75%	4,119	4,104	15	0.37%	12,316
Insurance	15,884	19,125	(3,241)	(16.95%)	64,440	76,500	(12,060)	(15.76%)	229,500
Repairs & Maintenance	35,933	32,185	3,748	11.65%	78,200	134,490	(56,290)	(41.85%)	339,682
Advertising, Printing & Binding	17,504	26,356	(8,852)	(33.59%)	49,339	56,624	(7,285)	(12.87%)	194,100
Promotional Activities	3,668	10,400	(6,732)	(64.73%)	29,652	44,100	(14,448)	(32.76%)	109,725
Other Current Charges & Obligations	7,047	8,032	(985)	(12.26%)	25,929	30,478	(4,549)	(14.93%)	93,700
Office Supplies	519	1,000	(481)	(48.10%)	1,752	4,000	(2,248)	(56.20%)	12,000
Operating Supplies	15,356	23,623	(8,267)	(35.00%)	64,967	88,556	(23,589)	(26.64%)	297,777
Books, Publications, Subscriptions & Meml	4,021	9,664	(5,643)	(58.39%)	6,492	16,683	(10,191)	(61.09%)	43,782
Contingency	0	5,325	(5,325)	(100.00%)	0	10,650	(10,650)	(100.00%)	53,250
Emergency Repair	0	9,000	(9,000)	(100.00%)	0	18,000	(18,000)	(100.00%)	90,000
Business Development	74,109	79,000	(4,891)	(6.19%)	88,359	91,500	(3,141)	(3.43%)	300,000
<b>Total Operating Expenses</b>	<b>\$637,186</b>	<b>\$717,211</b>	<b>(\$80,025)</b>	<b>(11.16%)</b>	<b>\$2,190,579</b>	<b>\$2,480,897</b>	<b>(\$290,318)</b>	<b>(11.70%)</b>	<b>\$7,858,994</b>

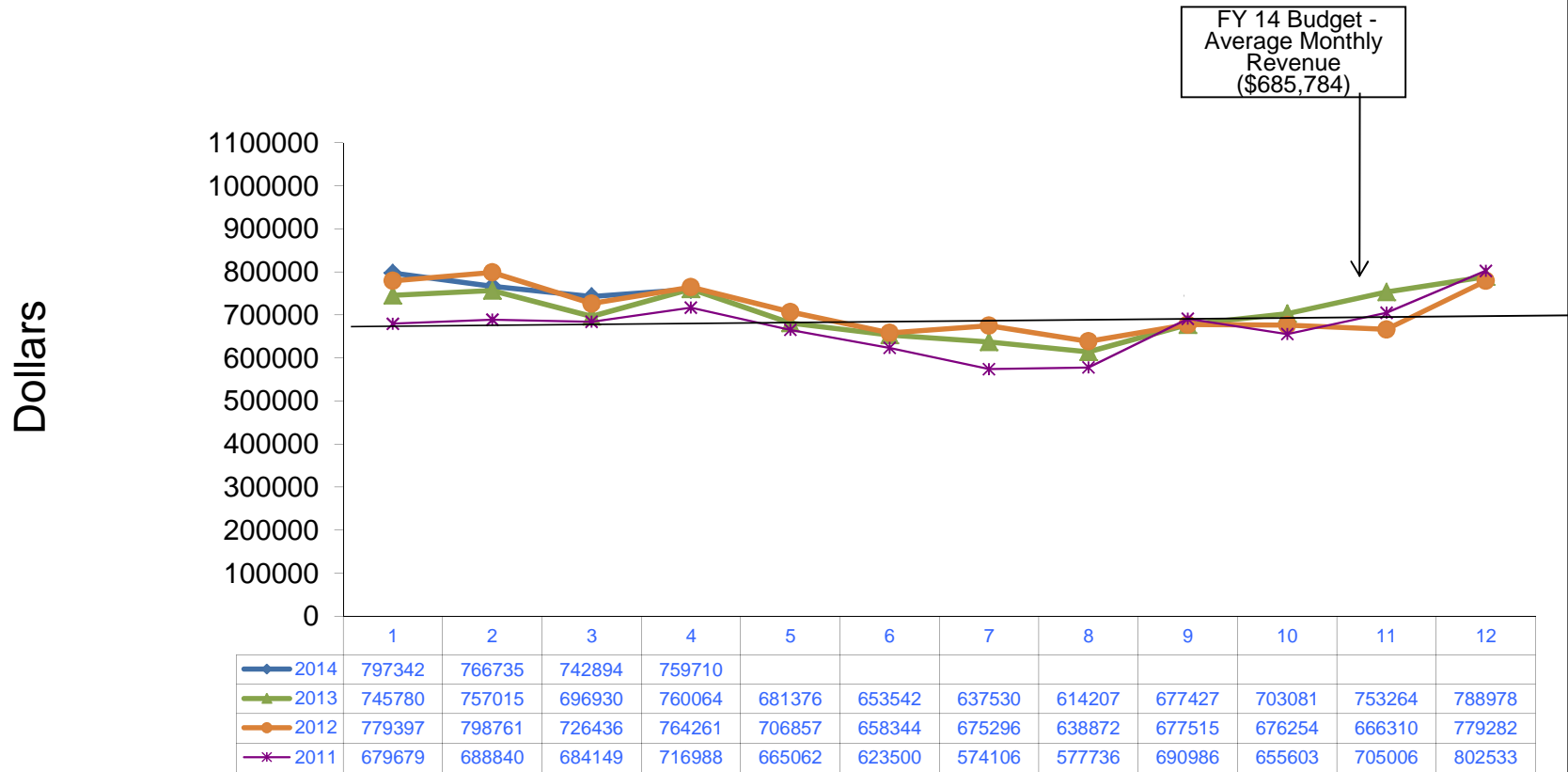
<b>Operating Revenue before Depreciation</b>	\$122,524	\$11,920	\$110,604	927.89%	\$876,103	\$379,047	\$497,056	131.13%	\$370,419
Depreciation	398,246	-	398,246	100.00%	1,592,984	-	1,592,984	100.00%	-
<b>Operating Income(Loss) Before Non-Operating Revenue and Expenses</b>	(\$275,722)	\$11,920	(\$287,642)	(2,413.11%)	(\$716,881)	\$379,047	(\$1,095,928)	(289.13%)	\$370,419
<b>Non-Operating Revenue and Expense</b>									
Customer Facility Charges	\$122,613	\$94,000	\$28,613	30.44%	\$473,824	\$364,000	\$109,824	30.17%	\$ 900,000
Passenger Facility Charges	122,399	85,000	37,399	44.00%	504,162	422,000	82,162	19.47%	1,150,000
Interest Revenue	2,203	1,666	537	32.23%	8,374	6,664	1,710	25.66%	20,000
Interest Expense	(11,956)	(11,956)	-	0.00%	(48,981)	(48,980)	(1)	0.00%	(137,554)
Reimbursable Cost Revenues		29,166	(29,166)	(100.00%)	37,562	116,664	(79,102)	(67.80%)	350,000
Reimbursable Cost Expenses	(2,251)	(29,166)	26,915	(92.28%)	(37,562)	(116,664)	79,102	(67.80%)	(350,000)
Gain/Loss on Disposal of Assets	0	0	-	0.00%	0	0	-	0.00%	
<b>Non-Operating Revenue-Net</b>	\$233,008	\$168,710	\$64,298	38.11%	\$937,379	\$743,684	\$193,695	26.05%	\$1,932,446
<b>Income (Loss) Before Capital Contributions</b>	(\$42,714)	\$180,630	(\$223,344)	(123.65%)	\$220,498	\$1,122,731	(\$902,233)	(80.36%)	\$2,302,865
<b>Capital Contributions</b>	\$431,568	\$0	\$431,568	100.00%	\$1,940,523	\$0	\$1,940,523	100.00%	\$0
<b>Increase in Net Assets</b>	\$388,854	\$180,630	\$208,224	115.28%	\$2,161,021	\$1,122,731	\$1,038,290	92.48%	\$2,302,865

**ASHEVILLE REGIONAL AIRPORT**  
**STATEMENT OF FINANCIAL POSITION**  
**As of October 31, 2013**

	<b>Current Month</b>	<b>Last Month</b>
<b><u>ASSETS</u></b>		
<b>Current Assets:</b>		
<b>Unrestricted Net Assets:</b>		
Cash and Cash Equivalents	\$15,889,006	\$16,402,539
Accounts Receivable	616,558	504,942
Passenger Facility Charges Receivable	181,000	181,000
Refundable Sales Tax Receivable	117,487	109,640
Grants Receivable	1,375,336	943,769
Prepaid Expenses	140,993	158,727
Total Unrestricted Assets	18,320,380	18,300,617
<b>Restricted Assets:</b>		
Cash and Cash Equivalents	1,767,299	1,547,639
Total Restricted Assets	1,767,299	1,547,639
Total Current Assets	20,087,679	19,848,256
<b>Noncurrent Assets:</b>		
Construction in Progress	4,118,314	3,636,571
Property and Equipment - Net	61,458,547	61,856,793
Total Noncurrent Assets	65,576,861	65,493,364
	\$85,664,540	\$85,341,620
<b><u>LIABILITIES AND NET ASSETS</u></b>		
<b>Current Liabilities:</b>		
<b>Payable from Unrestricted Assets:</b>		
Accounts Payable & Accrued Liabilities	\$1,005,559	\$1,053,620
Customer Deposits	1,675	1,675
Unearned Revenue	234,048	211,643
Construction Contract Retainages	11,356	11,356
Revenue Bond Payable - Current	498,780	496,385
Total Payable from Unrestricted Assets	1,751,418	1,774,679
Total Current Liabilities	1,751,418	1,774,679
<b>Noncurrent Liabilities:</b>		
Other Postemployment Benefits	852,101	852,101
Compensated Absences	379,579	379,579
Net Pension Obligation-LEO Special Separation Allowance	(37,547)	(37,547)
Revenue Bond Payable - Noncurrent	1,938,886	1,981,560
Total Noncurrent Liabilities	3,133,019	3,175,693
Total Liabilities	4,884,437	4,950,372
<b>Net Assets:</b>		
Invested in Capital Assets	63,139,195	63,015,419
Restricted	1,767,299	1,547,639
Unrestricted	15,873,609	15,828,190
Total Net Assets	80,780,103	80,391,248
	\$85,664,540	\$85,341,620

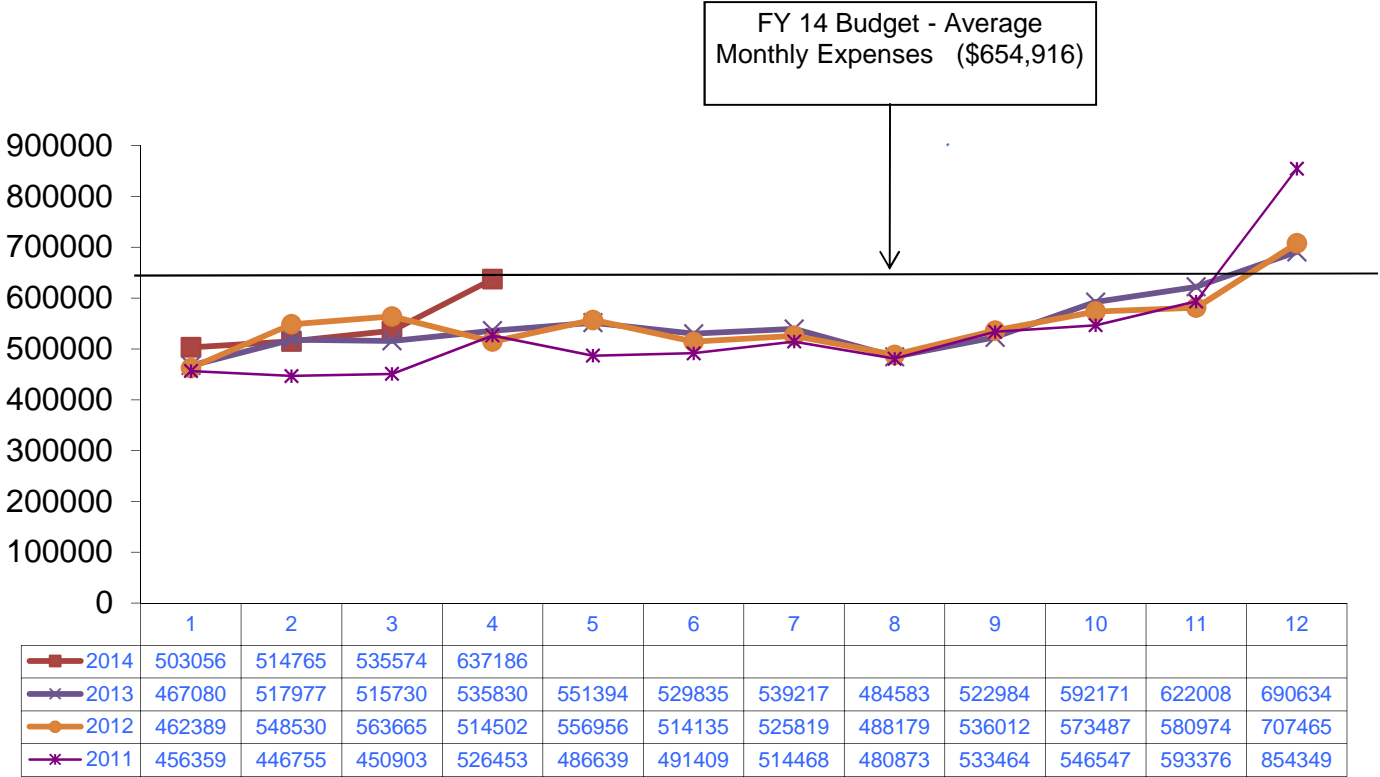


# ASHEVILLE REGIONAL AIRPORT Annual Operating Revenue by Month October 2013



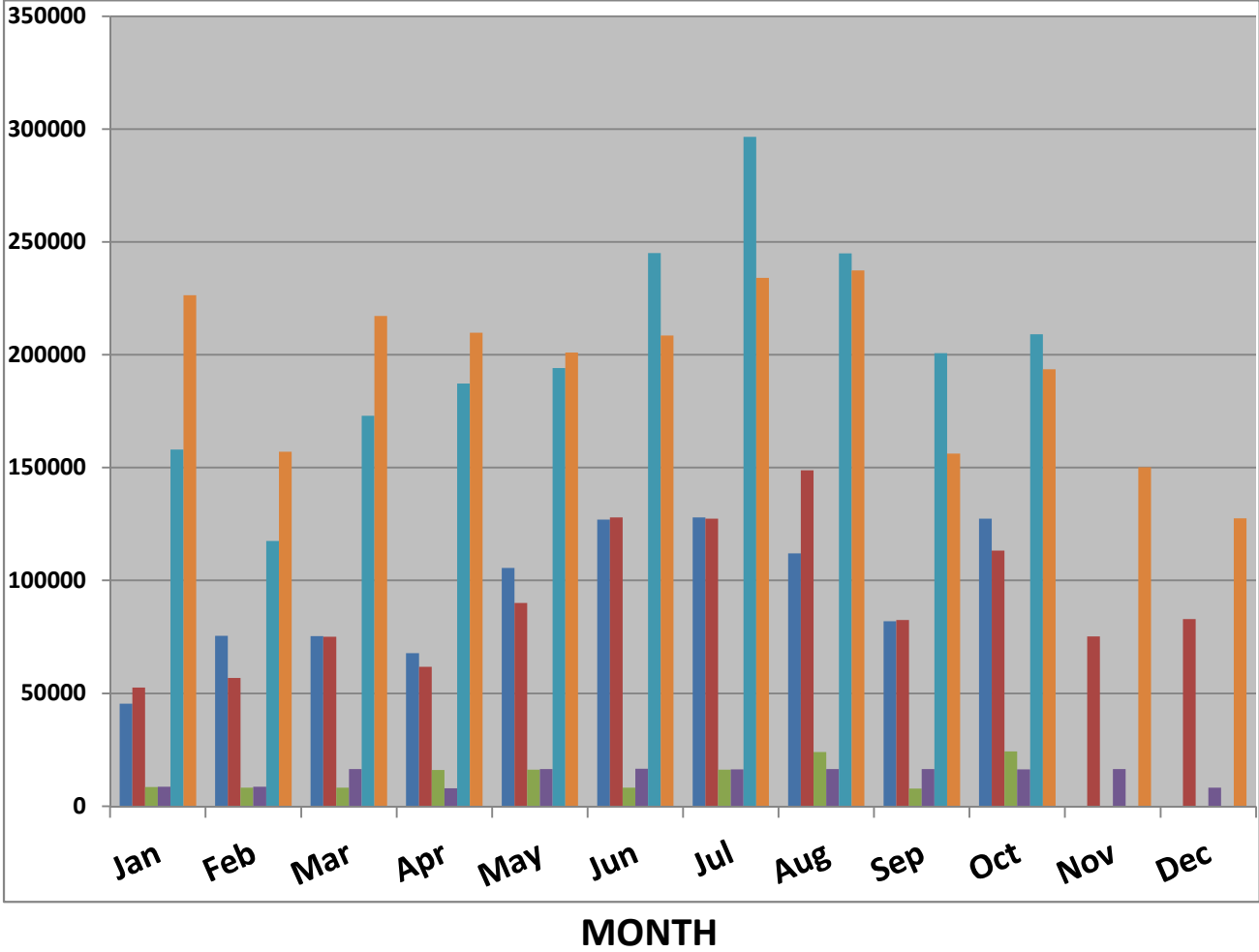
# ASHEVILLE REGIONAL AIRPORT Annual Operating Expenses by Month October 2013

Dollars



**ASHEVILLE REGIONAL AIRPORT  
FUEL SALES - GALLONS  
October 2013**

G  
A  
L  
L  
O  
N  
S



- Jet A - 2013
- Jet A - 2012
- 100LL - 2013
- 100LL - 2012
- Airline - 2013
- Airline - 2012

JetA 127,394 Gallons  
100LL 24,251 Gallons  
Airline 209,013 Gallons

Planning Phase														
Project Number	Project Name	Project Description	Professional Services Consultant	Professional Services Contract	General Contractor	Original Construction Contract	Change Orders (thru 12/01/2013)	Percent of Original Contract	Board Approved Project Cost	Percent Complete	Expensed to Date (thru 12/01/2013)	Start Date	End Date	Current Project Status (as of 12/01/2013)

Design Phase														
Project Number	Project Name	Project Description	Professional Services Consultant	Professional Services Contract	General Contractor	Original Construction Contract	Change Orders (thru 12/01/2013)	Percent of Original Contract	Board Approved Project Cost	Percent Complete	Expensed to Date (thru 12/01/2013)	Start Date	End Date	Current Project Status (as of 12/01/2013)
1	Airfield Re-Development Project	Budget for the complete project							\$64,000,000.00		\$1,419,471.19			All Engineer contracts and expenses will be inclusive of budget.
1A	Airfield Re-Development Project	Phase I - Design Services	RS&H	\$447,983.00	N/A	N/A	\$0.00	0.00%	<i>(Overall total included in above number)</i>	59%	\$286,931.70	Dec-12	Mar-14	90% plans are expected to be completed for review in Mid-December for Temp Runway.
1B	Airfield Re-Development Project	Phase II - Design Services and Project Management.	RS&H	\$1,842,318.00	N/A	N/A	\$0.00	0.00%	<i>(Overall total included in above number)</i>	3.1%	\$87,293.49	Jun-13	Dec-15	Project Management work continues to establish milestones to be met and phases of construction.
1C	Airfield Re-Development Project	Temporary Runway/Taxiway Design	AVCON	\$1,837,826.00	N/A	N/A	\$0.00	0.00%	<i>(Overall total included in above number)</i>	26.0%	\$541,593.20	Mar-13	Mar-14	60% Ph-I plans complete. 30% Ph-II plans are in review for the temporary runway.
1D	Airfield Re-Development Project	New Runway Design	Michael Baker Engineering Inc.	\$2,299,934.00	N/A	N/A	\$0.00	0.00%	<i>(Overall total included in above number)</i>	10.6%	\$243,951.32	Mar-13	Mar-14	30% plans turned in for review by Project Manager.
1E	Airfield Re-Development Project	Miscellaneous and Administrative Expenses			N/A	N/A	\$0.00	0.00%	<i>(Overall total included in above number)</i>		\$259,701.48	Jan-13	Dec-17	Misc. and Administrative expenses outside of the Engineers contracts

Construction Phase														
Project Number	Project Name	Project Description	Professional Services Consultant	Professional Services Contract	General Contractor	Original Construction Contract	Change Orders (thru 12/01/2013)	Percent of Original Contract	Board Approved Project Cost	Percent Complete	Expensed to Date (thru 12/01/2013)	Start Date	End Date	Current Project Status (as of 12/01/2013)
1	Westside Phase 2	Construction for the Westside Project to level land utilizing engineered ash to fill and top with soil embankment/cap for future development.	AVCON	\$349,732.00	Charah	N/A	\$0.00	0.00%	\$349,732.00* <i>(project expenses are being reimbursed by Charah through a separate agreement)</i>	71%	\$244,125.08	Feb-11	Jul-15	Ash fill will continue, weather permitting.
2	Westside Area 3	North section on West of the Airfield needs to be developed to accommodate new temporary runway.	AVCON	\$278,060.00	Charah	N/A	\$0.00	0.00%	\$278,060 * <i>(project expenses are being reimbursed by Charah through a separate agreement)</i>	14.0%	\$53,173.10	Mar-13	Jul-15	Night work operations continue with excavation in Area 3 and ash fill. Contractor has recovered time lost by the rainfall earlier in year.
3	ARFF Facility Construction	Design, Project Management and Construction of a new Aircraft Rescue Fire Fighting Building.	LPA/BAKER	\$541,409.00	Goforth Builders Inc.	\$4,122,500.00	\$124,422.50	1.60%	\$543,409.00 (Design) & \$4,534,750.00 (Construction)	29.8%	\$1,501,146.72	Jun-13	Jul-14	ARFF construction work includes; administrative portion metal wall framing, metal decking on apparatus bay roof, drainage pipe installed and stone veneer columns completed.

\*\*Amounts are based on invoices received and processed through Development.\*\*