



AGENDA

Greater Asheville Regional Airport Authority Regular Meeting
Friday, October 10, 2014, 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. APPEARANCES:
 - A. Painting Donation from David Morgan
- III. PRESENTATIONS:
 - A. Project Soar Video – Tina Kinsey
 - B. Ground Transportation – David Nantz ([document](#))
- IV. CONSENT ITEMS:
 - A. Approval of the Greater Asheville Regional Airport Authority August 8, 2014 Regular Meeting Minutes ([document](#))
 - B. Approval of the Greater Asheville Regional Airport Authority August 8, 2014 Closed Session Minutes
 - C. Approval of the Greater Asheville Regional Airport Authority Board 2015 Schedule ([document](#))
- V. OLD BUSINESS: None



VI. NEW BUSINESS:

- A. Approval of Amended Human Resources Policies and Procedures ([document](#))
- B. Terminate Agreement for Professional Services with Michael Baker Engineering, Inc., and Approve Scope Services Number 16 with Avcon Engineers and Planners, Inc ([document](#))
- C. Authorize Award of Construction Contract for Entryway Improvements ([document](#))

VII. DIRECTOR'S REPORT:

- A. Update on Advantage West Lease
- B. Update on Independent Authority
- C. Industry Conference Schedule
- D. Airports United Website

VIII. INFORMATION SECTION:

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

- A. August 2014 Traffic Report ([document](#))
- B. October 2014 Development/Project Status Report ([document](#))
- C. Potential Board Items for the Next Regular Meeting:
 - Acceptance of Annual Audit

IX. AUTHORITY MEMBER REPORTS

X. PUBLIC AND TENANTS' COMMENTS

XI. CALL FOR NEXT MEETING



XII. CLOSED SESSION:

Pursuant to Subsections 143-318.11 (a) (3), (4) and (6) of the General Statutes of North Carolina to Consult with Legal Counsel in Order to Preserve the Attorney-Client Privilege, to Discuss Matters Relating to the Location and/or Expansion of Industries or Other Businesses in the Area Served by the Authority, Including Agreement on a Tentative List of Economic Development Incentives that may be Offered by the Authority in Negotiations, and to Consider Personnel Matters.

XIII. ADJOURNMENT

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



Asheville Regional Airport Ground Transportation Overview



Ground Transportation at Airports

A brief overview





TAXI CAB
STAGING AREA
Airport Permit Required

Asheville
REGIONAL AIRPORT

Ground Transportation at Airports

Expected to be
readily available

- Taxis
- Limos
- Car Services
- Shuttles
- Buses

GT Providers

- Many are Independent businesses
- Varying levels of professionalism & service
- No employment relationship with airports





For many reasons... it is
important to have options.

GT Management at AVL

Prior to 2007

EXCLUSIVE SINGLE OPERATOR

Problematic:

- Vehicles from one company was the only option
- Very long waits / no taxis available
- Scheduling desk unmanned
- Price gouging
- Very Poor service!



AIRPORT GROUND TRANSPORTATION ASSOCIATION

- AVL joined in 2005 to learn about GT management
- Best practices learned & implemented in 2007
- Continue to network & improve GT management at AVL

GT Management at AVL

2007 – current

OPEN GT SYSTEM

- Authority Chairman and the Director of Operations recommended an open system.
- Much better service, but extra time is required to manage the program.

OPEN GT SYSTEM HIGHLIGHTS

- Any company can apply to provide GT service
 - Taxis, limos, shared ride services
- Airport permit required
 - City of Asheville operating permit required
 - Proof of insurance required
 - Airport vehicle inspection required
- Airport Operations Team manages our program

Positive changes after 2007

- **More choices for customers**
 - Options available on the curb
 - 8 taxi companies & 21 car services
 - Public transit available
- **Competition = better service**
 - Less than 10 minute average wait
 - Guest Services provides information

Standards result in better service

- 2009 - Operational Directives added
 - Driver Appearance
 - Conduct of Driver
- 2011 – Updated OD requirements for newer vehicles, and mileage limits added
 - 2007 – 2014 Vehicle Age – 25 to 9 years
- Permitting allowed for an increase in standards that diminishes situations like...

BUT... New challenges

- **In recent years - OVERSATURATION**

- Current GT options:

- 29 taxi & car service options PLUS public transport!
- Oversaturation is being reduced with improved standards and our method of management is bringing the number of operators in line with our size airport

- **Permitting issues**

- Are we in line with market rates?
- More permitted vehicles means more administration
- Airports can require stricter vehicle & service standards

Continual improvement

Permit fees market survey

City	Car service vehicle charge	Taxi vehicle charge
Asheville NC	\$200.00/ annual	\$200.00/ annual
Wilmington NC	\$200.00/ quarterly	\$200.00/ quarterly
Raleigh Durham NC	\$100.00/ annual	No Fee
Columbia SC	\$198.00/ quarterly	\$198.00/ quarterly
Charleston SC	\$200.00/ monthly	\$200.00/ monthly
Savannah GA	\$100.00/ annual + \$8.00 per trip	\$100.00/ annual + \$2.00 per trip

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Charleston SC	\$200.00/ monthly	\$200.00/ monthly
Savannah GA	\$100.00/ annual + \$8.00 per trip	\$100.00/ annual + \$2.00 per trip
Atlanta AL	\$195.00/ Quarterly	\$25.00/ annual + \$2.00 per trip
Albany GA	\$250.00/ month	\$150.00/ month
Atlanta TN	\$105.00/ quarter	\$105.00/ quarter
Atlanta AL	\$400.00/ annual	\$200.00/ annual + \$2.00 per trip
Atlanta TN	\$1500.00/ annual + \$1.75 per trip	\$200.00/ annual + \$2.00 per trip
Atlanta TN	\$75.00/ monthly	\$120.00/ monthly
Atlanta TN	\$100.00/ annual + \$3.75 per trip	\$175.00/ annual + \$3.50 per trip
Atlanta TN	No Fee	\$180.00/ annual
Atlanta TN	\$600.00/ annual	\$600.00/ annual
Atlanta TN	\$2.70/ trip	\$3,475.00/ annual
Atlanta TN	\$150.00/month	\$250.00/month
Atlanta TN	\$219.00/ quarter	\$230.00/ quarter

AVL has implemented



- Vehicle age and mileage limits
- Driver dress code & code of conduct
- Increased monitoring/patrolling
- Permit fees closer to market rates

More work to be done

- Permit fees –
Continue to bring within market rates
- Secret shopping
- Develop consumer rights and publish in vehicles that serve the Airport





AND... UBER ... another piece
of the ground transportation
puzzle.



Questions?
Questions?

**REGULAR MEETING
GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
August 8, 2014**

The Greater Asheville Regional Airport Authority ("Authority") met on Friday, August 8, 2014 at 8:30 a.m. in the Conference Room at the Authority's Administrative Offices, Asheville Regional Airport ("Airport"), 61 Terminal Drive, Suite 1, Asheville, NC 28732.

MEMBERS PRESENT: Robert C. Roberts, Chair; Douglas J. Tate, Vice-Chair; Jeffrey A. Piccirillo; K. Ray Bailey; Carol W. Peterson; and William L. Moyer

MEMBERS ABSENT: Andrew T. Tate

STAFF AND LEGAL COUNSEL PRESENT: Cindy Rice, Authority Legal Counsel; Lew Bleiweis, Executive Director; Michael Reisman, Deputy Executive Director of Development and Operations; Kevan Smith, Chief of Public Safety; David Nantz, Director of Operations; Suzie Baker, Director of Administration; Tina Kinsey, Director of Marketing and Public Relations; Royce Holden, IT Director; Rita Yanz, Development Coordinator; David King, Guest Services and Sales Supervisor; Ken Smith, Maintenance Technician; Pat Garren, Guest Services Clerk; and Ellen Heywood, Clerk to the Board

ALSO PRESENT: Henry Johnson, WNC Pilots Association; Nancy Marstall, WNC Pilots Association; Garry Hancock, WNC Pilots Association; Tim Anderson, WNC Pilots Association; Richard Feeman, WNC Pilots Association; Gil Carlson, WNC Pilots Association; Nicole Manke, Delta Airport Consultants; Ken Moody, Delta Airport Consultants; Mike Darcangelo, Avcon; James Moose; Avcon

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

The Chair welcomed back Bill Moyer from Henderson County to the Authority Board. Mr. Moyer stated that he was pleased to serve on the Board again.

ELECTION AND SWEARING IN OF OFFICERS: Mr. Douglas Tate stated that on behalf of the Nominating Committee a decision had been made regarding the election of officers. Mr. Tate moved to nominate Mr. Roberts to serve as Chair of the Greater Asheville Regional Airport Authority. Mr. Moyer seconded the motion and it carried unanimously.

Mrs. Peterson moved to elect Mr. Douglas Tate as Vice-Chair of the Greater Asheville Regional Airport Authority. Mr. Bailey seconded the motion and it carried unanimously. Messrs. Roberts and Tate were sworn in as officers by the Clerk to the Board.

SERVICE AWARD PRESENTATIONS:

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

B. **Pat Garren:** The Chair recognized Pat Garren with a service recognition award and gift for her 10 years of service with the Authority.

PRESENTATIONS:

A. **WNC Pilots Association:** The Director introduced Nancy Marstall of the Western North Carolina Pilots Association. Mrs. Marstall introduced the members of the WNC Pilots Association that were in attendance at the meeting and gave an overview of the history and membership of the organization as well as the various events the association organizes. Mr. Tim Anderson informed the Board that the WNC Pilots Association exists to support general aviation and presented the association's purpose which included promotion of safety, aviation education, and furthering interest in flying and in aviation. Mr. Garry Hancock gave the Board an overview of the association's educational foundation and the support that is provided to further careers in the aviation field.

B. **Wellness Program:** Royce Holden outlined the Authority's employee wellness program which included the events and programs that have been offered to employees over the past three years. Ellen Heywood reviewed some cost savings and results that have been attributed to the wellness program.

FINANCIAL REPORT: The Director reviewed the airport activity section of the Financial Report for June which included enplanements, aircraft operations and general aviation activity. The Director stated that if the enplanements continue as they have, the airport will see its highest calendar year enplanements in its history. The Director also reported on the Financial Results for the month of June and noted that the current fund balance was the highest in the history of the airport.

CONSENT ITEMS: The Chair remarked that Consent Item B, Approval of Amendment to the FY 14/15 Budget would be brought before the Board at a later date and this item was to be removed from the agenda.

A. Approval of the Greater Asheville Regional Airport Authority June 6, 2014 Regular Meeting Minutes: Mrs. Peterson moved to approve the Greater Asheville Regional Airport Authority June 6, 2014 Regular Meeting Minutes. Mr. Piccirillo seconded the motion and it carried unanimously.

OLD BUSINESS: None

NEW BUSINESS:

A. Approval of Amended Administration Policies and Procedures: Suzie Baker advised the Board that the Administration Policies and Procedures have been amended to ensure compliance with all federal and state laws, to incorporate title and name changes, and to update various policies. A few of the significant revisions to the policies and procedures were highlighted including the travel policy, e-mail usage policy, and airline incentive policy.

The Director informed the Board that legal counsel has reviewed the policies. The Director further stated that staff is in the process of updating the Human Resources Policies and Procedures.

Mr. Moyer moved to approve the amended and new Administration Policies and Procedures and to authorize the Executive Director to execute the necessary documents. Mrs. Peterson seconded the motion and it carried unanimously.

B. Ratification of the Approval for Property Purchase: The Director reported that 15.33 acres of property in the Ferncliff Industrial Park adjacent to the airport is needed for the Airfield Redevelopment Project. The property has been appraised and the price was determined to be \$88,427.00 per acre for a total of \$1,375,623.00. Negotiations were held with Mr. Vaughan Fitzpatrick, representative of the owners, Brightstar Associates, Inc. and Brite Stars, LLC. Mr. Fitzpatrick counteroffered with \$97,700.00 per acre for a total of \$1,497,741.00. The FAA has approved the counteroffer by Mr. Fitzpatrick, and the Authority agreed upon \$1,497,741 million as the purchase price.

The Director informed the Board that staff had mentioned at a previous Board meeting that the Authority would need to purchase property for this project. Staff had intended to bring the request for the property purchase to the Board for approval at the August meeting. However, construction on the project began the week of June 16th and the contractor needed access to the Ferncliff property. Mr. Fitzpatrick requested a contract be signed before allowing access to the property. The Director executed a sales contract with Mr. Fitzpatrick on June 28th with an intended closing date of July 31, 2014. Once

the sales contract was signed, Mr. Fitzpatrick allowed access to the property and the potential for delays to the project was avoided. The Director further stated that the purchase of the property is a budgeted expenditure in the FY2014 budget and inclusive of the \$64 million total project budget. The closing date was delayed due to title issues and the closing date is scheduled for today.

Mr. Bailey moved to ratify the approval for the property purchase of 15.33 acres with Brightstar Associates, Inc., and Brite Stars, LLC for a total purchase price of \$1,497,741.00 plus closing costs and any other ancillary expenditures necessary for closing; and to authorize the Executive Director to execute the necessary documents. Mr. Moyer seconded the motion and it carried unanimously.

C. Update to Budget Supplemental Fees and Charges: The Director advised the Board that during the budget process this year, staff modified the Supplemental Fees and Charges schedule to eliminate a top set flat rate for any ground transportation provider with more than ten vehicles per company. This severely impacted those companies providing ground transportation services utilizing vehicles with a seating capacity greater than 20 seats. Staff proposes amending the Budget Supplemental Fees and Charges schedule to include a flat fee option of \$4,000.00 for any ground transportation company that owns a large fleet of vehicles inclusive of at least five charter coach type vehicles with a seating capacity greater than 20 seats.

Mr. Douglas Tate moved to approve the amended changes to the FY 2014/2015 Annual Budget Supplemental Fees and Charges Schedule for the inclusion of a flat rate option for large vehicle fleet operators and to authorize the Executive Director to implement the necessary changes. Mrs. Peterson seconded the motion and it carried unanimously.

D. Ratify Approval of Non-Federal Reimbursable Agreement with Department of Transportation, Federal Aviation Administration: Michael Reisman reminded the Board that at the April 26, 2013 Authority Board meeting, the Board approved a preliminary Reimbursable Agreement with the FAA for relocation of their multiple navigational aids (Nav aids) due to the Airfield Redevelopment Project. The FAA then began to plan for a more detailed Reimbursable Agreement for the actual design of the Navaid equipment. The Board approved a second Reimbursable Agreement for the design of the equipment at the June 21, 2013 Board meeting. The Board was notified at that time that at least two more Reimbursable Agreements would be brought to the Board for approval at a later date.

Mr. Reisman informed the Board that the latest Reimbursable Agreement includes the work and expenses associated with the construction and relocation of the Nav aids for the temporary runway. The total cost for this work is \$402,150.16 of which the Authority will

pay its matching fund share. The majority balance will be reimbursed through existing or pending FAA grants. The Authority's share will mostly be paid from the \$12.8 million contained in the FY14/15 budget for this project. The total cost for the three FAA Reimbursable Agreements to date is \$641,832.24. The total budget for the Airfield Redevelopment Project remains at \$64 million.

Mr. Reisman advised the Board that due to critical scheduling issues for the FAA, execution of the Reimbursable Agreement for this work was necessary prior to a regularly scheduled Board meeting. Mr. Reisman requested the Board ratify approval of the Reimbursable Agreement. A Reimbursable Agreement for construction of the Nav aids for the new permanent runway will be brought to the Board at a later date.

Mr. Bailey moved to ratify the approval of the Non-Federal Reimbursable Agreement with the Department of Transportation, Federal Aviation Administration in the amount of \$402,150.16 and to authorize the Executive Director to execute the necessary documents. Mrs. Peterson seconded the motion and it carried unanimously.

The Chair advised the Board Members that New Business Item E was added to the agenda and the Board memo was available at their seats.

E. Approval of the Appointment for Temporary Finance and Deputy Finance Officers: The Director stated that Local Government Commission policy requires an appointment of a Finance Officer and Deputy Finance Officer. With the recent vacancy of the Director of Finance, the Authority is without a Finance Officer and only one individual is currently authorized to sign and approve certain documents. The Director is presently the Authority's Deputy Finance Officer and legal counsel has recommended that the Director be appointed the Temporary Finance Officer for the interim period. Two Temporary Deputy Finance Officers also need to be appointed for redundancy purposes. The Director is requesting the Board appoint Royce Holden and Michael Reisman as Temporary Deputy Finance Officers.

Mrs. Peterson moved to approve the appointment of Lew Bleiweis as the Temporary Finance Officer, approve the appointment of Royce Holden and Mike Reisman as Temporary Deputy Finance Officers, and authorize the Executive Director to execute any necessary documents. Mr. Douglas Tate 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.

A. ACI Annual Conference: The ACI Annual Conference will be held in Atlanta from September 7 through 10 and the Director encouraged the Board Members to attend. Mr. Douglas Tate expressed interest in attending the conference.

B. Contingency Transfer: The Director stated that \$13,000 was transferred from Contingency to Small Capital Outlay to cover three small projects due to the State's I26/NC 280 project. The old Exxon sign was removed, it was necessary to install electrical conduit in the roadway, and preliminary design work for landscaping was performed by Delta Airport Consultants. The Authority will be utilizing funds that are being paid to the Authority from the State for this project.

C. Grant Receipt: The Authority received this year's federal grant in the amount of \$8.9 million from the FAA. The City of Asheville and Buncombe County both accepted the grant.

D. Update on Peter Hall Property: The Director stated that Mr. Peter Hall had indicated that he would like to sell his property to the airport. The Authority engaged an appraiser, however the appraiser was never able to make contact with Mr. Hall so the appraisal was cancelled.

E. Movie Filming: A movie about an armored car heist that took place in Charlotte is being filmed at the airport. On August 1st filming was done outside the terminal and on August 14th filming will take place inside the terminal.

F. Update of GARAA Legislation: The Director stated that the state legislators have amended the session law to allow elected officials to serve on the Authority Board. Each appointing body is allowed to appoint one elected official to serve on the Authority Board and that elected official must be a current serving member of that appointing body. The Director further stated that the language in the session law regarding condemnation was amended to state that only the governing body of where the property is located needs to give approval for condemnation. The Director further stated that he is working with Attorney Bob Oast to move the legislation forward, specifically the transfer of airport property to the new Authority. The FAA is in the final approval process of transferring the AG Center property from the City to the State. The FAA is accepting the County's bond contribution of \$8 million as proper payment for the half million the State paid for the AG Center property, so no additional funds will be required of the City to transfer that property.

G. ARFF Station: The ARFF station project is completed and staff has recently moved into the new building. A ribbon-cutting event will be held on August 20th.

H. Asheville Regional Airport Authority: The Director reminded the Board that the airport has been operating with two governing bodies. There have been instances where it has been necessary for the Asheville Regional Airport Authority to meet. There is not a current quorum of that Board due to terms expiring or members rolling off the Board. There are currently three members on the Board with the City having one open seat and the County having two open seats to appoint members. Once those positions are filled, an open at-large position can be appointed by the six members. The Director stated that he would be having conversations with the City and County regarding their appointments.

I. Audit Process: The Director informed the Board that the audit was due to start the following week and the auditor will determine any delays due to the departure of the Finance Director. The Director stated that it would be very optimistic to have the audit ready for Board approval by October, and most likely the audit approval will be delayed until December.

INFORMATION SECTION: No comments

AUTHORITY MEMBERS REPORTS: Mr. Moyer commented that he had attended the Boeing Boeing play at the Flat Rock Playhouse, was pleased with the advertising and promotion of the airport, and thought it was a very effective partnership.

PUBLIC AND TENANTS' COMMENTS: No comments

CALL FOR NEXT MEETING: The Chair stated that the regular meeting on September 19th may not be necessary but requested the Board Members keep their calendars clear for September 19th in the event a meeting is needed. The next regular meeting will be held on October 10th.

CLOSED SESSION: At 10:00 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 Authority, Including Agreement on a Tentative List of Economic Development Incentives that may be Offered by the Authority in Negotiations, and to Consider Personnel Matters. Mr. Moyers seconded the motion and it carried unanimously.

Open Session resumed at 10:37 a.m.

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY AUGUST 8, 2014

CLOSED SESSION MINUTES: Mr. Piccirillo moved to seal the minutes for the August 8, 2014 Closed Session just completed and to withhold such Closed Session minutes from public inspection so long as public inspection would frustrate the purpose or purposes thereof. Mr. Bailey seconded the motion and it carried unanimously.

ADJOURNMENT: Mr. Piccirillo moved to adjourn the meeting at 10:38 a.m. Mr. Bailey seconded the motion and it carried unanimously.

Respectfully submitted,

Ellen Heywood
Clerk to the Board

Approved:

Robert C. Roberts
Chair



MEMORANDUM

TO: Members of the Airport Authority
FROM: Lew Bleiweis, A.A.E., Executive Director
DATE: October 10, 2014

ITEM DESCRIPTION – Consent Item C

Approval of the Greater Asheville Regional Airport Authority Board 2015 Schedule

Below are the proposed dates for the 2015 Board Meetings and Budget Workshop/Budget Approval Meeting to note on your calendars:

January 9	June 12
February 13	*July 10
March 13	August 14
March 27	*September 11
April 10	October 16
*May 8	*November 13
	December 11

Friday, March 27, 2015 – Board Budget Workshop/Budget Approval

*"At this point" it is not anticipated that a meeting will be required on these dates. However, please leave your schedules open until determination is made.



MEMORANDUM

TO: Members of the Airport Authority

FROM: Suzie Baker, Director of Administration

DATE: October 10, 2014

ITEM DESCRIPTION – New Business Item A

Approval of Amended Human Resources Policies and Procedures

BACKGROUND

The current Human Resources Policies and Procedures are being amended to ensure compliance with all Federal and State Laws, to incorporate title and name changes and to clarify and/or update various policies.

ISSUES

Staff is recommending that the current Human Resources Policies and Procedures be amended to reflect such changes.

ALTERNATIVES

The Authority Board could decide to make additional changes or modifications, or not to amend the current Human Resources Policies and Procedures.

FISCAL IMPACT

There is no direct fiscal impact to the Authority.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approve the attached amended and new Policies; and (2) authorize the Executive Director to execute the necessary documents.

Attachment

New Business – Item A

**GREATER ASHEVILLE REGIONAL
AIRPORT AUTHORITY**



**HUMAN RESOURCES POLICIES AND
PROCEDURES**

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The objective of the Human Resources Policies and Procedures of the Greater Asheville Regional Airport Authority (Authority)~~Asheville Regional Airport Authority~~ are:

1. To provide efficient and friendly service at all times.
2. To respect the dignity and integrity of all individuals.
3. To afford equal opportunity for employment to all individuals regardless of race, color, creed religion, age, sex (including pregnancy), sexual orientation, national origin, marital status, veteran status, genetic information, or handicap or any other consideration made unlawful by federal, state, or local law.
4. To maintain a ~~D~~drug-~~F~~free Wwork Pplace.
5. To provide clean, safe and pleasant working conditions.
6. To attract and retain employees of the highest caliber.
7. To provide compensation and employee benefits which are fair and competitive.
8. To encourage individual development and acceptance of responsibility.
9. To select employees based on ability, training, education, and experience.
10. To provide training that will increase employees' ability to lead, motivate and perform their jobs in an effective manner.

~~These Policies are not intended to create an employment contract with the persons to whom they may apply.~~ These Policies are not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described of the Authority. The Policies supersede all prior human resources policies and procedures or handbooks provided by the Authority. However, the Policies may not be the only place employees will find descriptions of standards, requirements, benefits or practices and procedures of the Authority. To the extent any provision of the Policies conflicts with any terms in other documents provided by the Authority, the terms of the Policies will control. To the extent any provision of the Policies conflicts with any terms of federal, state, or local laws, the terms of the

applicable law will control. To the extent there are any conflicts between the Policies and any written employment contract with an employee, the written employment contract shall govern. For that reason, if you have any questions regarding these Policies, you should contact the Director of Administration, F/K/A Administration Manager. The Authority reserves the right to add, modify or delete provisions of the Policies at any time. The Authority will make every effort to notify employees of any such changes. The procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will make every effort to inform you of any changes as they occur.

The Policies are not intended to, or do they, create a contract of employment. The Policies are not intended to, nor do they, create any express or implied promise to employees or any guaranty of fixed terms of employment. The Policies do not in any way alter the employment-at-will relationship that exists between the Authority and its employees. Your employment is not for any specific period of time and may be terminated at will for any reason, or no reason, at any time, with or without notice.

These Policies shall apply to all at-will employees of the Asheville Regional Airport Authority, with the exception of any employee under a written employment agreement. In this situation, and when specific topics are listed, the written employment agreement will supersede these Human Resources Policies and Procedures. In all other cases, these Human Resources Policies and Procedures shall apply.

APPROVAL AND
UPDATE
HISTORY

Approval October 10, 2014

Supersedes April 19, 2004

OBJECTIVE To ensure equal employment opportunity within the Authority.

METHOD OF OPERATION

General ~~Asheville Regional Airport Authority~~ The Authority is an equal opportunity employer. This policy reaffirms the commitment and is implemented to ensure that:

- All recruitments, hiring, training, compensation, benefits, promotion and separation of persons employed by the ~~Asheville Regional Airport Authority~~ Authority in all positions is accomplished without regard to race, color, religion, age, sex (including pregnancy), sexual orientation, national origin, marital status, veteran status, age, genetic information, disability/handicap or any other consideration made unlawful by federal, state, or local law.
- Employment decisions are made ~~with the principal in accordance with the~~ of Equal Employment Opportunity Act.
- All appointed officials, ~~managerial and supervisory~~ employees are responsible for supporting this policy and for the furtherance of the principals of Equal Employment Opportunity in all ~~h~~Human ~~r~~Resources matters. The Director of Administration is responsible for the overall compliance, and shall maintain personnel records in compliance with applicable laws and regulations.

Directives Each department ~~head~~director shall ~~assure to ensure each applicant or employee of the Asheville Regional Airport Authority that~~ all terms and conditions of employment, including, but not limited to, recruitment, hiring, training, promotion, demotion, compensation, benefits, leave of absence, reasonable accommodation (disability/religion), retention, discipline, ~~separation-termination~~ and other employment practices shall be accomplished without regard to that person's ~~age,~~ race, color, religion, age, sex (including pregnancy), sexual orientation, ~~religious creed,~~ national origin, ~~political opinions or affiliations,~~ marital status, veteran status, genetic information, veteran status or handicap or any other consideration made unlawful by federal, state, or local law, ~~except when such requirement constitutes a bona fide occupational qualification necessary to perform the tasks associated with the position.~~

The Authority expressly prohibits any form of unlawful employee harassment based upon race, color, religion, age, sex (including pregnancy), sexual orientation, national origin, marital status, veteran status, genetic information, or handicap, and any improper interference with the ability of its employees to perform their expected job duties is not, and will not, be tolerated.

The Authority will make reasonable accommodations, to the extent required by law, if the Authority is aware an employee requires such an accommodation in order to be able to perform the essential job functions of a position.

~~It shall be~~ The Authority prohibits ~~ed for~~ any person employed by the ~~Asheville Regional Airport Authority~~ Authority to discriminate or take any other retaliatory action against an individual who in good faith has: a bona fide complaint under this policy, opposed an alleged unlawful employment practice or has made a charge, testified, assisted or participated in an investigation, proceeding or hearing.

**APPROVAL AND
UPDATE
HISTORY**

Approval October 10, 2014 ~~March 13, 2009~~

Supersedes March 13, 2009 & April 19, 2004

OBJECTIVE

The ~~Asheville Regional Airport Authority Authority~~ is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA). It is the policy of the Authority to comply with all Federal and State laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC).

METHOD OF OPERATION

General

It is the Authority's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment. Consistent with this policy of nondiscrimination, the Authority will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA & ADAAA, who has made the Authority aware of his/her/his or her disability, provided that such accommodation does not constitute an undue hardship on the Authority. An employee with a disability who feels he or she needs an accommodation in order to continue performing the essential job function of his or her position should contact the Director of Administration. The request will be reviewed and it will be determined whether or not the requested accommodation is reasonable, or whether an alternative accommodation should be offered.

All appointed officials, ~~managerial and supervisory employees~~ are responsible for supporting this policy and principal of the Americans Disabilities Act ADA and ADAAA in all Human Resources matters. The Director of Administration is responsible for the overall compliance, and shall maintain personnel records in compliance with applicable laws and regulations, including resolution of reasonable accommodation, safety and undue hardship issues.

APPROVAL AND UPDATE HISTORY

Approval October 10, 2014 ~~March 13, 2009~~

Supersedes March 13, 2009

OBJECTIVE To provide a central location for all inquiries concerning Authority employees or former employees.

METHOD OF OPERATION

Inquiries Concerning Employees Inquiries concerning verification of employment are referred to the Director of Administration or designee.

Those personnel records, which are declared to be public records by virtue of North Carolina General Statute Chapter 132, if any, will be opened for inspection to any person in accordance with the provisions of that statute.

Prospective employers, financial institutions, and residential property managers routinely contact employers requesting information of a former or current employee's work history and/or salary. All such requests of this type shall be referred to and completed by the Director of Administration or designee. For written request, information will be completed on the form provided only when it is accompanied by a former or current employee's signed authorization form to release information. The written form will be returned directly to the requesting party. Telephone requests will be directed to the Director of Administration or designee and will be limited to confirming information stated by the external party.

APPROVAL AND UPDATE HISTORY

Approval ~~March 13, 2009, October 10, 2014~~

Supersedes ~~March, 13, 2009,~~ April 19, 2004

OBJECTIVE

The ~~Asheville Regional Airport Authority Authority~~ recognizes drug and/or alcohol dependency as an illness and a major health problem. ~~has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, the Authority is committed to the elimination of drug and/or alcohol use and abuse in the workplace.~~

METHOD OF OPERATION

Directives

~~This section of the Human Resources Policy and Procedure is to state the policy of the Asheville Regional Airport Authority regarding the effects of drug and/or alcohol use, and the unlawful possession of controlled substances and/or alcohol on the Airport Authority premises or equipment. This policy establishes guidelines to provide a safe, healthy and secure work environment for employees and other individuals doing business with the Airport Authority. This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment with the Authority. The Administration department is responsible for policy management.~~

- ~~• Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is our intent and obligation to provide a drug-free/alcohol-free, healthy, safe and secure work environment.~~
- Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor and/or department director and the Director of Administration. Employees should not, however, disclose underlying medical conditions unless directed to do so.

The unlawful manufacture, distribution, dispensation, possession or use of controlled substances and/or alcohol on Airport Authority premises, or while conducting Airport Authority business off the premises is absolutely prohibited.

Alcoholic beverages may be dispensed or consumed if done as a part of an Official Authority function. Consumption of such alcoholic beverages should be limited. On duty personnel are prohibited from consuming alcoholic beverages. Violations of this policy will result in disciplinary action, up to and including termination.

The Authority will assist and support employees who voluntarily seek help for drug and/or alcohol problems before becoming subject to discipline and/or termination under this or other policies. Such employees may be allowed to use accrued paid time off, placed on leave of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety sensitive or that require driving or if they have violated this policy previously. The employee must understand he/she is to complete the treatment program and will be required to furnish proof of such completion to the Director of Administration or designee. This proof will be reviewed by the Authority designated medical authority, as part of fitness for duty medical examination prior to the employee being reinstated to work status.

- Employees needing help in dealing with such problems are encouraged to get assistance. Please contact the Director of Administration if you need information regarding whether the Authority's insurance benefits will cover counseling. Conscientious efforts to seek such help will not jeopardize any employee's job, and will not be noted in any personnel file.

A copy of this Drug-Free Workplace Policy is issued and signed for by each employee. Employees must, as a condition of employment, abide by the terms of the policy and report any conviction under criminal drug statute for violations occurring on or off Airport premises while conducting business. A report of a conviction must be made within five (5) days after the conviction. The Drug-Free Workplace Act of 1988 mandates this requirement.

Statement of Policy

It is the purpose of this policy to establish and proclaim the Asheville Regional Airport Authority Authority's intent to maintain a "Drug-Free Workplace". In so doing the Airport Authority has adopted the Drug-Free Workplace Program in

accordance with the requirements set forth in Federal and State Law. It is a condition of employment with the ~~Airport~~ Authority for an employee to refrain from reporting to work or working with the presence of drugs or alcohol in ~~his/her/his or her~~ body. In addition to possible disciplinary procedures and termination as a result of any violation of this Drug-Free Workplace Program, an employee injured in the course and scope of employment who refuses to submit to a test for drugs or alcohol, or is tested and had a positive confirmation of drug or alcohol use, forfeits ~~his/her/his or her~~ eligibility for medical and indemnity benefits under the Workers' Compensation Act.

~~The Airport Authority acknowledges the problems of substance abuse (including alcohol) in our society. Furthermore, the Authority sees substance abuse as a serious threat to our staff, customers and families. The Authority is addressing this problem by introducing this Drug-Free Workplace Policy to ensure the Airport Authority will have a drug free workplace.~~

~~Drug and alcohol addiction is a complex, yet treatable condition. For this reason, this program is targeted at alleviating the problem at the community level by involving and educating employees. Policies are designed not only to eradicate the drug abuse in the workplace, but to encourage drug users to seek and successfully complete rehabilitative treatment. The Airport Authority will also provide an annual education course for its employees to assist them in identifying and resolving personal and emotional problems, which may result from the misuse of drugs or alcohol.~~

Work Rules

The following work rules apply to all employees:

- Whenever employees are working, are operating any Authority vehicle, or are conducting related work off-site, they are prohibited from:
 - Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (including possession of drug paraphernalia).
 - Being under the influence of alcohol or an illegal drug as defined in this policy.
 - The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing Authority business or while in an Authority facility is prohibited.
 - The Authority will not allow any employee to perform their duties while taking prescribed drugs

- that are adversely affecting the employee's ability to safely and effectively perform their job duties.
- Employees taking a prescribed medication must carry it in the contained labeled by a licensed pharmacist to be prepared to produce it if asked.
- o Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

REQUIRED TESTING

The Authority retains the right to require the following test:

- Pre-employment: All applicants must pass a drug test before beginning work. Refusal to submit to testing will result in disqualification of further employment consideration.
- Reasonable suspicion: Employees are subject to testing based on observations by a supervisor and/or director of apparent workplace use, possession or impairment. The Director of Administration, or designee, must be consulted before sending an employee for reasonable suspicion testing.
- Post-accident: employees are subject to testing when they cause or contribute to accident(s) that damage an Authority vehicle, machinery, equipment or property and/or result in an injury to themselves or another employee requiring of-site medical attention. In any of these instances, the investigation and subsequent testing should take place within two hours following the accident, if not sooner.
- Follow-up: Employees who have tested positive, or otherwise violated this policy, are subject to discipline up to and including termination. Depending on the circumstances and the employee's work history/record, the Authority may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies for a minimum of one year but not more than two years. If the employee either does not complete his or her rehabilitation program or tests positive after completing the rehabilitation program, he or she will be subject to immediate termination.

~~While the Airport Authority understands that employees and~~

Drug-Free Workplace

Human Resources

~~applicants under a physician's care may be required to use prescription and over the counter drugs, abuse of prescribed or over the counter medications will be dealt with in the same manner as any other substance abuse. Because substance abuse and chemical dependencies are treatable conditions, employees seeking help for a drug or alcohol problem, whether voluntarily or through disciplinary action, will be treated the same as those employees with other conditions as far as eligibility for health benefits and sick and/or personal leave. Nothing in this policy, however, shall limit the Airport Authority's right to enforce appropriate disciplinary measures for violation of policy, including, if necessary, termination, nor does this policy bind the Airport Authority to payment of any care provided beyond the existing employee benefits. With these basic objectives in mind, the Airport Authority has established the following policy:~~

Drug Use

Employees are prohibited from using, possessing, distributing, manufacturing, selling, attempting to sell or being under the influence of drugs while on or off the job. As used in this policy, improper drug use is the use of any drug which is not legally obtainable; which is legally obtainable, but has not been legally obtained; or which is being used in a manner or for a purpose other than prescribed (for example, use of depressants and stimulants not prescribed for current personal treatment by an accredited physician). Employees who violate this policy will be subject to disciplinary action including possible termination.

Alcohol Use

Employees are ~~absolutely~~ prohibited from using, possessing, distributing, manufacturing, selling, attempting to sell or being under the influence of alcohol while on duty, while on Airport Authority property, or on any work site, with the exception of official Authority functions. "Alcohol" meaning ethyl alcohol (ethanol) and includes beverage, mixture or preparation containing ethyl alcohol, including but not limited to, distilled spirits, wine, malt beverages, and intoxicating liquors. With regard to alcohol, an employee may also be determined to be "under the influence of alcohol" for purposes of this policy if the employee has a blood level of .05 g/dl% or higher. Employees who violate this policy will be subject to disciplinary action up to and -including ~~possible~~ termination.

Use of Prescription and

~~Employees must notify their supervisor when using any medication that may limit their ability to perform their job. Such notification may be confidentially given. Verification of any and~~

Non-Prescription Medication

~~all medication may be required. Where prescription medication is involved, verification may include the employee submitting a prescription copy of a physician's statement showing medication required and dates of use. Failure to report the use of medication or failure to verify the use of medication may result in disciplinary action including possible termination.~~

Inspections

The Authority reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections will be subject to discipline up to and including termination.

Consequences

Applicants who refused to cooperate in a drug test or who test positive will not be hired. Employees who refused to cooperate in required tests or who use, possess, buy sell, manufacture or dispense an illegal drug in violation of this policy will be subject to discipline up to and including termination.

Employees will be paid for time spent in alcohol and/or drug testing and then suspended pending the results of the test. After the results of the test are received, a date and time will be scheduled to discuss the results of the test. This meeting will include a member of Senior Management and the Director of Administration. Should the results prove to be negative, the employee will receive back pay for the times and/or days of suspension.

Arrest and Conviction for Drugs

It is a condition of employment with the Airport Authority that any employee convicted of any criminal drug violation occurring in the workplace or off-the-job must report such conviction to his supervisor within five (5) calendar days of such conviction. Further, a nolo contendere plea for drug activity is also to be reported in the same manner.

In deciding what action to take, the employee's ~~supervisor/department head director and or supervisor~~, the Director of Administration, ~~and the Deputy Airport Director of Development and Operations, F/K/A Deputy Airport Director~~, and the Airport Executive Director will take into consideration the nature of the charges, the employee's present job assignment, the employee's record with the Airport Authority and other factors relative to the impact of the employee's conviction or nolo

contendre plea upon the conduct of the Airport Authority.

Duty to Report Employee Drug and Substance Abuse

Employees must immediately report violations of these policies by other employees. Any employee who, in good faith based on reasonable suspicion, reports an alleged violation of this policy, or any supervisor who investigates or takes action in good faith based on reasonable suspicion, shall not be harassed, retaliated against, or discriminated against in any way for making reports or participating in any investigation or action based thereon. To the greatest extent possible, the reporting of employee drug and substance abuse will be kept confidential.

Confidentiality

All information, interviews, reports, statements, memoranda, and drug test results, written or otherwise, received by the Airport Authority through a drug testing program will be kept confidential. Also, laboratories, employee assistance programs, drug and alcohol rehabilitation programs, and their personnel who receive or have access to information concerning drug test results shall keep all information confidential. Unless compelled by a hearing officer, court or professional or occupational licensing board, information regarding drug testing may be released only by the voluntary written consent of the person tested.

Information on drug test results shall not be released or used in any criminal proceeding against the job applicant or employee. Information released contrary to this policy shall be inadmissible as evidence in any such criminal proceeding.

Nothing in this provision shall be construed to prohibit the Airport Authority or laboratory conducting a drug test from having access to employee drug test information when information is relevant to a defense in a civil administrative matter.

Pre-Employment Drug Testing

It will be the policy of the Airport Authority for all applicants who are being considered for employment to undergo screening for the presence of Drugs and/or Alcohol. Employment is conditional upon successfully passing a substance test. An applicant who refuses to take the test or whose test results are confirmed positive will be denied employment at that time, but may apply for employment with the Airport Authority after one (1) year. Positive test results may be challenged by the applicant.

The job applicant has the right to consult the testing laboratory for technical information regarding prescription and non-prescription medication and the possible affect these drugs may

have on the outcome of the drug test. If the job applicant is using prescription or nonprescription medications, which may affect the outcome of a drug test, he must report the use of the medication to the drug testing laboratory. This may be done confidentially, whether before or after the drug test.

Employee Drug Testing

The ~~Airport~~ Authority will maintain drug-testing practices to identify employees who are working under the influence of drugs or alcohol. The Authority reserves the right to conduct random drug testing. The Director of Administration must be consulted before sending an employee for drug testing for any reason. It ~~shall~~ will be a condition of continued employment for all employees to submit to the following drug tests:

1. Reasonable suspicion by the department ~~head~~ director and/or supervisor or other employee of drug or alcohol abuse, which may include:
 - A. Abnormal conduct, poor work performance, direct observation of drug use.
 - B. When an employee has been involved in an accident while at work.
 - C. Evidence that an employee has tampered with a drug test during employment.
 - D. When there is evidence that an employee has used, possessed, sold, solicited or transferred drugs while working or while on ~~Airport~~ Authority property, or while operating ~~Airport~~ Authority vehicles, machinery or other equipment.
2. Follow-up testing on a quarterly, semi-annually or annually for up to two (2) years after an employee enters a drug rehabilitation program.
3. The employee has the right to consult the testing laboratory for technical information regarding prescription and non-prescription medication, and the possible affect these drugs may have on the outcome of a drug test. If the employee is using prescription or non-prescription medications, which may affect the outcome of a drug test, he must report the use of the medication to the drug testing laboratory. This may be done confidentially, whether before or after the drug test.

4. Employees who are directed to submit to such a test and refuse to do so are guilty of misconduct and will be subject to discipline including possible termination. Likewise, if the test results are confirmed positive, the employee will be guilty of misconduct and subject to discipline including possible termination.

Confirmation of Drug Test

The Airport Authority will not terminate, discipline, refuse to hire, discriminate against, or request or require rehabilitation of a job applicant or employee on the sole basis of a positive test result that has not been verified by a confirmation test. A confirmation test is a second analytical procedure run on a sample that was positive on the initial test. The confirmation test will be different in scientific principal from that of the initial test procedure.

Challenge of a Positive Drug Test

A job applicant or employee who receives a positive confirmed test result may contest the result to the ~~Airport~~ Authority within five (5) working days after written notification of the positive test results. If the ~~Airport~~ Authority finds the explanation unsatisfactory, the ~~Airport~~ Authority shall within ten (10) working days of receipt of the challenge provide a written response to the job applicant or employee as why the explanation is unsatisfactory, along with the report of the positive results.

A job applicant or employee may also challenge the positive test results by court action. It is the job applicant or employee's responsibility to notify the ~~l~~aboratory in the event legal action is taken.

Disciplinary Action

If an employee tests positive, the ~~Airport~~ Authority shall immediately place the employee on personal leave. If there is insufficient accrued personal leave, the employee will be placed on leave of absence without pay. The purpose is two-fold:

- A. To prevent the employee from endangering co-workers, the public or himself.
- B. To provide an opportunity for the employee to be referred to the Employee Assistance Program or other appropriate treatment programs.

An employee who has tested positive and who has been referred to the Employee Assistance Program or other appropriate treatment program and who refuses this referral ~~shall will~~ be subject to terminated termination for cause.

An ~~E~~mployee who accepts treatment must understand he is required to complete such program. ~~Failure to do so will result in termination. If the employee either does not complete his or~~

~~her rehabilitation program or tests positive after completing the rehabilitation program, he/she will be subject to immediate termination.~~

An ~~E~~mployee who completes treatment will be required to furnish proof of such completion to the Director of Administration or designee. This proof will be reviewed by the ~~Airport~~ Authority designated Medical Review Officer or designee as part of a fitness for duty medical examination prior to the employee being reinstated to work status.

Voluntary Request for Treatment

~~An employee who seeks voluntary treatment for alcohol or drug related problems and he has not been previously tested and confirmed as positive may do so without consequence of disciplinary action assuming he has not been involved in any other aspect covered under section 203.00 of this policy. Every degree of confidentiality shall be afforded in a case such as this.~~

~~An employee in this category shall be placed on personal leave. If there is insufficient accrued personal leave the employee will be placed on leave of absence without pay.~~

~~The employee must understand he/she is to complete the treatment program and will be required to furnish proof of such completion to the Director of Administration or designee. This proof will be reviewed by the Airport Authority designated medical authority, as part of fitness for duty medical examination prior to the employee being reinstated to work status.~~

APPROVAL AND UPDATE HISTORY

Approval ~~March 13, 2009~~ October 10, 2014

Supersedes March 13, 2009 & April 19, 2004

**RE-EMPLOYMENT DRUG TESTING
CONSENT AND RELEASE FORM**

I do hereby certify that I have received and read the ~~Asheville Regional Airport Authority~~ Greater Asheville Regional Airport Authority (Authority) drug testing policy and I have had the Drug-free Workplace Program/Policy explained to me.

I hereby consent to submit to urinalysis and/or other tests as shall be determined by the ~~Asheville Regional Airport Authority~~ Authority in the selection process of applicants for employment, for the purpose of determining the drug content thereof.

I also understand that my employment is contingent upon passing the drug test.

I agree that _____ (Clinic/Physician) may collect specimens for these tests and may test them or forward them to a testing laboratory designated by the ~~Airport~~ Authority for analysis.

I further agree to hold harmless the ~~Asheville Regional Airport Authority~~ Authority and its agents (including the above Clinic/Physician) from any liability arising in whole or part, out of the collection of specimens, testing and use of the information from said testings in connection with the ~~Airport~~ Authority's consideration of my application of employment.

I further agree that a reproduced copy of this pre-employment consent and release form shall have the same force and effect as the original.

I have carefully read the foregoing and fully understand its contents. I acknowledge that my signing of this consent and release form is a voluntary act on my part and that I have not been coerced into signing this document by anyone.

Print Name

Signature

Date



ACTIVE EMPLOYEE CERTIFICATE OF AGREEMENT

I do hereby certify that I have received and read the ~~Asheville Regional Airport Authority~~ Greater Asheville Regional Airport Authority's Substance Abuse and Drug Testing Policy and have had the Drug Free Workplace Program/Policy explained to me.

I understand that if my performance indicates it is necessary, I will submit to a drug test.

I also understand that my failure to comply with a drug testing request or a positive test result ~~may lead to termination of employment~~ would be subject to appropriate disciplinary actions up to and including termination.

Print Name

Signature

Date

OBJECTIVE

~~To define harassment, including sexual harassment, the Authority's prohibition of harassment, establish a reporting procedure and a prompt and effective investigation procedure for complaints made by employees of sexual and other forms of harassment.~~

The Authority is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the Authority expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment. This applies to all employees, contractors, vendors, clients and customers of the Authority.

~~The employees of the Asheville Regional Airport Authority are the most valuable assets. All employees are entitled to be treated with respect and to work in an environment that is not offensive, abusive, intimidating or hostile. The Asheville Regional Airport Authority is committed to providing a work environment free of conduct, which causes humiliation or fear. In keeping with this commitment, the Airport Authority prohibits all forms of unlawful harassment, including, but not limited to, sexual harassment.~~

~~Harassment for any discriminatory reason, such as sex, race, national origin, handicap, medical condition, marital status, veteran status, disability, religion, sexual orientation or same-sex harassment, in violation of various state and federal laws. Harassment of any sort (verbal, physical or visual) will not be tolerated.~~

METHOD OF OPERATION

Definitions
Directives

The Authority strictly prohibits workplace harassment for any discriminatory reason, such as an individual's race, color, religion, age sex (including pregnancy), sexual orientation, national origin, marital status, veteran status, genetic information, handicap or any other consideration made unlawful by federal, state, or local law.

~~What are some examples of harassment? Harassment can take many forms. It may be, but is not limited to: words, signs,~~

~~jokes, pranks, cartoons, calendars, and comments about appearance, intimidation, physical contact or violence.~~

~~What is sexual harassment? Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. With respect to sexual harassment, the Authority especially prohibits the following: Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or any other verbal, visual or physical contact of a sexual nature. It refers to behavior which is not welcome and which is personally intimidating, hostile or offensive.~~

1. Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to the conduct is made, either implicitly or explicitly, a condition of an individual's employment.
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
- The harassment unreasonably interferes with the employee's work performance or creates an intimidating, hostile, offensive or abusive working environment for the employee.

1.2. ~~Offensive comments, jokes, innuendos, and other sexually oriented statements.~~

~~For example, sexually oriented jokes, remarks, gestures, pictures, the display or circulation of offensive objects or pictures, (including through e-mail) or touching may often be offensive to other employees, and such actions are prohibited.~~

~~Examples of harassment include, but not limited to: words, signs, pranks, cartoons, calendars, unwanted advances, demands for favors in exchange for favorable treatment or continued employment, offensive or unwelcome remarks/jokes, flirtations, advances or propositions, verbal abuse, comments or gestures, leering, pinching or touching. Also includes graphic/obscene materials and/or comments circulated by e-mail, phone (including voice mail), text messages, tweets, blogs social networking sites or other means. The ~~Airport~~ Authority has a zero tolerance for any form of unlawful harassment.~~

Directives

~~Each department director and supervisor has a responsibility for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their co-workers. All employees of the Asheville Regional Airport Authority have a responsibility to keep our environment free from unlawful discrimination and harassment.~~ Any employee who believes he/ or she has been subjected to objectionable conduct is urged to contact his/ or her supervisor and/or department ~~director~~head, the Director of Administration, the Deputy ~~Airport Director~~Executive Director, of Development and Operations and/or the ~~Airport Director~~Executive Director.

~~In addition, an employee who believes he/she has been subjected to unlawful discrimination or harassment may file a complaint with the local office of the United States Equal Employment Opportunity Commission (EEOC) or North Carolina Commission on Human Relations. Each Federal or State office has authority to remedy violations.~~

If you are found to have engaged in, ratified or condoned unlawful discrimination or harassment, you may be personally liable for monetary damages. The ~~Asheville Regional Airport Authority~~ may decide not to pay personal damages assessed against you.

Any employee who becomes aware, of an incident of unlawful discrimination or harassment by any employee, contractor, vendor, client, or customer, customer or vendor, whether by witnessing the incident or being told of it, must report it to ~~his/her supervisor and/or department head or the Director of Administration. the Director of Administration, Executive Director, Development and Operations or the Executive Director~~

All reports of unlawful discrimination or harassment will be promptly investigated with special attention to the privacy of everyone involved. If you are found to have acted improperly towards another employee, contractor, vendor, client, or customer~~customer or vendor~~, you will be subject to disciplinary action, up to and including termination of employment. The ~~Asheville Regional Airport Authority~~ will also take additional action necessary to appropriately address employee concerns about unlawful discrimination or harassment.

Any employee who knowingly provides a false report of unlawful discrimination or harassment will be subject to disciplinary action, up to and including termination of employment. Any employee who makes such a false statement shall be personally

liable for any legal action taken by another employee in response to a false report.

~~No employee will be retaliated against who makes a good faith effort to report alleged unlawful discrimination or harassment, or for participating in any investigation, proceeding or hearing conducted by the EEOC or any state agency. If an employee believes he/she is being retaliated against, he/she should promptly contact his/her supervisor and/or department head or the Director of Administration, so an investigation can be conducted. Retaliation against an employee for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be promptly investigated and addressed.~~

Complaint Procedures

Complaints shall be filed in writing as soon as possible from the date giving rise to the complaint, be signed by the cComplainant, and contain a clear concise statement of the facts, including pertinent dates, and any other documentation in support of the complaint.

Any eEmployee witnessing, or having reason to believe a claim or instance of sexual harassment relating to an employee, must report such potential claim to the Director of Administration, Deputy Airport Executive Director of Development, ~~and~~ Operations or the Airport Executive Director.

Investigation Procedures

Upon the receipt of a complaint of harassment, the Airport Director Executive Director shall be advised; or if the complaint is against the Airport Director Executive Director, the Airport Authority Board Chairman shall be advised.

It is the Airport Authority's policy to investigate all harassment complaints thoroughly, impartially and promptly. To the fullest extent practicable, the Airport Authority will maintain the confidentiality of those involved. The Director of Administration will have primary responsibility for investigating any and all complaints relating to employee misconduct. However, some investigations may be assigned to an Airport Authority designee with direction from the Director of Administration. Any Airport Authority designee assigned to conduct an investigation must have completed training with the Director of Administration in conducting investigations.

The Director of Administration or designee shall:

- Promptly interview and obtain full and written statements from all parties involved in the reporting, including but not limited to the complainant and accused.
- Determine if there is a potential for ~~a risk occurrence~~ safety threat. If there is a potential, take all measures appropriate to protect employees, visitors and property.
- Complete an investigation report and provide all relevant and necessary information, including findings.

Based on the investigation, the Director of Administration or ~~assigned~~ designee must determine whether the allegation(s) were founded, unfounded or inconclusive. This determination shall be documented in writing and made part of the investigative report. A determination of whether harassment is severe or pervasive enough to be illegal is made on a case-by-case basis.

Violation Founded: Where a violation is founded, the accused should be notified of the results of the investigation and the specific actions to be taken. The ~~supervisor~~ supervisor and/or department director and/or department head of the accused will also receive notification, as appropriate. No details about the nature or extent of disciplinary or corrective actions will be disclosed to the complainant(s) and/or witness(es) unless there is a compelling reason, such as personal safety.

Violation Unfounded: In this situation, a notification should state that the ~~Airport~~ Authority thoroughly investigated the allegation(s) and found that the evidence did not support the claim.

Inconclusive Investigation: In some cases, the evidence does not conclusively indicate whether or not the allegation(s) was founded or unfounded. If such a situation exists, the notification should state that the ~~Airport~~ Authority has completed a thorough investigation but has been unable to establish either the truth or falsity of the allegation(s). However, the ~~Airport~~ Authority will take appropriate steps to ensure that the persons involved understand the requirements of the ~~Airport~~ Authority's policies and appropriate law, and the situation will be monitored to ensure compliance in the future.

Retention and/or release of investigative reporting: The Director of Administration will retain all records relative to the investigation in a locked area. The ~~Airport~~ Authority will not release any investigative files, including but not limited to interviews and findings, unless requested by a court authorized request, such as Subpoena or Court Order.

Complaint Disposition

The Director of Administration or designee will forward to the ~~R~~espondent and ~~c~~omplainant the final decision.

Disciplinary Action

Any employee of the ~~Asheville Regional Airport Authority~~ Authority whom the Director of Administration or designee has determined to have harassed another employee, contractor, vendor, client, or customer, or applicant for employment shall be subject to disciplinary action up to and including ~~dismissal~~ termination.

Any employee in a ~~supervisors~~ supervisor and/or department director and/or department head capacity who has actual knowledge of harassment involving any employee(s) and does not take corrective action and report the matter directly to the Director of Administration, Deputy ~~Airport Director~~ Executive Director, ~~of~~ Development and Operations, ~~Airport Director~~ Executive Director or Chairman may be subject to discipline up to and including ~~dismissal~~ termination.

Approval and Update History

Approval

~~March 13, 2009~~ October 10, 2014

Supersedes

March 13, 2009, April 19, 2004

OBJECTIVE

~~To provide a safe working environment. All employees, customers, vendors and business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others. Conduct that threatens, intimidates or coerces another employee, customer, vendor or business associate will not be tolerated. The Authority resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. The Authority treats threats coming from an abusive personal relationship as it does other forms of violence.~~

METHOD OF OPERATION

Directives

~~The Asheville Regional Airport Authority has a zero tolerance for any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.~~

Prohibited Conduct

This list of behaviors, while not inclusive, is examples of conduct that is prohibited.

1. Causing physical injury to another person.
2. Making threatening remarks.
3. Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subject another individual to emotional distress.
4. Possession of a weapon while on Airport property or while on Authority business, with the exception of ~~Department of Public Safety employees sworn law enforcement officers,~~ when engaged in their official duties.
5. Committing acts motivated by, or related to, sexual harassment or domestic violence.
6. Workplace bullying, including repeated inappropriate behavior, either direct or indirect, verbal or physical conducted against an employee either at the workplace or at a work sponsored event.

Any potentially dangerous situation must be reported immediately to an employee's supervisor and/or department ~~head~~director, the Director of Administration, Deputy ~~Airport Director~~Executive Director, of Development and Operations or

Workplace Violence

Human Resources

the ~~Airport Director~~ Executive Director. ~~Reports can be made anonymously and a~~ All reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. The ~~Airport~~ Authority will actively intervene at any indication of a possibly hostile or violent situation.

Enforcement

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on the ~~Airport~~ Authority premises will be reported to the proper authorities and fully prosecuted. All individuals will be treated with dignity and respect.

Procedure for filing a complaint

Complaints shall be filed in writing as soon as possible from the date giving rise to the complaint, be signed by the complainant, and contain a clear concise statement of the facts, including pertinent dates, and any other documentation in support of the complaint.

Investigative Procedures

Upon the receipt of a complaint of workplace violence, the ~~Airport Director~~ Executive Director shall be advised; or if the complaint is against the ~~Airport Director~~ Executive Director, the ~~Airport~~ Authority Chairman shall be advised. It is the ~~Airport~~ Authority's policy to investigate all complaints of workplace violence thoroughly, impartially and promptly. To the fullest extent practicable, the ~~Airport~~ Authority will maintain the confidentiality of those involved. The Director of Administration will have primary responsibility for investigating any and all complaints relating to employee misconduct. However, some investigations may be assigned to an ~~Airport~~ Authority designee with direction from the Director of Administration. Any ~~Airport~~ Authority designee assigned to conduct an investigation must have completed training with the Director of Administration in conducting investigations.

The Director of Administration or designee shall:
Promptly interview and obtain full and written statements from all parties involved in the reporting, including but not limited to the complainant. Determine if there is a potential for risk occurrence. If there is a potential, take all measures appropriate to protect employees, visitors and Authority property.

Based on the investigation, the Director of Administration or ~~assigned~~ designee must determine whether the allegation(s) were founded, unfounded or inconclusive. This determination shall be documented in writing and made part of the investigative report.

Violation Founded: Where a violation is founded, the accused should be notified of the finding the specific or corrective remedial actions to be taken. The ~~supervisor~~ supervisor and/or department director and/or department head of the accused will also receive notification, as appropriate. No details about the nature or extent of disciplinary or corrective actions will be disclosed to the complainant(s) and/or witness(es) unless there is a compelling reason, such as personal safety.

Violation Unfounded: In this situation, a notification should state that the ~~Airport~~ Authority thoroughly investigated the allegation(s) and found that the evidence did not support the claim.

Inconclusive Investigation: In some cases, the evidence does not conclusively indicate whether or not the allegation(s) was founded or unfounded. If such a situation exists, the notification should state that the ~~Airport~~ Authority has completed a thorough investigation but has been unable to establish either the truth or falsity of the allegation(s). However, the ~~Airport~~ Authority will take appropriate steps to ensure that the persons involved understand the requirements of the ~~Airport~~ Authority's policies and appropriate law, and the situation will be monitored to ensure compliance in the future.

Retention and/or release of investigative reporting: The Director of Administration will retain all records relative to the investigation in a locked area. The ~~Airport~~ Authority will not release any investigative files, including but not limited to interviews and findings, unless requested by a court authorized request, such as Subpoena or Court Order.

Complaint Disposition

The Director of Administration or designee will forward to the ~~c~~Complainant and ~~r~~Respondent the final decision.

Disciplinary Actions

Any employee of the ~~Asheville Regional Airport Authority~~ Greater Asheville Regional Airport Authority whom the Director of Administration, Deputy ~~Airport Director~~ Executive Director, ~~of Development and Operations~~, ~~Airport Director~~ Executive Director or Chair~~man~~ has determined to have demonstrated or been involved with workplace violence of another employee or applicant for employment shall be subject to disciplinary action

up to and including ~~dismissal~~ termination.

Any employee in a supervisory capacity who has actual knowledge of workplace violence involving employees he or she supervises and does not take corrective action or report the matter directly to the Director of Administration, Deputy ~~Airport Director~~ Executive Director, ~~of~~ Development and Operations, ~~Airport Director~~ Executive Director or Chairman shall be subject to discipline up to and including termination ~~dismissal~~.

**APPROVAL AND
UPDATE
HISTORY**

Approval March 13, 2009 October 10, 2014

Supersedes March 13, 2009, April 19, 2004

OBJECTIVE Establish and communicate a Safety Program to ensure a safe working environment.

METHOD OF OPERATION The ~~Asheville Regional Airport Authority~~ Greater Asheville Regional Airport Authority is committed to have a Safety Policy that includes:

- A comprehensive Safety Program.
- Communicating details of Safety Program to all employees.
- Training that will increase employees' ability to perform their jobs in a safe manner.
- Ensuring all employees comply with all recognized safety standards.

Discipline Any safety violation must be reported immediately to an employee's supervisor and/or department ~~head~~ director, the Director of Administration, Deputy ~~Airport Director~~ Executive Director, of Development and Operations or the ~~Airport Director~~ Executive Director.

Any employee of the ~~Asheville Regional Airport Authority~~ Greater Asheville Regional Airport Authority whom the Director of Administration, Deputy ~~Airport Director~~ Executive Director, of Development and Operations or the ~~Airport Director~~ Executive Director has determined to have been involved with a safety violation may be subject to disciplinary action up to and including ~~termination~~ dismissal.

APPROVAL AND UPDATE HISTORY

Approval ~~April 20, 2012~~ October 10, 2014

Supersedes April 20, 2012

OBJECTIVE

~~To establish a policy and procedure for leave under the It is the objective of this policy and procedure to comply with The Family and Medical Leave Act (FMLA) of 1993, and any amendments thereto, and includes the revised regulations effective January 16, 2009. The Airport Authority posts the mandatory FMLA Notice on employee rights and responsibilities under The Family and Medical Leave Act. The Airport Authority also posts the DOL supplementary information concerning Military Family Leave.~~

METHOD OF OPERATION

GENERAL

~~This policy provides eligible employees unpaid, job-protected leave for certain qualifying events, up to 12 weeks, during a 12 month period. The Authority will measure the 12 month period as a rolling 12 month period beginning the first day an employee uses any FMLA leave under this policy. FMLA can be used to care for a newborn or newly placed adopted/foster child, or a seriously ill child, spouse, or parent; or when the employee is unable to work because of a serious health condition.~~

DEFINITIONS

For the purposes of this policy, family members are defined as:

Spouse. A husband or wife as defined or recognized under State law for purposes of marriage.

Parent. A biological parent or an individual who stands or stood in loco parentis to an employee when the employee was a child.

Child. A biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability."

Next of Kin. Nearest blood relative of the covered service member.

COBRA~~bra~~. Consolidated Omnibus Budget Reconciliation Act of 1985. This law enables terminated employees to elect to continue their health benefit by paying the full cost of premiums.

Computation Period. A "rolling forward" computation period will be used.

Family Medical Leave Act (FMLA)

Human Resources

ELIGIBILITY REQUIREMENTS

- Employee must be employed by the ~~Airport~~ Authority for at least 12 months; and
- The employee has to have worked at least 1,250 hours during the 12 months immediately preceding the commencement of leave.

ANNUAL FMLA LEAVE ENTITLEMENT

An eligible employee is entitled to 12 weeks of unpaid leave under FMLA for a qualifying reason. The Authority will measure the 12 month period as a rolling forward 12 month period beginning the first day an employee uses any FMLA leave under this policy. The leave may be taken to care for:

- The employee's newborn child or child placed with the employee for adoption or foster care (leave must be taken during the first 12 months of the child's birth or adoption).
- The employee's spouse, child or parent with a serious health condition.
- An employee's own serious health condition.

ANNUAL MILITARY CAREGIVER LEAVE

Under FMLA, eligible employees who are the spouse, child, parent or next of kin (nearest blood relative) of a covered service member of the U.S. armed forces (including the National Guard and Reserves) are entitled to a total of up to twenty-six workweeks of unpaid leave during a twelve (12) month period to care for a service member who is receiving medical treatment, is recuperating or is undergoing therapy for a serious injury or illness suffered while on active duty, that has rendered the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

QUALIFYING EXIGENCY LEAVE

Under FMLA, eligible employees are entitled to up to twelve (12) weeks of unpaid leave for a "qualifying exigency" that arises when a spouse, parent or child is on or has been called to active duty in support of a contingency operation. Qualifying exigencies may include absences:

- Due to short-notice deployments (seven or fewer days notice);
- To attend certain military events such as family support or assistance programs, or official military

ceremonies;

- To arrange for alternative childcare, provide childcare on an emergency, but not on a regular basis, or to attend meetings at a school or daycare concerning the servicemember's child;
- To address certain financial and legal arrangements;
- To attend counseling sessions arising from the call-up to active duty;
- To spend time with a service member who is on short-term rest and recuperation leave during a period of deployment (limited to five days for each instance); and
- To attend post-deployment activities, such as arrival ceremonies and reintegration briefings, within 90 days of the end of the deployment.

PROCEDURE

EMPLOYEE NOTICE

When the leave is foreseeable, the employee must submit written notice at least 30 calendar days prior to the requested leave to the Director of Administration or designee. When leave is unforeseeable, the employee must give notice as soon as practicable (within one or two working days of learning of the need for of leave, except in extraordinary circumstances). Requests for qualifying exigency leave should be submitted using the same procedures as a request for other leave under FMLA but should be submitted as soon as practically possible.

CERTIFICATION REQUIREMENTS

For regular FMLA leave an ~~The~~ employee is required to certify that the medical leave of absence is for a serious health condition for the employee or a family member. A written certification by a Physician or Practitioner must be provided. This information should be submitted at the time the leave is requested or within 15 calendar days. Failure to provide necessary certification may result in denial of the leave requested.

For military caregiver leave under FMLA, an employee is required to provide certification of the serious health condition and need for Military Caregiver Leave, setting forth, at a minimum: a statement of medical facts regarding the servicemember's health condition; information sufficient to

establish that the servicemember is in need of care; a description of the care to be provided to the servicemember and an estimate of the leave needed to provide the care; and the relationship of the employee to the servicemember. This information should be submitted at the time the leave is requested or within 15 calendar days Failure to provide necessary certification may result in denial of the leave requested.

For qualifying exigency leave, an employee is required to provide a copy of the service member's active duty orders or other documentation supporting that the service member has been called to active duty in support of a contingency operation and the related dates of such duty. An employee will also be required to provide certification setting forth, at a minimum: the facts supporting the need for the leave; the approximate start date for the qualifying exigency; and the start and end dates for the leave. This information should be submitted at the time the leave is requested or within 15 calendar days. Failure to provide necessary certification may result in denial of the leave requested.

USE OF LEAVE TIME

For birth, adoption or foster care, the employee may substitute available paid leave, excluding sick, for the unpaid FMLA. When the paid leave is exhausted, the remainder of the 12 weeks of leave, if any, will be unpaid FMLA. For serious illnesses, the employee may substitute all available sick leave prior to using other types of paid available leave during the FMLA period.

Military caregiver leave may be taken only once and does not again become available with the start of a new FMLA year. An employee may not take more than a combined total of twenty-six workweeks of leave in any twelve (12) month period in which he or she chooses to use Military Caregiver Leave and other leave under FMLA.

Qualifying exigency leave, like leave for a serious health condition, is a FMLA-qualifying reason for which an eligible employee may use his or her entitlement for up to 12 weeks of FMLA leave each year. An eligible employee may take all 12 weeks of his or her FMLA leave entitlement as Qualifying Exigency Leave or the Employee may take a combination of 12 weeks of leave for both Qualifying Exigency Leave and regular FMLA Leave for a serious health condition.

Under some circumstances, employees may take FMLA leave intermittently, which means taking leave in blocks of time, or by

reducing their normal weekly or daily work schedule. FMLA leave may be taken intermittently whenever medically necessary with the Authority's consent to care for a seriously ill family member, or because the employee is seriously ill and unable to work. When intermittent leave is needed, the employee must try to schedule treatment leave so as not to unduly disrupt the Airport Authority's operations.

PERIOD OF LEAVE, USE OF SHORT TERM DISABILITY

If an employee uses Short Term Disability (STD) for a serious illness or for the birth of a child, the annual entitlement is the difference between STD leave and the 12 weeks FMLA leave. (i.e., if the STD paid leave is for 6 weeks and the employee elects additional unpaid leave, the employee would be entitled to 6 weeks under FMLA.)

PERIOD OF LEAVE MARRIED COUPLES

If a husband and wife are both employed by the Asheville Regional Airport Authority Authority, they are permitted to take only a combined total of 12 weeks of leave during the year for:

- Birth of a son or daughter or to care for the child after birth;
- For placement of a son or daughter for adoption or foster care, or to care for the child after placement.

When a husband and wife both use a portion of the totaled allowed 12 weeks entitlement for any of the reasons stated previously, the husband and/or wife may use any remaining time under the FMLA for serious illness of a spouse, child, parent or their own serious illness.

BENEFITS DURING FMLA LEAVE

During FMLA leave, gGroup health benefits will continue at the same level and under the same conditions that exist for covered employees actively working. if the employee has dependent coverage, tThe employee will be required to make the necessary premium payments for any required employee contribution dependent coverage. Weekly or bi-weekly payments will be required based on the employee's normal pay period. If pPayment is not received within 30 days of the date due, dependent insurance coverage will be terminated. Once terminated, the employee may elect to reinstate his or /her dependent insurance coverage under COBRA. COBRA provisions require the employee to pay the entire cost for coverage.

While on Family and Medical Leave FMLA leave, an employee is not entitled to accrue any additional leave time. Accrued credited service/seniority will continue as long as the employee is being paid with his/her available leave time. Once the paid leave time has been exhausted, credited service/seniority will be

continued for a period of 30 calendar days. After the 30 days have expired, the employee will no longer accrue credited service/seniority. When the employee returns to work, the hire date will be adjusted to reflect the time taken in excess of the 30 days.

Employees must turn in any Authority own equipment and their badge while out on any type of long-term leave time. When employee returns to work it will be returned.

MILITARY FMLA

~~The Family Medical Leave Act for Military Family Leave Entitlements has been revised effective January 16, 2009. The amended FMLA allows eligible employees to take up to 26 weeks of job-protected leave in the applicable 12-month period for any "qualifying event" arising out of the active duty or call to active duty status of a spouse, son, daughter, parent or next of kin. The amended FMLA allows eligible employees to take up to 26 weeks of job-protected leave in a "single 12-month period" to care for a covered service member with a serious injury or illness. FMLA leave may be taken intermittently whenever medically necessary to care for a covered service member with a serious injury or illness. FLMA leave also may be taken intermittently for a qualifying exigency arising out of the active duty status or call to active duty of a covered military member. The employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the Airport Authority's operations.~~

Qualifying Events Include:

- ~~• Short-notice deployment~~
- ~~• Military events and related activities~~
- ~~• Childcare and school activities~~
- ~~• Financial and legal arrangements~~
- ~~• Counseling~~
- ~~• Rest and recuperation~~
- ~~• Post-deployment activities~~
- ~~• Additional activities agreed to by the Airport Authority and eligible employee~~

RETURN FROM FMLA LEAVE

Upon return from FMLA leave, an employee must be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. Before the employee returns to work from FMLA leave for the employee's own serious health condition, the employee will be required to submit to the Director of Administration, certification from the employee's health care

provider stating that the employee is able to return to work.

Employees with questions about what is illnesses are covered under this FMLA policy or any other questions concerning FMLA leave are encouraged to consult with the Director of Administration or designee.

**APPROVAL AND
UPDATE
HISTORY**

Approval March 13, 2009 October 10, 2014

Supersedes March 13, 2009, April 19, 2004

OBJECTIVE To provide guidelines to Authority employees participating in political campaigns for elective offices.

Definitions Authority Property - Any Authority owned property.

Employee - Authority employee.

Provisions Nothing contained in this section ~~or in any country or municipal charter~~ shall be deemed to prohibit any public employee from expressing his opinions on any candidate or issue or from participating in any political campaign during ~~his/her~~ his or her off-duty hours.

The provisions of State Statute and/or Federal Statute govern in these matters and employees are directed to conform.

Guidelines Employees may not campaign, wear, or display any campaign material while on duty. Campaign material may not be displayed on or from ~~his/her~~ his or her vehicle(s) while on Authority property. Bumper stickers on bumpers of privately owned vehicles are an exception.

Any employee may express an opinion on any candidate or issue, or may participate in any political campaign during off-duty hours provided such activity is not in conflict with any provision of State Statutes. Employees may not use their authority to make promises or in any way coerce an employee to support, oppose, or contribute to a political issue, candidate, or party.

Any employee receiving a request from any candidate for public office for information concerning Authority business, other than usually and readily available to any citizen, must advise the candidate to submit the request in writing to the ~~Airport Director~~ Executive Director.

Each employee is encouraged to become fully informed on the issues of local, state, and national political campaigns and of candidates' qualifications for public offices sought.

Each employee, as a voter, is encouraged to vote in all elections.

Procedure During a primary or general election, an employee who is registered to vote, whose hours of work do not allow sufficient time for voting is allowed necessary time off with pay for this purpose. Where the polls are open two (2) hours before or two (2) hours after the regular scheduled work period, it is considered sufficient time for voting.

No employee may participate on behalf of, or in opposition to, the campaign of any candidate during the particular employee's work hours.

Any employee found violating any applicable provision of the State Statutes is subject to disciplinary action by the Authority including possible dismissal and, additionally, any penalty provided for violation of a State Statute.

Any violation of this policy will be reported without undue delay to the Director of Administration or designee.

The Director of Administration or designee is responsible for initiating an investigation of an alleged violation and for submitting his/her/his or her findings ~~to the Deputy Airport Director of Development and Operations and/or the Airport Director~~ to the Executive Director for appropriate action.

**APPROVAL AND
UPDATE
HISTORY**

Approval March 13, 2009, October 10, 2014

Supersedes March 13, 2009, April 19, 2004

OBJECTIVE

To ~~prescribe~~ specify a policy for prevention of conflict of interest, acceptance of outside employment, and/or gratuities and divulgence of information. No employee shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with GARAA in violation of North Carolina General Statutes. Employees shall refrain from using any confidential information for personal gain or aiding another's personal gain in accordance with North Carolina General Statutes Section 14-234.1.

METHOD OF OPERATION

Gratuities
Gifts and Favors

No employee shall accept, or agree to accept, directly or indirectly, any favor, gift, loan, money, fee, service or other item of value in any form whatsoever from any entity, organization or individual if it is intended to reward or influence, or gives the appearance of rewarding or influencing the employee with respect to ~~his/hers~~ his or her employment. This policy is not intended to prevent an employee from accepting an award or recognition for meritorious or outstanding achievement for community or government service. Employees must avoid any relationship or activity that might impair, or appear to impair, their ability to make objective and fair decision when performing their jobs.

**Outside
Employment**

No employee may accept outside employment or engage in any private business if the outside employment or private business interferes with the normal conduct of the employee's position. Employees may not perform any services for customers on nonworking time that are normally performed by the Authority. Employees are not authorized to use any company tools or equipment during nonworking time without approval from the Executive Director.

Should an employee consider securing outside employment, the employee shall submit a formal written request to their immediate supervisor for approval. Such request ~~shall~~ must include the potential employer's name, address, and describe the duties and hours of employment.

**Divulgence of
Confidential
Information**

No employee shall furnish any information that was obtained as a result of employment with the Authority to gain personal advantage for him~~self~~ or/ herself or another. This must not be construed to limit, hinder, or prevent the divulgence or use of information in the performance of official duties, but will prohibit

Conflict of Interest

Human Resources

the use of or provision of information that would place the employee or the recipient in a vantage position over the general public, thereby constituting a violation of public trust. Employees shall, during both working and nonworking hours, act in a manner which will inspire trust in their integrity, impartiality and devotion to the best interests of the company, their fellow employees, customers, vendors and contractors. Employees shall not discuss confidential work issues outside of the workplace.

~~Interest in Contract with Authority~~

~~No member of the Authority Board may be directly or indirectly employed by any person, firm, or corporation and not be interested, directly or indirectly, in any firm or corporation, having any contractual relation with, or rendering for any consideration, services to the Authority or any department or agency of the Authority.~~

~~No person, firm, or corporation having any contractual relation with, or rendering for any consideration, services to the Authority or any department or agency thereof, may employ directly or indirectly any member of the Authority Board, nor may any such firm or corporation have as a direct or indirect interested party thereof a member of the Authority Board.~~

~~No person, firm, or corporation which has a member of the Board as an employee, or as a direct or indirect interested party therein, may be eligible to be considered to have a contractual relation with or to render for any consideration, services to the Authority.~~

Interest in Contract with Authority-Employees of the Authority; Employees of Boards, Commissions, and Agencies; Members of Boards

No employee of the Authority or member of any board, commission, or agency of the Authority may be directly or indirectly employed by any person, firm, or corporation, nor be directly or indirectly interested in any firm or corporation having, or proposing to have any contractual relation with or rendering, or proposing to render for any consideration, services to the Authority or any department, board, or agency thereof, when the approval, concurrence, decision, recommendation, or advice of the employee or Board member may be sought, obtained, or required in any connection with contract service.

No person, firm, or corporation, having or proposing to have any contractual relationship with, or rendering or proposing to render any consideration, services to the Authority or any department, board, or agency thereof, may employ or have as an interested party, directly or indirectly, any employee of the Authority, Board member of any board of the Authority, or employee of any

Conflict of Interest

Human Resources

board, commission, or agency of the Authority, when the approval, concurrence, decision, recommendation or advice of such employee or Board member may be sought, obtained, or required in connection with such contract or service.

No person, firm, or corporation may be deemed to be proposing to have a contractual relationship with the Authority or be proposing to render services to the Authority unless such person, firm, or corporation may submit a bid to the Authority for any Authority contract, may make a contractual offer to the Authority, or may request the Authority to consider entering a contractual relationship with the person, firm, or corporation.

Penalty
Discipline

Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees should consult the Director of Administration for clarification.

Violation of any provision of this procedure by an Authority employee or a family member of an Authority employee is sufficient cause for immediate ~~dismissal~~ termination of the employee.

**APPROVAL AND
UPDATE
HISTORY**

Approval March 13, 2009 October 10, 2014

Supersedes March 13, 2009, April 19, 2004

OBJECTIVE

To define a policy concerning employment and/or placement of relatives of Authority employees, and of Authority contractual service employees.

METHOD OF OPERATION

Directives

The intent of this provision is to ensure that employment and/or placement practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion and transfer.

- No relative of an Airport Authority employee may be appointed, employed or retained unless the Authority has deemed it in the best interest of the Airport Authority.

If, while employed by the Airport Authority, individuals become related by marriage, or adoption the following policy shall apply:

- If neither individual has direct supervision over the other, both employees may retain their positions.
- Should marriage or adoption occur between a supervisor and a subordinate employee:
 - one of the employees will be required to resign.
 - if there is an open Authority position and both employees would not be reporting to the same supervisor, one of the employees may apply and go through the hiring process. The employee's qualifications would be considered for the position along with other qualified applicants.
- In the case of no open Authority position(s) or the employee's qualifications do not meet the job requirements, the decision as to which party is to be terminated is the decision of the ~~Airport Director~~Executive Director.
- If employees begin a dating relationship or become relatives, partners or members of the same household and if one party is in a supervisory position, that person is required to inform the Director of Administration of the relationship. The Authority reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

APPROVAL AND
UPDATE
HISTORY

Approval ~~March 13, 2009~~ October 10, 2014

Supersedes March 13, 2009, April 19, 2004

OBJECTIVE

The purpose of this policy is to provide an uniform and objective system for classifying positions, and establish proper relationship levels of responsibilities and minimum qualifications to assure equal pay for equal work. ~~This policy also, to identify y~~ This policy identifies y ~~e~~ Exempt and ~~Non-Exempt~~ Non-Exempt positions from which levels/grades and position titles are established.

METHOD OF OPERATION

Definitions

Exempt Positions: Are generally managers, professional, administrative, or technical staff who are exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA). Exempt employees normally must receive their full salary for any week in which they perform any work, without regard to the number of days or hours worked. Exempt employees are not entitled to overtime payments.

Non-Exempt Positions: Are ~~generally~~ subject to the minimum wage and overtime provisions of ~~FLSA the Fair Labor Standards Act~~ and ~~is are~~ typically paid ~~either on an hourly or salary basis~~. Non-~~Ex~~ Exempt employees are entitled to overtime payments after working a 40 hour work-week.

Based on the conditions of employment, employees of the ~~Airport~~ Authority fall into the following categories:

Directives

- ~~Regular, f~~ Regular, f Full-time – Employees who work the standard working hours of the Authority each week. Generally, they are eligible for the full benefit package, subject to the terms, conditions and limitations of each benefit program.
- ~~Regular, p~~ Regular, p Part-time – Employees who are regularly scheduled to work less than the full-time schedule and a maximum of 1000 hours per year. Generally, they are eligible for some of the benefits offered by the Authority subject to the terms, conditions and limitations of each benefit program.
- Temporary employee – Employees who are hired either full-time or part-time for a specified, limited period. They do not receive additional compensation or benefits provided by the Authority.

- Student Interns – Student interns are not considered employees and must be at least 16 years old. They are engaged to work as part of the Authority's commitment to provide on-the-job training for students enrolled in educational institutions who receive course credit for their work experience at the Airport. In most cases student interns will not receive compensation or benefits.
- Volunteers – Individuals who dedicate their time to assist the Authority staff in areas on an as needed basis. They are not considered employees and are not eligible for compensation or benefits and must be at least 16 years old.

The ~~c~~lassification ~~p~~lan consists of:

- A. Grouping positions into classes so that each position class:
 1. Requires basically the same entry qualifications.
 2. Can be filled by substantially the same methods of selection.
 3. Is of comparable value and therefore deserves the same pay range.
- B. Written class specifications for each classification containing a statement describing the nature of the duties of the class, job qualifications and special requirements necessary.

Administration

The Director of Administration or designee shall have the responsibility for the administration and maintenance of the classification plan.

Job Classifications

The ~~Airport—Director~~Executive Director, the applicable ~~D~~epartment ~~Head~~director, along with the Director of Administration or designee shall establish and maintain a uniform classification plan applicable to all positions in the ~~Asheville Regional Airport Authority~~ Authority, and shall be responsible for the overall coordination, review and maintenance of the plan.

The Director of Administration shall maintain a current job description for each authorized position for the ~~Asheville Regional Airport Authority~~ Authority. The job shall include an accurate description of assigned duties and responsibilities listing the minimum qualifications for the position and other pertinent information concerning the position and shall serve as a record of

the assignment of duties.

Each position shall have a written job description describing the characteristics of the position, examples of duties, the required minimum knowledge, skills, training, abilities, experience and any special qualifications necessary to perform the job. Job descriptions shall not be restrictive. The use of (or absence of) a particular illustration of duties shall not be held to exclude or limit the ~~Airport~~ Authority to assign other duties, which are similar and related to the work.

General

Requests for establishing new positions or reclassification of existing positions are made by the ~~d~~Department ~~d~~Director to the Director of Administration or designee. The ~~C~~lassification ~~P~~lan identifies and categorizes titles for Authority positions.

The Director of Administration or designee considers the total job content of the position to be established, classified, or reclassified and rates the position based on the job description.

It is the responsibility of the requesting department to notify the Director of Administration or designee when funding for a new or additional position is approved by ~~Authority~~ the Board action.

The budgetary process does not serve as a classification function. All unclassified positions, even those receiving budgetary approval, must be formally classified by the Director of Administration or designee. The ~~d~~Department ~~d~~Director and the Director of Administration or designee will resolve classification and reclassification issues.

Establishing New or Additional Positions

A proposed job description, accompanies the request for a new position. The request is forwarded by the ~~d~~Department ~~d~~Director through the Director of Administration or designee for consideration of establishment of a new position and appropriate grade/level.

The request provides:

- justification for request,
- position to be abolished, if applicable,
- classification and level of requested position as recommended by the ~~d~~Department ~~d~~Director,
- recommended salary in accordance with provisions of Section 213.00, Wage and Pay Plan,

- cost to fund salary and support items for balance of fiscal year,
- additional appropriation required for funding salary and support items for remainder of fiscal year,
- annual cost to fund position after current fiscal year,
- any additional information to support request.

Action:
Authority Board,
Airport
Director~~Executive~~
Director,
~~Director of~~

A request for a new or additional position is approved or disapproved by the ~~Airport Director~~Executive Director, or designee following recommendation by the Director of the requesting department and the Director of Administration or designee.

Funds are specifically authorized by the ~~Authority~~ Board prior to hiring action.

~~Finance &~~
Administration

Upon Authority Board approval of funding and hiring of position, the ~~Deputy Airport Director~~Director of Administration of Development and Operations or designee makes the necessary adjustments to the appropriate documents.

Implementation
Process

A new ~~or additional~~ position will not be ~~implemented~~added without a written document from the Director of Administration or designee stating classification approval, and availability of funding, from the Director of Finance and Accounting. ~~Finance Department and/or Department Director.~~

Upon written notification of the approved action and the funding availability in the appropriate cost center, the Director of Administration or designee will post the job announcements for new positions.

Classification or
Reclassification
of a Position

The Director of Administration or designee will evaluate the total job content of a position to be reclassified. If consensus is obtained to reclassify the position, the Director of Administration or designee will submit recommendation to the ~~Airport Director~~Executive Director, or designee for approval of reclassification.

When a position is reclassified, the Director of Administration or designee notifies the requesting ~~d~~Department ~~d~~Director of reclassification results.

Should the action be approved and the position reclassified to a higher level, the employee receives a six percent (6%) salary increase, or the minimum of the level of the new position, whichever is greater. Salary must not exceed the maximum of the new level.

Note: The reclassification process is not used in lieu of a merit increase for an employee.

An employee reclassified during the year is still eligible for a merit increase consideration when applicable.

Reclassification to a Lower Level

When an action results in the employee moving to a lower level, notification ~~of the same~~ is given to the Director of Administration or designee and every effort is made to maintain the employee's current salary. However, the salary cannot exceed the maximum of the new salary level. Whereas, if the employee's current salary is above the salary maximum of the new position, the employee's salary will be reduced to at least the maximum level of the new position.

Implementation Process

Upon written notification of the approved action, the funding availability in the appropriate cost center, and a change in status form from the affected ~~d~~department director, the Director of Administration or designee will process the change to the employee's classification and/or salary and will amend the personnel records accordingly.

Other Position Changes

The change will be effective the first pay period following the approving action.

Requests to delete an existing position in a department, or exchange an existing position for a lower level/grade position within the Classification Plan may be made by a ~~d~~Department Director to the Director of Administration or designee. Justification for the action must accompany the request. The Director of Administration or designee and the Director of the involved department must concur on the recommendation. Final approval will be obtained from the ~~Airport Director~~ Executive Director, or designee.

The Director of Administration or designee notifies the requesting department of the position change decision, and makes the appropriate adjustment to reflect the total authorized positions for each department.

APPROVAL AND
UPDATE
HISTORY

Approval ~~March 13, 2009~~ October 10, 2014

Supersedes March 13, 2009 April 19, 2004

OBJECTIVE

The ~~Asheville Regional Airport Authority~~Greater Asheville Regional Airport Authority is an Equal Employment Opportunity Employer. The Authority believes that hiring qualified individuals to fill positions contributes to the Authority's overall strategic success. In hiring the most qualified candidates for positions, each employee, while employed, is hired to make significant contributions to the ~~Airport~~ Authority. Applicants are recruited on the basis of job requirements.

Recruitment of candidates for open positions will be done in a manner to assure all segments of the public have the opportunity to apply, and be considered for such positions. The Director of Administration or designee is responsible for placing all recruitment advertising.

For the purpose of encouraging upward mobility among employees, lesser-qualified applicants may be recruited and placed on trainee status. The ~~Airport Director~~Executive Director, prior to appointment of an employee, must approve training programs.

All job announcements shall indicate the Authority is an ~~E~~equal Employment Oppportunity ~~E~~mployer.

Positions for the Department of Public Safety shall conform to state Requirements and Qualifications established by the North Carolina Justice and Training Council.

METHOD OF OPERATION

Directives

No individual shall be denied the right of filing an application or submitting a resume for employment in any open position for the ~~Airport~~ Authority. All applicants for positions shall file a written application on a form prescribed by the ~~Airport~~ Authority. All applications shall be signed by the applicant attesting to the truth of all statements contained in the application form.

All positions require a background check and a signed authorization form must be submitted with the application.

The ~~Airport~~ Authority may reject any application, or applicant, when the following has been determined:

A. The application was not received on or before the closing

date established for receiving applications.

- B. The applicant lacks any of the required qualifications set forth in the announcement.
- C. The applicant falsified or failed to complete the application form.
- D. The applicant has been convicted of a felony, which was related to the employment sought.
- E. The applicant was previously employed by the Airport Authority and was dismissed for cause or resigned not in good standing.
- F. ~~The applicant~~ fails to pass pre-employment drug testing.
- G. ~~The applicant~~ fails to pass intensive background check.

Examination Methods

All examinations shall be designed to fairly and impartially measure the fitness, aptitudes, skills, knowledge, abilities or other job-related qualifications of the applicant to properly and efficiently perform the duties of the position to be filled. The Director of Administration or designee will receive and screen applications and resumes and forward to the hiring ~~department head~~ and/or supervisor and/or department director for review. Initial interviews are generally conducted by the Director of Administration or designee and the hiring supervisor and/or ~~department head~~ director. Team interviews may be conducted as needed for some positions. A structured interview process will apply in both cases. Interview questions should be compiled by the hiring ~~supervisors~~ supervisor and/or department director and/or department head and reviewed by the Director of Administration or designee. The hiring ~~supervisors~~ supervisor and/or department director and/or department head has ultimate responsibility for making a hiring decision. All applications and resumes of applicants will be kept by the Director of Administration for appropriate retention.

- A. Evaluations shall be announced and conducted in the following manner:
 - Open competitive examinations which shall be public, competitive and open to any person who may lawfully be hired, provided they meet the announced minimum qualifications established for the position.
 - Internal competitive examinations in which competition

may be restricted to employees in the service of the ~~Airport~~ Authority who meet the minimum qualifications of the position or may be willing to accept the position as a trainee.

- B. The methods utilized to examine applicants may consist of any, all, or a combination of the following:
- Evaluation and comparison of training and experience to the minimum qualification requirements of the position.
 - Oral interviews.
 - Practical written tests.
 - Performance or skill test.
 - Agility test.
 - Background checks.
 - Other criteria, which have been determined fair and impartial measure of an applicant's merit and fitness to perform the duties.

Employee Processing

Post-offer pre-employment drug testing and a background investigation will be arranged only after a job offer has been made and accepted.

After completion of employment process, the Director of Administration or designee will notify the Finance Department of start date, ~~time, classification (exempt or non-exempt),~~ hourly wage, and/or salary.

The applicant will be notified by the Director of Administration or designee of the date, time and location for ~~the New Hire Orientation~~ New Hire On-Boarding. Time spent in orientation is considered paid time. ~~Some of the items included in orientation are:~~

- ~~Introduction to the company, its mission, functions and culture.~~
- ~~New employee forms completion – eligibility to work, tax forms, receipt of Human Resources and Administration Policies and Procedures, direct deposit, benefit plan information and benefit enrollment.~~

- ~~• Policies & Procedures Review — drug free workplace, tobacco policy, pay periods, attendance & punctuality standards, reporting of absences, time card completion, computer system and logins, telephone system and safety.~~
- ~~• Introduction to Airport Authority staff and tour of facility.~~

**APPROVAL AND
UPDATE
HISTORY**

Approval	March 13, 2009 <u>October 10, 2014</u>
Supersedes	March 13, 1009 , April 19, 2004

OBJECTIVE

All employees, ~~except Appointed Officials~~ shall serve an introductory period.

Any introductory period gives the employee an initial period of adjustment in order to learn about the Authority and about ~~his/her/his or her~~ position. During this time the employee will have an opportunity to see if he ~~or~~ /she is suited for the position. This introduction period also shall be considered an integral part of the examination process and shall be utilized for evaluation of an employee's performance and adaptability to the position, and for separating from employment any employee who does not meet the ~~Airport~~-Authority's expectation.

METHOD OF OPERATION

Directives

The duration of the introductory period shall be for a minimum of three (3) months of continuous, uninterrupted service from the original start date. During this time the new employee will be provided with training and guidance from his ~~or~~ /her ~~supervisors~~ supervisor and/or department director ~~and/or department head~~. The new employee may be ~~discharged~~ terminated at any time during this period if it is concluded that they are not progressing or performing satisfactorily. Additionally, as is true at all times during an employee's employment with the ~~Airport~~-Authority, employment is not for any specific time and may be terminated at will.

Employees whose classifications are covered by a contract approved by the ~~Airport~~-Authority shall serve an introductory period in accordance with the terms of the agreement.

Dismissal During Introductory Period

At any time during any introductory period, the ~~Airport Director~~ Executive Director may remove an employee when deemed to be in the best interest of the ~~Airport~~-Authority. Upon such removal, the employee shall be furnished written notification and, whenever possible, be given advanced written notice of ~~dismissal~~ termination.

An employee does not have the right of appeal during the introductory period.

Extension Of Introductory Period

A member of management, for good reason, may extend an employee's introductory period for a period not exceeding three (3) additional months. Any extension should be in writing, with notice being furnished to the employee. Such notice shall state the reason for the extension and what corrections are required of

the employee for attaining regular appointment.

Release From Introductory Period

Release from the introductory period and appointment to an established position are not automatic.

Release from the introductory period requires an average or above average performance evaluation in each category of the performance evaluation and no documented evidence of disciplinary action. Any employee having a rating of below satisfactory will have the introductory period extended or will be released. Any employee not meeting an average or above average at the conclusion of an extended introductory period will be terminated. ~~with more than two (2) extension periods in the same time frame will be considered for termination of employment.~~

APPROVAL AND UPDATE HISTORY

Approval ~~March 13, 2009~~ October 10, 2014

Supersedes March 13, 2014 April 19, 2004

OBJECTIVE

The ~~Asheville Regional Airport Authority~~ Greater Asheville Regional Airport Authority desires to maintain a ~~Pay Structure plan~~ Pay Structure competitive with similar local government jurisdictions in Western North Carolina.

The ~~Airport Director~~ Executive Director will make recommendations from time to time for amendments to the ~~Pay Structure plan~~ Pay Structure, when changes in responsibilities of work, economic conditions, prevailing wage rates, financial conditions or other economic considerations indicate a need for such action.

METHOD OF OPERATION

Description of Plan

The Pay ~~Plan-Structure~~ Structure is a system in which Authority positions are assigned pay levels based on the job duties and responsibilities, the level of work required, and the job value to the Authority. Rates within each level are determined by the job market and labor trends.

The Pay ~~Plan-Structure~~ Structure consists of Levels 1 through ~~9~~ 10, each level having a minimum, mid-point, and maximum salary.

Employees are not hired at a pay rate below the established minimum level for that position. Exceptions are trainee, intern/co-op employees, and temporary employees.

A request for a starting salary above the minimum level is submitted, with justification in writing, to the Director of Administration or designee for action.

The following guidelines are applied when submitting a request:

- The starting salary for exempt positions will not exceed midpoint of established salary level without the Executive Director's approval.
- The starting salary for non-exempt positions will not exceed the first quartile of the established salary level without the Executive Director's approval.
- Salary increases from minimum rate are accomplished by merit increase, adjustments for salary inequities, promotions, or reclassifications, according to policy. The Director of Administration, with the approval of the ~~Deputy Airport Director of Development and Operations and/or Airport Director~~ Executive Director, has the authority to

correct salary inequities.

The Director of Administration is responsible for the administration of the ~~Pay Plan~~ Pay Structure. The Director of Administration or designee reviews the ~~plan Pay Structure~~, at least annually, and establishes a time frame to consider changes during the budget hearings process. The Director of Administration or designee then presents recommendations to the ~~Deputy Airport Director of Development and Operations and/or Airport Director~~ Executive Director for submission to the Authority in order to maintain a competitive ~~p~~Pay plan Structure.

Administration of Plan

In the administration of the ~~Pay Plan~~ Pay Structure, the Director of Administration is responsible for:

- adjusting (with the approval of the ~~Deputy Airport Director of Development and Operations and/or Airport Director~~ Executive Director) salaries to correct demonstrated inequities,
- ensuring that employee salaries are not changed without department director's approval and/or notification. Department directors are responsible for insuring that funds are available in the appropriate account for salary adjustments,
- evaluating, revising, and updating changes in salary structure that affect the wage and salary system of positions, based on the local job market and labor trends,
- recommending changes in the ~~salary Pay S~~ structure to the ~~Airport Director~~ Executive Director for ~~Authority~~ Board consideration.

The ~~Airport Director~~ Executive Director and other employees that are contract employees shall be employed and paid in accordance to their contract and/or as approved by the ~~Airport~~ Authority.

All persons shall be employed and paid in accordance with the rates established in the ~~P~~ pay plan Structure for the classification to which the appointment is made.

The Director of Administration shall have the responsibility for day-to-day administration of the ~~p~~ Pay plan Structure, to include confirming that all hiring rates, salary adjustments, and other payroll changes are in accordance with the policy.

New Appointment Starting Rates

~~All new employees will serve a 3-month introductory period. The new employee, during the initial introductory period, may be dismissed under introductory hiring without right of appeal.~~

Appointments below the normal hiring range may be offered when the candidate is hired as a trainee, intern or student worker.

If a candidate's training, experience or other qualifications are directly related to and substantially exceed the minimum requirements of the position; and the candidate is unwilling to accept a salary in the normal hiring pay range; and there are no other eligible candidates with comparable qualifications; the ~~Airport Director~~Executive Director may approve appointment at a rate not to exceed twenty (20%) percent above the normal hiring pay range.

Salary Increase

An employee may receive a salary increase by means of a cost of living adjustment (COLA), merit increase, pay grade adjustment, special pay adjustment, promotion or reclassification.

Cost of Living Adjustment

The economy performance, or cost of living adjustment, is to be set by the Authority pursuant to applicable economic indicators, trends by public and private employers in Buncombe County and surrounding areas, and fiscal restraints established by budget adoption.

When a cost of living adjustment is implemented, the pay ranges will be adjusted accordingly.

Merit Increases

The purpose of these increases is to recognize those employees who meet or exceed their job standards over a specified period of time. Merit increases are not automatic but are earned and based upon documented evidence that an employee has met or exceeded a satisfactory level of performance during the rating period. Such evidence must be documented by a written employee performance evaluation.

1. An employee will become eligible for consideration of a merit increase upon completing a minimum of 12 months of service to the Authority.
2. The ~~Airport Director~~Executive Director or designee shall determine the amount and awarding of merit increases.

The amount of any merit pay awarded shall be based on each employee's performance evaluation and shall not exceed the

limits prescribed by the Authority for the fiscal year.

Performance evaluations are not subject to the grievance procedure.

Employees at the maximum of pay range are not entitled to receive a merit increase.

Longevity

~~Regular full~~ Full-time and ~~regular~~ part-time employees receive an annual longevity payment based on years of continuous service. Service is calculated from the latest date of employment. In the event there is a break in service, the last date of employment is used.

To be eligible for the longevity bonus ~~{(fifty percent (50%) for part-time employees)}~~, the employee must complete the specified number of years of service. The following schedule of payment is used and is based on the annual salary of the employee:

- 5-9 years 2.0%
- 10-14 years 3.0%
- 15 years or more 3.5%

The bonus payment is made by ~~direct deposit separate check~~ in a lump sum each year, in the pay period following the anniversary date. Federal ~~and State~~ income Tax and Social Security ~~T~~ax deductions are applicable.

This bonus continues accordingly to retirement or resignation date. The Authority has the right to discontinue the benefit at any time.

Pay Upon Promotion

Upon promotion, a fully qualified employee shall have ~~his/her~~ his or her salary increased to at least the minimum of the normal hiring pay range of the classification to which the promotion is made or, at the ~~Airport Director~~ Executive Director's, or designee discretion, up to the midpoint of the salary pay range. ~~10% above the employee's salary before promotion. The employee would not receive a merit increase if the promotion date is within 4 months of the end of the Fiscal Year.~~

Upon promotion to a trainee, an employee shall have his/ ~~or~~ her salary adjusted to a rate below the minimum of the classification based on the degree of the employee's training, experience and

other qualifications are below the minimum requirements of the class, unless the employee's rate of pay is already at or above the normal hiring pay range.

The date the employee achieves the minimum of the pay range under a training schedule shall determine the anniversary date for the employee while he/she remains in that pay range.

Special Adjustments

Should unusual conditions arise which would justify a pay increase not provided elsewhere in these rules, The Airport Director/Executive Director is authorized to approve the pay adjustment.

Overtime Pay

Overtime pay refers to compensation paid for work performed in excess of the normal 40-hour workweek for non-DPS-Public Safety employees. Employees in non-exempt positions are to be paid an overtime rate of one and one-half times regular pay for all hours worked in excess of the standard (40-hours) work week for non-Public Safety employees. Public Safety Personnel Officers, Lieutenants and Firefighters will receive an overtime rate of one and one-half times regular pay for all hours worked over 171 hours during a 28-day period, with the exception of the administrative coordinator. This provision is for regular-full-time, non-exempt positions only.

Overtime work will be performed only with prior approval of the responsible supervisor and/or Department Head/director, Deputy Airport Director/Executive Director, of Development and Operations and/or Airport Director/Executive Director. Overtime is to be used only to meet essential operational requirements.

Employees in non-exempt positions are to be paid an overtime rate of one and one-half times regular pay for all hours worked in excess of the standard (40-hours) work week for non-DPS.

For purposes of computing overtime, holidays shall be counted as hours worked provided the employee completes the regular workweek. Annual leave, sick leave, emergency-FMLA leave, PTO, jury duty and other such absences from work will not be counted as time worked for overtime computations.

Call Back

An employee who is "Called Back" to work for a Call Back Emergency-situation, outside his/her/his or her regularly scheduled hours, shall be paid, from the time they arrive on site, a minimum of three (23) hours.

Pay in Lieu of Notice

When determined to be in the best interest of the Airport Authority, the Airport Director/Executive Director may authorize

pay in lieu of notice to an employee being dismissed or resigning.

Employees who have obtained regular status may be authorized up to two (2) weeks pay in lieu of notice. Employees who have not completed an original introductory period may be authorized up to one (1) week pay in lieu of notice. At the sole discretion of the ~~Airport Director~~Executive Director, amounts in excess of two weeks may be authorized.

Pay Upon Termination

Employees terminating employment from the ~~Asheville Regional Airport Authority~~Greater Asheville Regional Airport Authority will normally receive their final paycheck on the next regularly scheduled payday following the date of termination. Final paychecks shall include any unused annual leave balance earned by the employee as of the date of termination. In addition, all employees who properly resign, are laid off, or otherwise separate from the ~~Airport Authority~~ in good standing shall be entitled to be paid for thirty-three (33%) percent of any unused sick leave balance earned by them not to exceed 240 hours. The Finance ~~Manager Department~~ will issue a final paycheck in advance of a scheduled payday only as authorized by the ~~Airport Director~~Executive Director. Employees must return any and all items that are Authority owned. If items are not returned, costs will be deducted from employee's final paycheck.

Wages Due Deceased

In the event of an employee's death, the designated beneficiary will normally receive the employee's final paycheck on the next regularly scheduled payday following the date of death. Final paychecks shall include any unused annual leave balance earned by the employee as of the date of death. In addition, the beneficiary will receive thirty-three (33%) percent of up to 240 hours of earned, but unused sick leave. The Finance Department will issue a final paycheck in advance of a scheduled payday only as authorized by the Executive Director. ~~all wages, including any unused leave benefits or travel expenses, which may be due the employee shall be paid to the officially designated beneficiary of the employee, or if~~ If no such beneficiary has been designated, payment may be made in accordance with North Carolina Law.

APPROVAL AND UPDATE

HISTORY

Approval ~~March 13, 2009~~ October 10, 2014

Supersedes March 13, 2009, December 11, 2006 &
April 19, 2004

OBJECTIVE

To recognize pre-approved professional certifications obtained by employees when these certifications are of benefit to the Airport Authority. This incentive pay will be awarded annually and will required require proof of certification. This incentive pay program is open to all full time employees of the Authority and will be subject to the review and approval of the Airport Executive Director. Incentive pay will be awarded within the first two week pay cycle in December of each year.

Application Procedure

To be considered to participate in the Authority's Certification Pay program the employee must submit a letter requesting approval. This must be submitted to the Director of Administration prior to enrolling into the course. Using established criteria for each department, the Director of Administration or designee determines if the application qualifies for the incentive pay. All certification requests must be approved by the Executive Director or designee.

NOTE: The Authority does not provide incentive pay for any course begun prior to the date of approval by the Executive Director. Courses must be successfully completed and passed.

Incentive pay may be limited subject to availability of funds and the number of participants in the program. This program may be amended or discontinued at any time.

Eligibility

Certifications that are required in order to perform the basic functions of one's job duties should not qualify for incentive pay. These include certifications that are required for position with qualifications that are regulated under any federal, state or local regulation, and/or identified in the official job description for that position.

Senior staff members shall not be considered eligible for incentive pay for voluntary or required certifications that are associated with their field, that are issued by any national, regional or local organization. These employees should be expected to seek such personal development on their own, or in conjunction with approved budgeted funds.

Any advanced certification for which an employee wishes to be considered eligible for an incentive pay, is required to be approved in writing in advance of the employee undertaking any of the requirements to pursue the certification. In order for the

certification to be considered eligible, it should be one which has direct benefit to the Authority, the employees work, and/or the base of knowledge they will have which will improve their value to the Authority.

Proposed Practice

Following are general proposed practices:

- Employees should not receive incentive pay for certifications funded by the Authority.
- Employees should not receive incentive pay for certifications required as a condition of employment, and/or needed in order to perform their job functions.
- Only certifications considered beneficial to the Authority should be eligible for incentive pay.
- Employees who obtain advanced certifications that do not require on-going education or training to maintain, should receive a one-time only incentive pay rather than an on-going annual payment.
- Employees who obtain an advanced certification that requires on-going education or training in order to maintain, should be eligible for an annual incentive, unless the Authority funded the on-going education or training in any given year.

Agreement and Reimbursement

All approved certifications which are eligible for incentive pay, will be paid at the end of that calendar year. Incentive pay will be pro-rated when certifications are received with less than a calendar year to use the certification. The employee must be employed at the end of the year to receive any incentive pay.

Incentive pay will be awarded at \$500.00 per approved certification, with a cap of \$1,500.00 per year.

Incentive pay will be awarded for the following categories of certifications that are received and maintained:

1. \$500.00 incentive pay will be paid for Public Safety personnel who received and maintain Emergency Medical Technician (EMT) certification from the NC Office of EMS.
2. \$500.00 incentive pay will be paid for Public Safety personnel who obtain Fire Fighter II through the NC Department of Insurance.
3. \$500.00 incentive bonus will be paid for sworn Public Safety personnel who obtain Advanced Law Enforcement certification from the NC Justice and Trainings Council.
4. To enforce the totality of the Public Safety Officer concept

~~an additional \$500.00 incentive pay will be awarded if all three certifications are maintained for a total of \$2,000.00 incentive pay.~~

~~— EMT's will be required to show proof of certification annually and can not be expired at the time of the awarding of incentive pay.~~

Proof of certifications will be kept in the employee's personnel file.

APPROVAL AND
UPDATE
HISTORY

Approval

~~July 1, 2014~~October 10, 2014

Supersedes

OBJECTIVE

To establish a policy for addressing promotions or demotions of Authority employees.

METHOD OF OPERATION

Promotions

Promotions are granted in special cases where performance level justifies upward movement. This promotion must be demonstrated to be in the best interest of the Authority. A recently completed performance evaluation shall accompany the request and be submitted to the Director of Administration or designee. Written justification shall include:

- An explanation of the applicant's qualifications as compared to the job requirements.
- An explanation as to why the competitive process is not considered beneficial to the Authority.
- Employees shall not be eligible for merit promotion but shall be eligible for competitive promotion during the introductory period.

Upon promotion, a fully qualified employee shall have his or her salary increased to at least the minimum of the normal hiring pay range of the classification to which the promotion is made or, at the Executive Director's, or designee discretion, up to the midpoint of the salary pay range. The employee would not receive a merit increase if the promotion date is within 4 months of the end of the Fiscal Year.

Demotions

A demotion is a change in class and skill level, which results in the employee falling into a lower pay range. Whereas, if the employee's current salary is above the salary maximum of the new position, the employee's salary will be reduced to at least the maximum level of the new position. This occurs when an employee is unable to satisfactorily perform the duties of the position in which he or /she is employed. A demotion may be used within the disciplinary process.

APPROVAL AND UPDATE HISTORY

Approval ~~March 13, 2009~~ October 10, 2014

Supersedes March 13, 2009, April 19, 2004

OBJECTIVE

To establish the Authority's attendance policy to ensure regular attendance and punctuality. These are important elements in the Authority's efforts to maintain high levels of productivity and achieve the Authority's goals.

METHOD OF OPERATION

General

Occasionally, it is necessary to be absent from work due to illness or circumstances beyond the employees control. When an employee has an unscheduled absence from work, the employee must notify their direct supervisor or department director. If the supervisor and/or department director is not available, the employee must leave a voice mail message and then contact the Director of Administration. It is the employee's responsibility to call in at least one (1) hour before their schedule start time. If the employee is unable to contact the supervisor and/or department director, have an immediate family member do so. If the employee is absent for three (3) or more days due to an illness, the employee may be required to present a doctor's release to return to work. The note must be turned in to the Director of Administration upon return to work. An employee must keep their supervisor and/or department director informed every day as to when their expected return will be.

Employees are expected to report for work at their schedule time. Tardiness for non-exempt employees will be reviewed and a decision will be made if an attendance occurrence is applicable. If you cannot report to work as scheduled, an employee must notify the employee's supervisor and/or department director one-half (½) hour before your scheduled start time.

Adverse Weather

It is the responsibility of the employee to make a good faith effort to come to work during times that adverse weather or other conditions of a serious nature exists. However, if the employee decides he or /she cannot safely make it to work; he/she must use the same procedure as above in contacting the supervisor and/or department ~~director~~head. Any work time missed due to adverse weather should be counted as vacation or sick leave. In the event the Executive Director or designee closes the office for non-essential employees, leave time would not be necessary.

Guidelines

Following is a guideline to provide structure and support for the Authority's management and employees to address attendance

issues. It is expected that management will apply common sense and exercise reasonable discretion to consider all relevant circumstances when applying this guideline.

For questions in dealing with the attendance policy, partner with the Director of Administration.

- Absences due to illnesses or injuries which qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance occurrence. These incidences must be reviewed and approved by the Director of Administration or designee. Medical documentation within the guidelines of the FMLA may be required in these instances.
- Prescheduled and approved times away from work using accrued vacation, holiday, leave time and/or sick time are not considered occurrences for this purpose. All requests for prescheduled time away from work must be requested by completing an Intended Leave Form and submitted to the Finance Department at least 48 hours prior to the requested leave date.
- An absence of multiple days due to the same illness, injury or other incident will be counted as one occurrence.
- An unscheduled absence on a normal workday is one occurrence.
- An unscheduled tardy, is one-half occurrence.
- No Call/No Show – not reporting to work and not calling to report the absence is a no call/no show and will be counted as 5 occurrences.

Discipline

Unscheduled absences are counted in a rolling 12 month period. The Authority will measure the 12 month period as a rolling 12 month period beginning the first day an employee receives an unscheduled absence.

When an employee receives five (5) unscheduled absences, he/she will receive a verbal coaching. This should serve as an "alert mechanism". The coaching is delivered by the employee's direct supervisor and/or department director/head, notifying the employee that he/she is in violation of the attendance policy and that additional unscheduled absences may result in further disciplinary action. A written account including the date and nature of the verbal coaching would be documented on the Performance Discussion Tracking Form for the department's reference. An employee will be advised when a verbal coaching is being made.

A total of eight (8) unscheduled absences, the employee would receive a written counseling delivered by the employee's direct supervisor and/or department ~~director~~head, notifying the employee that he/she is in violation of the attendance policy and that additional unscheduled absences may result in further disciplinary action up to and including termination.

A total of 12 unscheduled absences, the employee would receive a written final counseling delivered by the employee's direct supervisor and/or department ~~head~~director, notifying the employee that he/she is in violation of the attendance policy and that additional unscheduled absences may result in further disciplinary action up to and including termination. Any unscheduled absences over 12 in a rolling 12 month period may be cause for termination of employment.

Any no call/no show lasting three (3) days is considered job abandonment and could result in immediate termination of employment.

It is the responsibility of the Director of Administration to monitor and maintain a record of attendance for the Authority staff. Management reserves the right to use its discretion in applying this policy under special or unique circumstances.

**Procedures
APPROVAL AND
UPDATE
HISTORY**

Approval [April 20, 2012](#) [October 10, 2014](#)

Supersedes [April 20, 2012](#), March 13, 2009, April 19, 2004

OBJECTIVE To establish a dress code policy for the Authority employees.

METHOD OF OPERATION

General

~~Asheville Regional Airport Authority~~Greater Asheville Regional Airport Authority considers it very important that employees are well groomed, neat, and dress appropriately for their job function. While the Authority trusts that each employee will show common sense and good judgment, a dress code must be followed that is appropriate to the work environment. The Authority has adopted a casual business dress code, but emphasizes that some positions and/or meetings may call for more professional attire. Uniforms are required for certain positions and are provided by the Authority. Appropriate dress and hygiene are important in promoting a positive Authority image to our customers, both internally and externally. The Authority stresses a Casual Business Dress Code Policy is a benefit and must be adhered to in order to be retained. Following are some guideline for the dress code policy:

- Keep your workday schedule into account when you are dressing. Choose business casual clothing that communicates professionalism.
- Casual business attire for men includes, but is not limited to: slacks, khakis, sport shirts, polo and cotton shirts, golf shirts, Authority Logo wear, dress shoes, loafers, boots and boat/deck shoes.
- Casual business attire for women includes, but is not limited to: slacks, khakis, skirts, dresses, suits, capris, blouses, shirts (can be sleeveless if conservative), knit shirts with or without collar, Authority Logo wear, dress shoes with or without heel, slides, open toed/open back shoes, boots, and dress sandals.
- Each employee is expected to be clean and neat at all times including clean clothes, shoes, body, nails, teeth and hair. Facial hair must be trimmed and shaped.
- Employees should not wear heavily scented perfumes, colognes, or after-shaves that could be considered offensive to others.
- Jewelry and accessories may be worn in moderation. An

employee may be required to remove excess jewelry and/or cover tattoos or piercings if they pose a conflict with the job or work environment. Factors used to determine whether jewelry, tattoos, or piercings are in conflict include, but are not limited to:

1. Safety of self or others
 2. Productivity or performance of tasks
 3. Perceived offensive on the basis of race, sex, religion, or any similar concern
 - 5. Complaints from the public or interested third parties
- The NOT ACCEPTABLE list (on any day) includes: clothing with profanity, sexually suggestive pictures/slogans, sweatpants, athletic attire, shorts, t-shirts, flip-flops, crop tops, midriffs tops, spaghetti straps and tank tops. All clothing must be clean, free of rips, tears, fraying and may not be excessively tight or revealing.

Directives

The ~~Airport Director~~Executive Director or designee may make exceptions of the dress code policy on special occasions or days. Department ~~heads~~directors and/or supervisors are responsible for interpreting and enforcing dress and grooming standards in their areas of responsibility. This includes counseling employees whose appearance is inappropriate. Questions concerning this policy or what is or is not appropriate should be addressed with the Director of Administration. Employees whose appearance does not meet these standards will be counseled by his/her/his or her department ~~director head~~ or supervisor. If the appearance is unduly distracting or the clothing is unsafe, the employee may be sent home to correct the problem. Employees will not be compensated for any work time missed because of failure to comply with this policy. Repeated disregard for this dress code policy may result in disciplinary action up to and including termination of employment.

APPROVAL AND UPDATE HISTORY

Approval ~~March 13, 2009~~ October 10, 2014

Supersedes March 13, 2009

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	Hours Per Year
First through Fifth	96
Sixth through Tenth	120
Eleventh through Fifteenth	144
Sixteenth and over	160

~~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 one year.

Annual leave may not be used until after completion of the three (3) months ~~of satisfactory service~~ introductory period without the approval of the ~~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 480 hours must be used within the anniversary year that it is earned. Hours in excess of 480 will be forfeited unless it is determined that the employee was prevented from utilizing such leave. Any excess above 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 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 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~~director for approval.

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

Vacations will be scheduled in such a manner as to not hamper the normal operations of the ~~d~~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 the Annual Leave Buy Down Program 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

~~December 13, 2013~~ October 10, 2014

Supersedes

December 13, 2013, March 13, 2009, April 19, 2004

ANNUAL LEAVE BUY DOWN PROGRAM FORM

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.

SECTION I:

Employee Name _____

Number of Hours Requested _____

_____ Date _____
Employee Signature

_____ Date _____
Department Head Director Signature

SECTION II:

PAYROLL VERIFICATION:

Current Number of Annual Leave Hours _____

Requested Buy Down Annual Leave Hours _____

Last date of buy down _____

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

Payroll Clerk Verification Signature _____ Date _____

SECTION III:

~~FINANCE ADMINISTRATION~~ DEPARTMENT:

LAST DATE OF BUY DOWN _____

APPROVAL _____ DISAPPROVAL _____

~~FINANCE DIRECTOR OF ADMINISTRATION REPRESENTATIVE~~ _____

DATE _____

OBJECTIVE

To establish a sick leave policy for employees.

Directives

Employees entitled to earn annual benefits under this policy shall also be entitled to earn sick leave as provided herein.

~~Regular-f~~ Full-time employees shall earn 12 days sick leave per year.

Sick leave as earned may be carried forward and accumulated with no limit.

Sick leave may not be used until after completion of ~~the three (3) consecutive months of satisfactory service month introductory period,~~ without the approval of the ~~Airport Director~~ Executive Director, or designee. ~~An employee with more than two (2) extensions in their introductory period, in the same time frame, will be considered for termination of employment. Any employee not meeting an average or above average at the conclusion of an extended introductory period will be terminated.~~ Employees who terminate during their introductory period shall not be eligible for payment of unused sick leave.

~~Sick leave shall not be earned while an employee is in a non-pay status of 30 days or longer.~~

All employees who properly resign, are laid off, or otherwise separate from the ~~Airport~~ Authority in good standing ~~(as defined in the Employee Termination Process Policy)~~ shall be entitled to be paid for thirty-three (33%) percent of ~~any up to 240 hours of earned, but unused sick leave, balance earned by them not to exceed 240 hours.~~

Employees who do not separate in good standing ~~(as defined in the Employee Termination Process Policy)~~ shall not be eligible for payment of ~~earned, but unused sick leave and in the event of such separation, all earned, but unused sick leave is forfeited by the employee.~~

~~Sick leave shall not be earned while an employee is in a non-pay status (e.g. while an employee is out on Workers Compensation leave) of 30 days or longer. For example, Employees who are disabled as a result of an injury arising out of and in the course of employment, compensable under the Workers' Compensation Law or on leave under section 215.06 of these Policies and~~

Procedures, shall not earn sick leave benefits when such leave extends 30 days or longer.

Use of Sick Leave

Paid sick leave may be taken for the following reasons:

1. The employee's personal illness, injury or exposure to a contagious disease, which could endanger others.
2. The illness of a member of the family, which requires the personal care, and attention of the employee. This would include parent, spouse, child, brother, sister, stepfather, stepmother, stepson, stepdaughter, grandparent or grandchild of the employee or his or her spouse, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law.
3. Medical appointments for employee or their family member as stated above.

Employees may be required to seek a ~~d~~Doctor's consultation for any prolonged illness requiring the employee to be absent for three or more consecutive days. If this is the case, a doctor's note releasing an employee back to work must be presented to the Director of Administration. Also, employees must contact the Director of Administration or designee to discuss the possibility of the employee's illness applying to FMLA under section 206.00 within of these Policies and Procedures.

APPROVAL AND UPDATE HISTORY

Approval ~~March 13, 2009~~ October 10, 2014

Supersedes March 13, 2009, October 10, 2008 & April 19, 2004

OBJECTIVE To define a policy for employees called to Jury Duty.

METHOD OF OPERATION

Directives

Jury Duty and Court Appearances

Any ~~regular~~ full-time or ~~regular~~ part-time employee who is called for jury duty on a regularly scheduled workday, shall be granted time off with pay upon the presentation of a summons. The employee shall retain any fees received for jury duty.

Employees who attend court or participate in a related activity for only a portion of the workday are expected to report to their supervisor after being excused or released by the court.

An employee who appears in Court or participates in a related activity as a witness, plaintiff or defendant due to personal litigation or criminal charges, or whose appearance is voluntary shall be required to use annual leave or leave without pay for any such absence from work.

APPROVAL AND UPDATE HISTORY

Approval ~~March 13, 2009~~ October 10, 2014

Supersedes March 13, 2009, April 19, 2004

OBJECTIVE

To provide a policy for leave with pay when a death occurs in an employee's immediate family.

METHOD OF OPERATION

Directives

Employee's bereaved by the death of a close relative are granted time off for such periods of time as follows:

- Up to 24 hours of scheduled work time for the death of a parent, spouse, child, brother, sister, stepfather, stepmother, stepson, stepdaughter, grandparent or grandchild of the employee or his/her/his or her spouse, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law.
- Up to 8 hours of scheduled work time for the death of any other relative not included above.
- Up to four hours of scheduled work time to attend the funeral of an employee or retiree of the company.
- ~~Regular full-time~~ employees may be authorized up to 24 additional hours to be charged against the employee's accrued sick time, if needed.

APPROVAL AND UPDATE HISTORY

Approval ~~March 13, 2009~~ October 10, 2014

Supersedes ~~March 13, 2009~~, April 19, 2004

OBJECTIVES To establish a policy concerning employee personal leave of absences.

METHOD OF OPERATION

Leave of Absence Without Pay The ~~Airport Director~~Executive Director or designee upon written request by the employee may authorize a personal leave of absence for an unique or extraordinary reason that may not otherwise be covered under FMLA or other available leave policies. apply to other types of leave of absences that fall under the FMLA, section 206.00 of these policies.

These requests will be considered on a case-by-case basis due to the ~~Airport~~ Authority's limited staff available for coverage. If granted, during the leave of absence -the employee's position will remain open and health insurance and other insurance benefits will continue at the same level and under the same conditions, for a period of 30 days. that exist for covered employees actively working. After 30 days, the employee will be responsible for full payment of all health insurance and other insurance premiums.benefits. Vacation and sick leave will not ~~be~~ accrued during a personal leave of absence.

Military Leave of Absence A leave of absence to serve in the U.S. Armed Forces Reserve will be granted in accordance with the Uniform Services Employment Right Act (USERRA).

APPROVAL AND UPDATE HISTORY

Approval ~~March 13, 2009~~ October 10, 2014

Supersedes March 13, 2009, April 19, 2004

OBJECTIVE

To establish a policy concerning observances of paid holidays.

METHOD OF OPERATION

Directives

All ~~regular~~ full-time employees are eligible to receive holiday pay for designated holidays. ~~Regular~~ full-time non-exempt employees who work the actual Authority established holiday, per this policy, will be paid one and one-half times regular pay. ~~Regular~~ part-time employees are not eligible for holiday pay. ~~Regular~~ part-time employees who work the actual Authority established holiday, per this policy, will be paid one and one-half times regular pay.

~~For regular~~ full-time employees, paid time off for designated holidays ~~holiday pay~~ shall be awarded for the day the holiday is observed which may not be the same day as the established holiday. Holidays falling on a Saturday will normally be observed on the preceding Friday. Those falling on Sunday will normally be observed on the following Monday.

~~For regular part-time employees, holidays will be those that occur on the actual Authority established date of the holiday.~~

Employees, who are on an approved paid leave at the time the holiday occurs, shall not have the hours of eligible holiday pay charged against accrued leave balances.

In order to be eligible for paid time off for designated holidays ~~pay~~ an employee must be in a paid employment status (e.g. not out on Worker's Compensation leave or leave under Section 215.06), or work the regularly scheduled workday immediately before or immediately after the holiday period. Any exceptions must be approved by the Director of Administration and Executive Director. Newly hired employees must have worked a regularly scheduled workday immediately before the holiday to be eligible for holiday pay.

Terminating employees must work a regularly scheduled workday immediately following the holiday to be eligible for holiday pay. ~~Employees on leave without pay or an unpaid leave of absence shall not be eligible for holiday pay for any holidays occurring while in such unpaid status.~~

Employees, with the exception of ~~regular~~ part-time employees, will be compensated for holidays on the basis of their regular

straight time rate, not to exceed a normal workday.

DPS rotating employees will not be compensated for holidays. Such employees shall receive Paid Time Off (PTO) as outlined in Section 215.08

HOLIDAYS

New Year's Day.....January 1

Martin Luther King's Day.....Third Monday in January

Good Friday....._____

Memorial Day.....Last Monday in May

Independence Day.....July 4

Labor Day.....First Monday of September

Veterans' Day.....November 11

Thanksgiving DayFourth Thursday of November

Friday after Thanksgiving.....Fourth Friday of November

Christmas Eve.....December 24

Christmas Day.....December 25

**APPROVAL AND
UPDATE
HISTORY**

Approval ~~March 13, 2009~~ October 10, 2014

Supersedes March 13, 2009, October 10, 2008 &
April 19, 2004

OBJECTIVE To provide Paid Time Off (PTO) to Non-Exempt.

METHOD OF OPERATION

Directives

DPS Employees DPS employees, with the exception of DPS exempt employees ~~and administrative coordinator~~, shall be granted 48 hours of time off during the calendar year, hereinafter referred to as "Paid Time Off (PTO)" in lieu of Holiday Pay as outlined under Section 215.07.

PTO shall accrue at the beginning of each month at the rate of four (4) hours per month.

DPS Part-Time Employees DPS part-time employees shall be granted 24 hours of time off during the calendar year, hereinafter referred to as "Paid Time Off (PTO)" in lieu of Holiday Pay as outlined under Section 215.07.

PTO for DPS part-time employees shall accrue at the beginning of each month at the rate of two (2) hours per month.

DPS employees who work a holiday shall be paid straight time for the holiday hours worked.

PTO for all DPS employees may be taken in a minimum of four two (4_2) hour increments. PTO shall not accrue from year to year and must be taken within the calendar year or it will be lost by March 31st of the following year, or it will be forfeited by the employee.

As operational needs may require changes to the schedules of DPS Employees, the ~~Airport Director~~Executive Director may alter the method by which employees are compensated for PTO without changing the number of hours approved by the Board.

Non DPS Part Time Employees Non DPS part-time employees shall be granted 48 hours of time off during the calendar year, hereinafter referred to as "Paid Time Off (PTO)" in lieu of sick leave as outlined in Section 215.03.

PTO for non DPS part-time employees shall accrue at a rate of four (4) hours per month. PTO shall not accrue from year to year and must be taken ~~within the calendar year or it will be lost by March 31st of the following year, or it will be forfeited by the employee.~~

Use of Paid Time Off

The ~~d~~Department Headdirector shall schedule PTO at the mutual convenience of the department and the employee. PTO shall not compromise the operational needs of the Airport.

PTO will not be paid out to the employee in the event of a separation of employment from the Authority.

PTO may not be used until after completion of three (3) consecutive months of satisfactory service, without the approval of the ~~Airport Director~~Executive Director, or designee.

APPROVAL AND UPDATE HISTORY

Approval

~~March 13, 2009~~ October 10, 2014

Supersedes

March 13, 2009, October 10, 2008 & May 23, 2005

OBJECTIVE

To establish ~~a policy the Authority policy~~ concerning ~~the work hours of work for the Authority~~ employees. The Authority will maintain a work schedule which will assure the maintenance of an effective work force capable of performing all required functions associated with a safe and efficient facility. The Authority will ensure that accurate records are maintained and work schedules comply with Federal and State rules, regulations and laws.

METHOD OF OPERATION

Workweek

Work hours are set to support the functions of the Airport Authority, tenants and the general public. ~~Regular~~ Full-time employees scheduled work hours will not be less than 37.5 hours per week. Administrative hours of operation are Monday through Friday 8:30am – 5:00pm. Different work schedules are established and communicated to employees by the Airport Director~~Executive Director~~, or designee to meet job assignment and provide necessary services.

Non-exempt employees must accurately record the time they actually begin and end their work day, as well as the beginning and ending time of each meal period. They must also record the beginning and ending time of any split shift or departure from work for personal and/or sick time. All work performed by non-exempt employees, for any hours worked in excess of 40 in one work week, will be paid at a rate of one and one half times their regular rate of pay. Employees are not permitted to work overtime without the prior approval of their supervisor and/or department ~~head~~director. An employee who worked overtime without prior approval shall be paid, but failure to obtain prior approval shall result in disciplinary action in accordance with Section 219.00. All exempt employees are exempt from compliance with the wage and hour overtime laws. Exempt employees are paid on a "salaried basis". Exempt employees normally must receive their full salary for any week in which they perform any work, without regard to the number of days or hours worked.

The ~~Airport Director~~Executive Director or designee may adjust work periods in times of special events or emergencies.

APPROVAL AND UPDATE HISTORY

Approval March 13, 2009 October 10, 2014

Supersedes March 13, 2009, April 19, 2004

OBJECTIVE

To establish a policy for employee school leave in compliance the North Carolina General Statute § 95-28.3.

Directive

The Authority grants leave of four (4) hours per year so that a parent, guardian or any person standing "in loco parentis" of a school-age child may attend or otherwise be involved in activities at the child's school pursuant to the provisions of North Carolina General Statute § 95-28.3. The following conditions apply to this leave:

- The leave will be at a mutually agreed upon time between the Authority and employee;
- The employee must provide a written request for the leave at least 48 hours before the time desired for the leave; and
- The employee must furnish, if requested, written verification from the child's school that the employee attended or was otherwise involved at that school during the time of leave.

For purposes of this Section, the "school" includes public and private schools, church schools, and preschools. It also includes childcare facilities as defined under North Carolina General Statute § 110-86. Please note that this leave is not paid leave, but rather guaranteed time-off. Employees wishing to take this leave must use accrued annual vacation leave, paid time off or unpaid leave.

APPROVAL AND
UPDATE
HISTORY

Approval

March October 10, 2014

OBJECTIVE

To establish a policy for military leave, in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Directive

The Authority provides employees job-protected leave without pay for a period of up to five years to serve in the United States Armed Forces.

An employee whose absence from employment is necessitated by reason of duty in the uniformed services, shall notify his/her department head or designee and request military leave as far in advance as possible. Employees will be offered the option of continuation of coverage of existing health insurance during such leave. The Authority will allow employees to concurrently use any paid annual leave or other personal leave that they have accrued, other than sick leave, during the period of military leave. Upon an employee's return from military leave the employer will fund any retirement contributions as if the employer had actually been working, rather than on military leave.

APPROVAL AND
UPDATE
HISTORY

Approval

October 10, 2014

OBJECTIVE To provide employees retirement benefits.

METHOD OF OPERATION

North Carolina Retirement System

The ~~Asheville Regional Airport Authority~~Greater Asheville Regional Airport Authority participates in the North Carolina Local Government Employees' Retirement System (LGERS). This program credits a year of service for any 12-month period for all ~~regular full-time employees, regular part-time (working at least 1,000 hours annually) employees and temporary employees if employment is longer than six (6) consecutive months.~~ The cost of the program is paid by the ~~e~~Employee and the Authority. Contributions begin on the hire date. The ~~e~~Employee is required to contribute six (6) percent of ~~their- his or her gross income~~ eligible pay paid by the Authority. Please refer to LGERS ~~the~~ Summary Plan Description for a complete description of this program.

401k/457 Retirement Plan

The ~~Asheville Regional Airport Authority~~ offers the opportunity for its employees to participate in the State of North Carolina 401k Retirement Plan. The Authority contributes five (5) percent of the employee's ~~gross income- eligible pay~~ paid by the Authority. The ~~e~~Employee may elect to contribute an additional amount consistent with the plan guidelines and Federal Law. The employees also have the option to enroll into NC457 Deferred Compensation Plan. Plan Guidelines are available through the Director of Administration. Please refer to the Summary Plan Description for a complete description of this plan. See the Director of Administration with any questions.

APPROVAL AND UPDATE HISTORY

Approval ~~March 13, 2009~~ October 10, 2014

Supersedes ~~March 13, 2009,~~ April 19, 2004

OBJECTIVE

To provide the Authority's employees with Health-group insurance Bbenefits. Contact the Director of Administration or designee with any questions or to see the Summary Plan Description for any of the insurances listed below.

METHOD OF OPERATION

Group Health

Group Hhealth Hinsurance is available to all regular-full-time and regular part-time (working at least 1,000 hours annually) employees and their eligible family members. Presently, the employee premium is paid at eighty-five percent (850%) by the Authority, with the dependent premium being paid at eighty-seventy-five percent (8075%) by the Authority. Employees who participate in the Authority's Wellness Rewards program have the opportunity to receive an incentive up to a 15% discount per month on the employee's medical premium. The Authority reserves the right to change plan providers and its contribution from time to time.

Insurance eligibility date is based on the following:

- Eligibility first day the following month after hire.
-

Dental & Vision Insurance

Dental and Vision Insurance is available to all regular-full-time and regular part-time (working at least 1,000 hours annually) employees and their eligible family members. Presently, the employee premium is paid in full by the Authority, with the dependent premium being paid at eighty percent (80%) by the Authority. The Authority reserves the right to change plan providers and its contribution from time to time.

During open enrollment, employees may change medical and dental elections for the following fiscal year. Changes in family status, as defined in the Plan document, allow employees to make mid-year changes in coverage consistent with the family status change. Contact the Director of Administration for information and to make changes. Family status changes must be made within 30 days of the change.

Other Insurances

Long Term and Short Term Disability

Long Term and Short Term Disability Insurance is available to all full-time employees. The Authority pays for the employee premium in full.

Life Insurance

Life insurance, accidental death and dismemberment is

~~available to all full-time employees. All eligible full-time employees are provided a Life Insurance Policy equal to one times your annual salary plus \$35,000, but in no event less than \$10,000 or more than \$235,000. \$35,000, plus one year's salary up to a maximum of \$160,000. This is a part of the employee's insurance benefits paid for by the Airport Authority. The Authority also provides \$30,000 of Accidental Death and Dismemberment Coverage. The Authority pays for the employee premium in full.~~

Additional ~~Life~~ ~~Insurance~~ ~~Coverage~~ ~~may be is~~ offered where an employee may purchase increased coverage for themselves or coverage for their spouses and/or children.

Contact the Director of Administration or designee with any questions or to see a copy of the plan policy or for additional information regarding benefits for any of the insurances listed above.

**APPROVAL AND
UPDATE HISTORY**

Approval ~~April 20, 2012~~ October 10, 2014

Supersedes April 20, 2012, March 13, 2009, April 19, 2004

OBJECTIVE

To provide a policy regarding financial assistance available to eligible ~~to~~ employees seeking education or advanced learning while employed by the Authority.

METHOD OF OPERATION

General

Financial assistance is provided to any Authority employee who seeks to improve his/her/his or her knowledge by participating in educational courses while employed by the Authority. If the employee is receiving payment for such educational expense from another governmental source, or in the form of incentive pay, the employee is not eligible for the benefits provided.

Courses recognized for educational assistance are:

Job Improvement Courses

Courses directly related to the employee's assignment that improve skill, knowledge, and ability of the employee in job performance, and increase the potential for promotion through more advanced techniques. (For example, if an electrician working on signal devices pursues a course in electronics, such a course provides advanced knowledge and training in job performance and makes the employee eligible for promotional consideration.)

Self Improvement Courses

Courses designated for self-improvement and increased general knowledge, which may have no direct relationship to the employee's current assignment, are recognized as approved courses when:

- A. courses are required for a college degree, certification program, or state certification;
- B. courses would enhance the employee's qualification for any other position within the Authority, and/or make the employee eligible for promotional consideration.

Eligibility to Participate

All full-time regular—employees who have successfully completed their introductory period are eligible to participate in the program.

An employee must be in an active pay status and have satisfactory job performance to participate.

In-Service Training Courses

All Authority employees are eligible to participate in managerial and supervisory courses.

Ineligible for Reimbursement

Courses that will not be considered for educational reimbursement include training courses, seminars, workshops, and conferences. These types of educational activities are funded through the travel and training budget. Employees interested in attending such courses should contact their supervisor for availability of funds and attendance.

Fees for application, laboratory, registration, taxes and similar costs are not reimbursable.

Application Procedure

The employee desiring to participate in the Authority Educational Reimbursement Program must submit a letter requesting program participation to the ~~Airport Director~~Executive Director prior to enrolling in the course.

Using the established criteria, the ~~Airport Director~~Executive Director or designee determines if the application qualifies for reimbursement. If a request is not approved, the employee will be notified of the reason in writing.

Note: The Authority does not provide reimbursement for any course begun prior to the date of approval by the ~~Airport Director~~Executive Director. Employees must enroll and begin the course(s) within sixty (60) days of application approval. If an employee fails to begin classes within the sixty (60) days, the employee must reapply after that period.

Payment for Course Work

Payment for course work is authorized by the ~~Airport Director~~Executive Director or designee. An employee who does not successfully complete the course with a grade of C or better will not receive reimbursement. Courses which grade on a Pass/Fail basis must be successfully passed.

Reimbursement will be limited to a maximum total of \$2,500 for course work completed during each fiscal year. The ~~Airport Director~~Executive Director may elect to lower this reimbursement during the budget process for each fiscal year.

IRS regulations require that, in certain cases, moneys

received by employees for reimbursement of educational expenses must be reported as an addition to their gross income and taxed accordingly.

Reimbursements will be limited, subject to availability of funds and the number of participants in the program. This program may be amended or discontinued at any time. However, such amendment or termination will not affect any course study previously approved.

Reimbursements for tuition and books will be made only to employees who are on the active payroll when payment is due.

Agreement and Certification by Employee

The employee agrees that by accepting such assistance, that the employee will remain in Authority employment for a minimum of one (1) year following completion of approved course(s). Should the employee be terminated during this period, either voluntarily or involuntarily, the employee must reimburse the Authority for educational expenses.

Certification of Completion and Reimbursement of Expenses

Upon successful completion of the course(s) (C grade or better is required for college accredited or any other graded courses), the employee must submit official transcripts or other completion documentation along with receipts and other requested proof of expenditure documentation for reimbursement to the Finance Department within 15 work days of course completion. The Finance Department will arrange for reimbursement to the employee for expenses incurred.

The employee is responsible for submitting transcripts, certificates and other educational achievement documents to the Finance Department to document personnel records with achievements.

Reimbursement to Authority for Educational Expenses

Should an employee leave Authority employment after completion of course(s), and prior to compliance with the terms of the agreement to remain in Authority employment for one (1) or more years, the employee reimburses the Authority for any costs due. Payment is taken from the employee's benefits accrued at time of termination, and any amount due the Authority over and above said benefits are made within 30 days after termination at an annual interest rate of fifteen percent (15%).

Following termination of an employee who is indebted to the

Reimbursement of Educational Expenses

Human Resources

Authority for reimbursement of educational expenses, the ~~Manager—Finance Department will or designee~~ issues an invoice to this employee showing the amount due and terms of payment. Checks paid by the employee must be made payable to the Authority, and sent to the Finance Department. The Finance Department is responsible for maintaining records of each employee's educational account, showing repayment and depositing refund payments to the Authority fund designated by the ~~Manager—Director~~ of Finance and Accounting or designee.

**Retirement,
Death,
Disability,
Permanent
Layoff**

Should the employee, through death, total disability, permanent layoff through no fault of the employee, or normal retirement, fail to continue the required tenure of employment, any remaining liability for reimbursement of educational expense is canceled automatically.

**APPROVAL AND
UPDATE HISTORY**

Approval ~~March 13, 2009~~ October 10, 2014

Supersedes ~~March 13, 2009~~, April 19, 2004

OBJECTIVE To identify and define the additional benefits available for the exempt employees (“Exempt Employee Benefit Program”) at the Greater -Asheville Regional Airport Authority.

METHOD OF OPERATION

General The Exempt Employee Benefit Program is designed to aid in attracting and retaining highly competent management and professional personnel. This procedure outlines specific benefits established for each exempt employee, broken out by Salary Levels.

Definitions **Salary Levels 7 and higher:** The Airport Director/Executive Director and other management personnel.

Salary Levels 5 and 6: Management-Exempt personnel.

Salary Levels 4: All other exempt salary levels personnel.

Exempt Employee Benefit Program The Exempt Employee Benefit Program consists of Professional Leave, Medical Reimbursement and Administrative Leave.

Professional Leave A specified number of additional leave hours during each calendar year are granted to employees in the Exempt Employee Benefit Program as follows:

Salary Levels 7 and higher	40 hours/year
Salary Levels 5 and 6	24 hours/year
All other exempt salary levels	16 hours/year

~~Professional Leave does not accrue from year to year; however, following each calendar year, the employee receives a cash bonus of fifty percent (50%) of the unused Professional Leave, based on the employee's hourly rate as of the date of payroll processing.~~

~~An employee must be employed for 180 days as an Exempt Employee in a particular job category salary level to be eligible for Professional Leave in that category. An employee must be on the active payroll January 1 in order to receive fifty percent (50%) of the unused Professional Leave from the prior calendar year.~~ An employee hired and/or transferred into the job categories listed above on July 1 or after is not eligible for Professional Leave that year.

Example: Employee hired on ~~6/30/09~~ before June 30 will receive Professional Leave benefit ~~on 12/30/09 that year.~~ Employee must use all his or her Professional Leave by December 15 or will forfeit any remaining leave for that calendar year. Since the deadline for using Professional Leave is December 31 of each year, the employee will be paid 50% of the value of the Professional Leave as long as the employee is on the active payroll on 1/1/2010.

The ~~Airport Director~~Executive Director, after consultation with the senior official of the department director, may authorize use of Professional Leave prior to the end of 180 days on a case-by-case basis.

At the beginning of each calendar year, ~~E~~exempt Eemployees above are awarded the appropriate number of hours. As the employee uses an hour, it is reported on the payroll and deducted from the employee's available Professional Leave hours. Minimum charge for Professional Leave is one (1/2) hour.

Employees moving from one ~~e~~Exempt Eemployee category listed above to another after July 1 receive the benefits of the former category for the remainder of the calendar year. An employee transferring out of ~~E~~exempt eEmployee categories listed above forfeits any unused benefits.

Unused Professional Leave is automatically forfeited when Authority employment ends, regardless of the reason for separation.

~~Annual Medical Reimbursement~~

~~Effective January 1, 2015, the medical reimbursement of \$100 will no longer be a benefit under the Exempt Employee Benefit Program. Employees in the Exempt Employee Benefit Program salary levels listed above have an additional \$100 available each calendar year for non-insured personal medical expenses, i.e., annual physical examination, eye examination and glasses, and dental work after 180 days of continuous employment.~~

~~This \$100 does not accrue. If the entire \$100 is not used within each calendar year, the remainder is forfeited. Request(s) for reimbursement must be submitted no later than December 31 of each year. This \$100 may be used toward meeting the employee's deductible on the Authority's~~

~~group health insurance plan.~~

~~Expenses are submitted during the calendar year in which they are incurred. Receipts stipulating the purpose of expenditures and certification that this expense was not paid for by an insurance company are submitted with the Medical Reimbursement Form for approval, and payment to the employee.~~

Administrative Leave

Inasmuch as members of the Exempt Employee Benefit Program are paid on an annual salary basis and are not eligible for any overtime or compensatory time, they may be granted paid administrative leave for a period of no more than two (2) hours per usage, unless approved in advance at the discretion of the ~~Airport Director~~Executive Director. Administrative leave can also be used for an employee only doctor appointment. Anything over two hours must be counted as sick leave. ~~This a~~Administrative leave is not chargeable to sick, vacation or professional leave. Administration leave cannot be combined with any other leave time.

Administration of Plan

The ~~Deputy Airport Director of Development and Operations~~ Director of Administration or designee is responsible for the administration of the Exempt Employee Benefit Program.

Forms

Medical Reimbursement Form

APPROVAL AND UPDATE HISTORY

Approval

~~April 20, 2012~~ October 10, 2014

Supersedes

April 20, 2012, March 13, 2009, November 27, 2006 & April 19, 2004

TO: ~~Deputy Airport Director of Development and Operations~~ Director of Administration

SUBJECT: ~~Request for Reimbursement, Medical Benefit (Management, \$100 or less)~~

Attached is a statement (billing) for expenses incurred by me for non-insured medical expenses. Request your approval of reimbursement in accordance with Policy and Procedures Manual 216.03. I certify that I have not, or will not, apply or receive reimbursement from any insurance company for the amount approved herein. I further understand the approved amount cannot exceed \$100 total for the calendar year. I further certify that the expenses apply to cost incurred for services rendered specifically for myself.

EMPLOYEE NAME AND EMPLOYEE I.D. NUMBER
(Please Print)

EMPLOYEE SIGNATURE

DEPARTMENT

~~TO: PAYROLL~~

APPROVED: _____ DISAPPROVED: _____

Please add \$ _____ to the regular payroll check of the above named employee for pay period ending _____, check dated _____.

CHARGE CODE: _____

DEPUTY AIRPORT DIRECTOR OF DEVELOPMENT AND OPERATIONS OR DESIGNEE

DATE: _____

Attachment

OBJECTIVE To ~~provide~~ establish a policy regarding eligible employees medical benefits upon retirement.

METHOD OF OPERATION Employees hired July 1, 2011, or after, are not eligible for the Authority's Retiree Medical Insurance Plan.

Employees who were hired on June 30, 2011, or before, and who have been covered by the Authority's Group Medical Plan for the 3 years immediately preceding retirement, and are eligible to retire under the North Carolina Local Government Employees' Retirement System would meet the eligibility for the Authority's Retiree Medical Insurance. Questions can be directed to the Director of Administration.

Definitions **Medical Insurance** - includes medical insurance coverage only.

Premium - the cost of employee-only coverage at the time of retirement.

The policy of the Authority is to assist retirees with the payment of their post-retirement medical insurance premium. The Authority's contribution will be 100% of the premium for the individual until the employee reaches age 65, at which point the Authority's contribution will end.

Policy Eligibility for this benefit is outlined above. This policy will be effective when an employee terminates his or her employment with the Authority and immediately begins to receive retirement benefits. An employee who does not elect to receive retirement benefits immediately upon termination of employment shall not be eligible for any medical insurance coverage under this policy.

The Authority may, with the approval of the Authority's insurance provider, allow coverage to a retiree's dependents through its group medical insurance plan provided the retiree is eligible to receive retiree medical insurance benefits under this policy. The retiree is responsible for the entire cost of dependent coverage.

The level of medical benefits is the same for retirees as those provided to active employees. This benefit will be offered to retirees as long as retiree insurance is available.

**APPROVAL AND
UPDATE HISTORY**

Approval ~~March 11, 2011~~ October 10, 2014

Supersedes March 11, 2011, March 13, 2009,
April 19, 2004

OBJECTIVE

The employee performance evaluation process shall be designed to permit the evaluation of an employee's job performance and effectiveness as objectively and fairly as possible.

The primary purpose of the performance evaluation is to inform the employee of his/her/his or her strengths and areas of improvement on the job, serve as a basis for discussion as to how the employee can improve his/her/his or her performance, and to establish goals and expectations for future evaluation.

The performance evaluation may also be used for but not limited to:

- Estimating and employees potential for promotion;
- Identifying the areas of training needs;
- The determination of merit increases;
- A basis for taking disciplinary action;
- Determining orders of layoff.

METHOD OF OPERATION

Evaluation Periods

The following are specific type of performance evaluations and when they are to be completed:

- Introductory Period – End of introductory period.
- Extension of Introductory Period – At time of request for extension.
- Annual – One year from date of last review.
- Special – Beginning and end or special introductory period or when performance substantially dropped during review period.
- Change in classification – Promotion/demotion/transfer, etc.

Directives

Each employee's performance shall be periodically evaluated to assess performance in relation to job requirements.

After the initial introductory period, each employee will receive his/her/his or her annual performance evaluation for salary increase, in conjunction with the beginning of the Authority's fiscal year.

Employees shall not be expected to meet performance standards that have not been defined or explained as part of the requirements of their position.

Employee performance evaluations shall be used for, but not limited to, the following:

- To inform the employee of strong and weak points, as well as training needs and improvements that will be expected.
- To recognize the employee's potential for promotion.
- To determine the employee's eligibility for salary advancements.
- As a basis for taking disciplinary and/or dismissal actions against the employee.

Procedures

The employee performance evaluation program shall provide overall evaluations of 43 levels

1. Above Satisfactory Exceeds Expectations
2. Satisfactory Meets Expectations
3. Improvement Needed Requires Improvement
4. ~~Unsatisfactory~~

The supervisor most directly involved in the supervision of the employee should be the rater. If there is an employee between the supervisor and the employee being rated, efforts should be made to get input from the individual most knowledgeable of the performance of the employee being rated.

The performance of each employee shall be evaluated at least once per year; more frequent evaluations may be necessary.

Where an employee's supervisor changes, the employee shall have the right to request that no performance evaluation be conducted until the supervisor has actually supervised the employee for a minimum period of three (3) months. In such cases, the employee's latest annual performance evaluation shall remain in full force and effect until a new evaluation is completed.

Special ~~p~~Performance ~~E~~evaluations may be given at any time at the discretion of the ~~Airport Director~~Executive Director or designee.

The performance rating shall be discussed with the employee who shall be furnished a copy of the completed rating. The employee shall sign the evaluation and the original will be forwarded to the ~~Airport Director or designee for review, then it will be forwarded to~~ Director of Administration or designee to become a part of the employees' permanent file. The signature of the employee shall indicate **only** that the employee's performance has been discussed with the employee and does not imply that the employee agrees or disagrees with the evaluation. In the event an employee refuses to sign the evaluation, the department ~~head~~director shall note this on the evaluation and give the employee a copy and forward the original ~~to the Airport Director, or designee for review then it will be forwarded to~~ Director of Administration or designee to become a permanent part of the employee's personnel file.

If an employee who has attained regular status receives an evaluation of "~~unsatisfactory~~requires improvement" in any category, the department ~~head~~director shall be responsible for identifying to the employee the specific improvements necessary for him or /her to accomplish satisfactory performance. At the time of receiving such an evaluation, the employee's performance shall be reevaluated at 60 days. If the employee has not attained a ~~satisfactory~~ meets expectations evaluation in all categories, he or she, at the discretion of the ~~Airport Director~~Executive Director, or designee at the recommendation of the department ~~head~~director, may be disciplined and or terminated.

Employee Disagreement with Evaluation

If an employee disagrees with any statement in an evaluation, he or /she may attach a written rebuttal of performance evaluation factors to the ~~P~~performance ~~e~~Evaluation in the file. ~~p~~Performance ~~e~~Evaluations are not grievable.

**APPROVAL AND
UPDATE HISTORY**

Approval ~~March 13, 2009~~ October 10, 2014

Supersedes ~~March 13, 2009~~, April 19, 2004

OBJECTIVE To provide recognition for employee service through an awards program administered by the Director of Administration or designee.

METHOD OF OPERATION Employee service is recognized uniformly throughout the Authority as follows:

Service of One Year An ~~regular~~ employee, who has served one year, receives a \$50 gift certificate to an approved local establishment of choice in recognition of service. The presentation of the award is made by the ~~Airport Director~~ Executive Director or designee at ~~Sr.~~ Senior Staff Meeting.

Service of Five Years An ~~regular~~ employee, who has served five years, receives a \$75 gift certificate to an approved local establishment of choice in recognition of service. The presentation of the award is made by the ~~Airport Director~~ Executive Director or designee at ~~Sr.~~ Senior Staff Meeting.

Service of Ten Years An ~~regular~~ employee, who has served ten years, receives a \$100 gift certificate to an approved local establishment of choice in recognition of service. The presentation of the award is made by the Board Chair~~man~~ or designee at an Authority Board Meeting.

Service of Fifteen Years An ~~regular~~ employee, who has served fifteen years, receives a \$150 gift certificate to an approved local establishment of choice in recognition of service. The presentation of the award is made by the Board Chair~~man~~ or designee at an Authority Board Meeting.

Service of Twenty Years An ~~regular~~ employee, who has served twenty years, receives a \$200 gift certificate to an approved local establishment of choice in recognition of service. The presentation of the award is made by the Board Chair~~man~~ or designee at an Authority Board Meeting.

Service of Twenty-five Years An ~~regular~~ employee, who has served twenty-five years, receives a \$250 gift certificate to an approved local establishment of choice in recognition of service. The presentation of the award is made by the Board Chair~~man~~ or designee at an Authority Board Meeting.

Service of Thirty Years An ~~regular~~ employee, who has served thirty years, receives a \$325 gift certificate to an approved local establishment of choice in recognition of service. The presentation of the award is made by the Board Chair~~man~~ or designee at an Authority

Board Meeting.

**Service of
Thirty + Years**

An ~~regular~~ employee who has served thirty-five years, or more receives a \$400 gift certificate to an approved local establishment of choice in recognition of service. The presentation of the award is made by the Board Chair~~man~~ or designee at an Authority Board Meeting.

**Presentation of
Service Awards
(General)**

In each instance, the Director of Administration or designee provides the name of the recipient, the tenure of service. The Director of Administration or designee provides the appropriate number and type of award to the presenter (~~Airport Director~~Executive Director or designee). Such awards and information are provided in advance of scheduled presentation date.

**Public
Announcement
of Service
Awards**

The Director of Administration or designee provides information on service awards to the Marketing and Public Relations Department for inclusion in internal publications and/or for publicity purposes.

**Service Award
Purchasing**

The Director of Administration or designee is responsible for notifying the employee of their service date and to obtain their choice of local establishment for gift card. The Director of Administration or designee is responsible for purchasing the appropriate service award in accordance with established purchasing procedure and is responsible for ordering framed certificates.

**APPROVAL AND
UPDATE HISTORY**

Approval

~~March 13, 2009~~ October 10, 2014

Supersedes

March 13, 2009, April 19, 2004

OBJECTIVE

The intent of this section is not to restrict the rights of employees, but to protect the rights of all and ensure equality. There shall be no discrimination against an employee because of race, color, national origin, sex, sexual orientation, age, disability, marital status, religion, or political affiliation. The Authority has established this Discipline Policy to have a set process that is necessary for orderly and efficient operations. The Authority reserves the right to take disciplinary action at any time up to and including termination of employment based on the Authority's employment-at-will policy. Also, due to North Carolina being an employment-at-will State the Executive Director reserves the right to use this as a guide not necessarily as policy for Senior Management level employees.

METHOD OF OPERATION

Directives

Disciplinary Action

Disciplinary action should be taken when necessary. Generally, employee misconduct should be dealt with using a progression of disciplinary actions. However, in recognition of the facts that each instance differs in many respects from somewhat similar situations, each occurrence should be treated on an individual basis without creating a precedent for other cases, which may arise in the future. Further, the Authority reserves the right to, when deemed necessary by the Authority, take immediate disciplinary action, up to and including termination of employment, without following the progressive disciplinary policy, as all employees of the Authority are employees at will. If a department head director and/or supervisor suspects employee misconduct, he or she must investigate the situation, in partnership with the Director of Administration or designee, in a timely manner and determine; if a violation has occurred; the nature of the violation; and who committed the violation. (A violation is unacceptable behavior that could result in discipline up to and including termination) Always ensure that the investigation is thorough and that the final outcome is based upon facts and not perception, hearsay, or speculation. Be sure to give the employee who has been accused of wrongdoing an opportunity to tell his/hers or her side of the situation. Be sure to obtain, create and maintain appropriate, thorough documentation (detailed witness statements, etc.) Take appropriate steps to ensure confidentiality and non-retaliation.

**Verbal
Coaching**

This is the least severe disciplinary action. It should serve as an "alert mechanism" to establish more satisfactory performance or behavior. A written account including the date and nature of the verbal coaching shall be documented on the Performance Discussion Tracking Form for the department's reference. An employee shall be advised when a verbal coaching is being made.

Procedure:

1. The immediate supervisor and/or department ~~head~~ director of an employee is authorized to give a verbal coaching to an employee in order to establish or reestablish a satisfactory performance or behavior. An effective verbal coaching includes a clear description of the correct performance or behavior, which is desired, and notice to the employee that the conversation is to be considered a verbal coaching.
2. The supervisor and/or department ~~head~~ director documents such verbal coachings on the Performance Discussion Tracking Form. Such documentation should include the date of the verbal coaching and a brief summary of the conversation to include major points, requests, suggestions, directions, etc. given by the supervisor and/or department ~~head~~ director and any remedial action agreed upon by the employee.

**Written
Discipline Notice**

This is a disciplinary action whereby the employee is notified in writing of unsatisfactory conduct or performance. The employee shall receive a copy of the written notice and the original shall be forwarded to the Director of Administration to be placed in the employee's personnel file. This action is grievable.

Procedure:

1. After an investigation is completed and it has been determined that a violation, requiring discipline has occurred, the investigator will need to assess the violation to determine the appropriate disciplinary action to take. Determine if the violation is a:

- Major Work Violation: considered to be so severe in nature that a termination could result for a first offense.
- Minor Work Violation: considered to be unacceptable behavior in the workplace and would normally result in disciplinary action up to and including termination in conjunction with other offenses.

Discipline Guidelines for Work Violations:

Coaching: Coaching makes an employee aware that demonstrated behavior is inappropriate and not acceptable workplace conduct. It also gives the opportunity to make the employee aware of the consequences for continuing that behavior. These sessions also gives the employee an understanding of what is needed to correct behavior and avoid further violations. This is verbal and documented on the Performance Discussion Tracking Form. Employee does not receive a copy; it is for ~~department head and/or the~~ supervisor's and/or department director's reference only.

Counseling: Counseling is a formal written notice to an employee that ~~his/his or her~~ behavior violates the Authority's Policies and Procedures. Depending on the severity of the violation, if the violation is a repeated occurrence or one in a series of different violations, a prior coaching session may or may not have occurred. It should be made clear to the employee that the violation will be documented on a Discipline Notice Form and placed in the employee's file. The employee should sign the Discipline Notice Form to acknowledge that the discussion occurred and be given a copy.

Final Counseling: This occurs when an employee is put on notice that one more violation of any type could result in termination of employment. A Final Counseling session takes place when an employee demonstrates a pattern of unacceptable behavior, repeatedly violated the Authority's Policies and Procedures, and/or has received multiple Discipline Notices, and/or employee commits a serious violation that warrants final notice but not immediate termination. It should be clear to the employee that this

is a final notice and another violation of any type could result in immediate termination. This violation will be documented on a Discipline Notice Form and placed in the employee's file. The employee should sign the Discipline Notice Form to acknowledge that the discussion occurred and be given a copy.

Termination: For Major Work Violations, termination can occur as a result of a first offense. For Minor Work Violations, termination normally occurs after multiple violations of the Authority's Policies and Procedures as the final step in the progressive discipline process. The employee should sign the Discipline Notice Form to acknowledge the termination has occurred; he or /she should be given a copy of the Notice only if he/she signed it.

Although the immediate supervisor and/or department ~~head-director~~ has the authority to issue a written notice, before doing so, consultation with the Director of Administration or designee is necessary. Such consultation may provide assistance in assuring fairness and consistency of discipline across departmental lines and in developing language for the written notice, which is fair, clear, accurate and less susceptible to challenge through a grievance procedure.

- The supervisor and/or department ~~head-director~~ prepares a written notice on the Discipline Notice Form and makes an appointment with the employee to discuss it in private. Be sure to have a witness sit in during the discussion. A good written notice should include a clear description of the correct behavior, which is expected, reference to the fact that the written notice constitutes a written warning and a statement that continued unsatisfactory performance or conduct will result in more severe disciplinary action.
- Following a discussion(s) with the employee, the original Employee Discipline Form is forwarded to the Director of Administration to be placed into the employee's personnel file.
- The employee must be told that this action is grievable.

Suspension

An employee may be suspended without pay for disciplinary reasons for a length of time that the hiring authority considers appropriate as long as it does not exceed 14 calendar days. The period of suspension may be extended with approval of the ~~Airport Director~~Executive Director ~~and/or Deputy Airport Director of Development and Operations~~. If an employee again becomes subject to disciplinary action (except verbal warning) within 12 months after being suspended, he or she may be terminated. Unless outlined in the administration of discipline, this action is grievable. This action may only be taken after consulting with the ~~Airport Director~~Executive Director.

Procedure

1. When an employee's conduct warrants consideration for discipline, the supervisor and/or department ~~head~~director gathers from the employee involved and witnesses (if appropriate) all possible information concerning the improper conduct. The supervisor and/or department ~~head~~director then notifies the employee of the following consideration of all facts. The supervisor and/or department ~~head~~director will inform the employee the decision concerning any disciplinary action to be taken. This will be done within five (5) working days of the incident, and the employee will be so notified.
2. In an emergency situation involving the necessity to immediately remove the employee from the worksite, an employee may be suspended "pending further disposition of ~~his/her~~his or her case" and directed to report back to the supervisor and/or department ~~head~~director at a certain time concerning further disposition of the case. This appointed time will be within five (5) working days of the incident, and the employee will be so notified.

Authority to Impose Discipline

The authority to impose disciplinary actions involving suspensions or dismissals is reserved for the ~~Airport Director~~Executive Director or designee ~~and/or Deputy Airport Director of Development and Operations~~. Such authority may be delegated to a subordinate's supervisor and/or department ~~head~~director or Director of Administration, but any action of this nature must be reviewed and countersigned by the ~~Airport Director~~Executive Director.

Disciplinary Penalties

The examples listed below represent typical grounds for disciplinary actions leading up to and including dismissal, and are not intended to be all-inclusive. Violations not listed will be prescribed in consistence with violations of comparable gravity. Should more than one violation be under consideration, the violations do not necessarily have to be identical in order to be classified as a second or third violation. An employee's work record and years of service, consistency and other appropriate factors may be used to determine the appropriate level of discipline. Department ~~heads~~ directors and/or supervisors must partner with the Director of Administration or designee to ensure that disciplinary actions are handled appropriately and consistently.

Exempt employees, except for safety rule violations of major significance, are not subject to suspensions without pay for less than one full workweek. Exempt employees will be subject to unpaid suspensions only as permitted by FLSA.

Minor Violations

- Substandard work quality.
- Failure to report absence from work in a timely manner to the immediate supervisor or ~~his/her~~ his or her designee.
- Neglect, carelessness or disregard of common safety practices.
- Any act of negligence, which results in a failure to complete assigned tasks or responsibilities in a timely manner.
- Malicious mischief, horseplay, wrestling, or other undesirable conduct.
- Excessive unscheduled absences and/or tardiness.
- Violating the Dress Code Policy.
- Failure to provide customer service.
- Smoking on or in any Authority property, with the exception of designated smoking areas.

Major Violations

- Leaving the job during working hours without notice to or permission from supervisor.

- Absence without approved leave or failure to report after leave has been disapproved revoked or cancelled.
- Failure to report a personal injury or equipment damage immediately to one's supervisor.
- Careless use of ~~Airport~~ Authority property resulting in damage.
- An accident resulting in injury due to carelessness, neglect or disregard of safety practices.
- Fighting, threatening, intimidating, coercing or otherwise interfering with the rights of other persons.
- Falsifying or altering Authority document(s).
- A non-exempt employee working off the clock or a supervisor and/or department ~~head~~director suggesting or asking an employee to work off the clock.
- Assigning work that places employees at risk of serious harm, threatens significant damage to Authority property or financial loss to the Authority whether or not such harm or damage occurs; knowingly allowing employees to perform work or assignments under unsafe conditions.
- Conduct which is considered disrespectful, or the use of insulting, abusive or obscene language to or about fellow employees or the public or engaging in other inappropriate conduct.
- Operation of an ~~Airport~~ Authority vehicle or equipment while under the influence of any medication or drug, which causes drowsiness or other physical or psychological impairments.

**Dismissal
Violations**

Reasons for dismissal of an employee may include, but not be limited to, the following:

- Abandonment of position by being absent from duty for three (3) consecutive workdays without proper authorization.
- Insubordination by refusing to perform assigned work or to comply with an official and legal supervisory directive,

or by demonstrating an antagonistic, disrespectful or belligerent attitude toward management.


- Possession of firearms, explosives or other weapons on Airport Authority property, except as needed by an employee to perform the duties of his/her/his or her position.
- The sale of narcotics or other illegal substances.
- Inability or unfitness to perform assigned duties.
- Concealment of a communicable disease, which could endanger the health of other employees or the public.
- Demonstrated pattern of inefficiency or incompetence in the performance of assigned duties.
- Making false claims or deliberate misrepresentations in an attempt to obtain sickness or injury benefits, workers compensation or other such benefits.
- Loss or suspension of required license, certification, permit or other requirement needed by an employee to perform the duties of his/her/his or her position.
- Discriminating against an employee, customer, vendor, or contractor on the basis of race, color, gender, sexual orientation, age, religion, national origin, disability, or any characteristic protected by applicable law.
- Engaging in any activity that violates the Authority's sexual harassment or general harassment policies or other behavior prohibited by the harassment policy towards an employee, customer, vendor or contractor. Harassment or disrespectful behavior can be verbal, non-verbal or physical which interferes with an employee's ability to perform his/her/his or her duties, or which creates an offensive working environment.
- Consumption of or being under the influence of intoxicating beverages or controlled substances not prescribed by a physician, while on official duty.
- Possession/use of intoxicating beverages, non-prescribed drugs or illegal controlled substance at place of work, in Airport Authority vehicle or while on official duty.

- Testing positive for illegal drugs or alcohol in violation of the Airport Authority's Drug/Alcohol Policy.
- Any employee who receives three consecutive employee performance evaluations, including special evaluations, with a rating below "satisfactory" shall result in mandatory dismissal.

**APPROVAL AND
UPDATE HISTORY**

Approval ~~March 13, 2009~~ October 10, 2014

Supersedes March 13, 2009, April 19, 2004

Discipline Notice			
		<p>This Discipline Notice documents a violation of the Authority's standards of conduct. Depending on the situation, any step in the process may be repeated, omitted or taken out of sequence. If an employee demonstrates a pattern of behavior, repeatedly violates the Authority's policies or has received multiple Discipline Notices, a Final Counseling should be issued. On the other hand, if an employee commits a serious offense that does not warrant immediate termination, a Final Counseling may be the first step in the progressive discipline process.</p>	
Employee's Name		Job Title	Department
Date of Hire			
What disciplinary action is being taken?	<input type="checkbox"/> Counseling	<input type="checkbox"/> Final Counseling	<input type="checkbox"/> Termination
Check the appropriate Work Violation	<input type="checkbox"/> Employee Behavior/ Conduct Unbecoming <input type="checkbox"/> Attendance/Punctuality <input type="checkbox"/> Background Checks <input type="checkbox"/> Failure to Act with Integrity and Honesty	<input type="checkbox"/> Failure to Provide Customer Service <input type="checkbox"/> Failure to Follow Instructions/Insubordination <input type="checkbox"/> Information Systems Use & Security <input type="checkbox"/> Retaliation Violation <input type="checkbox"/> Respect Violation	<input type="checkbox"/> Safety Violation <input type="checkbox"/> Staffing and Selection Violation <input type="checkbox"/> Substance Abuse Violation <input type="checkbox"/> Weapons and Explosives Possession <input type="checkbox"/> Workplace Activity <input type="checkbox"/> Workplace Violence <input type="checkbox"/> Other _____
State what happened. For example, relevant information may include: <ul style="list-style-type: none"> ▪ When did it occur? ▪ Who was involved? ▪ Where did it occur? ▪ Impact to the Authority? ▪ Other information? Attach additional sheets when necessary.			
State the improvement required of the employee.			
Previous Notices	Has employee received previous Discipline Notices in the past 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No Has employee received a Final Notice? <input type="checkbox"/> Yes <input type="checkbox"/> No		
All Disciplinary Actions must go through the approval process prior to issuance to an employee. A Department Manager and the Administration Manager must approve all disciplinary actions for all employees. For disciplinary actions resulting in termination, the Deputy Airport Director/Airport Director and Administration Manager must approve for both hourly and salaried employees.			
Manager Approval	Signature: _____ Date: _____ Print Name and Title: _____		
Signatures	By signing this document, I acknowledge only that I have received the Discipline Notice. I do not represent that I am in agreement with the Notice. If this is a Counseling, I acknowledge that future violations of any Authority policy may result in disciplinary action, up to and including termination of employment. If this is a Final Counseling, I acknowledge that a single future violation of any Authority policy will result in termination of employment.		
	Employee Receiving Discipline Notice		Date
	Supervisor/Manager Conducting Discipline Session		Date

Effective 12/08



EMPLOYEE NAME _____

DEPARTMENT _____

DISCIPLINE PROCESS TRACKING

The Discipline Process Tracking Form is a part of every employee's personnel file. The Tracking Form should be placed in the front section of the employee's file to be used to document any action in the progressive discipline process when violations of the Authority's policy, process or procedure occur. **Depending on the situation, any step in the process may be repeated, omitted or taken out of sequence.** If an employee demonstrates a pattern of unbecoming behavior, repeatedly violates the Authority's policies, or has received multiple Discipline Notices, a Final Counseling Discipline Notice should be issued. On the other hand, if an employee commits a serious offense that does not warrant immediate termination, a Final Counseling Discipline Notice may be the first step in the process.

Coaching Session(s)	
Manager Conducting Session:	Manager Conducting Session:
Approving Manager:	Approving Manager:
HR Approval:	HR Approval:
Date:	Date:
Violation:	Violation:

Counseling Session(s)	
Manager Conducting Session:	Manager Conducting Session:
Approving Manager:	Approving Manager:
HR Approval:	HR Approval:
Date:	Date:
Violation:	Violation:

Final Counseling Session	
Manager Conducting Session:	Date:
Approving Manager:	HR Approval:
Violation:	

Termination Session	
Manager Conducting Session:	Date:
Approving Manager:	HR Approval:
Violation:	

Administrative Leave of Absence <i>(use only when necessary to conduct sensitive investigations)</i>	
Manager Informing Employee:	
HR Approval:	
Date Employee Informed:	
Date Leave Begins:	Date Leave Ends:
Violation Under Investigation:	Action Recommended:

Effective 12/08



PERFORMANCE DISCUSSION TRACKING FORM

Last Name:	First Name:	Middle Initial:	Department
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This form should be used to document performance discussions held with an employee. Indicate the issue that was discussed and the outcome of the discussion. Provide specific, tangible information. Keep this form in Employee's Personnel File.

Date: _____ Manager initiating discussion: _____

Reason for discussion: _____

Date: _____ Manager initiating discussion: _____

Reason for discussion: _____

Date: _____ Manager initiating discussion: _____

Reason for discussion: _____

Date: _____ Manager initiating discussion: _____

Reason for discussion: _____

Date: _____ Manager initiating discussion: _____

Reason for discussion: _____

Effective 12/08

OBJECTIVE To provide a procedure for the resolution of employee grievances regarding disciplinary actions and other issues that affect the employee's status, compensation, or ability to effectively perform the job function.

METHOD OF OPERATION

Definitions **Business day:** Monday through Friday, excluding holidays.

Grievance: A written dispute, claim or complaint filed by an employee.

Policy The Authority wishes to resolve grievances (complaints) whenever possible. Employees should report any grievance within five business days of its occurrence.

Introductory Employees New employees who have not completed their initial new hire introductory period (three or six months), do not have recourse to appeal disciplinary action or layoff.

Appointed and Management Personnel Appointed and management personnel are exempt from the provisions of this section.

Other No employee may use Authority equipment or material in the preparation of a grievance. However, an employee may have access to public records relevant to the preparation of such grievance.

The employee must utilize their own time for preparation or processing of a grievance.

Time periods of any step of the grievance procedure may be extended by mutual written agreement of the employee and the Authority representative at that step.

A grievance that is not advanced by the employee to the next step within the time limit provided is deemed to have been settled on the basis of the most recent decision. If the Authority representative fails to respond to the employee within the time limit set forth in step one or two, then the employee is entitled to proceed to the next step

Procedure

Step One

The employee submits the grievance in writing within five business days of its occurrence to the immediate supervisor of the person who administered the action being grieved (Authority Representative) using a Grievance Form, stating the facts upon which the grievance is based; the written policies or procedures which have allegedly been violated; and the remedy sought. If the immediate supervisor is the department director, then the grievance process shall start at Step Two.

Discussion will be informal for the purpose of settling differences in the simplest and most direct manner. The Authority Representative makes a decision and communicates it to the employee in writing within five business days from the date that the grievance was received. When the employee's supervisor is not the Authority Representative or otherwise involved in the action being grieved, the supervisor may assist to resolve the employee's concern.

Step Two

If the grievance is not resolved to the employee's satisfaction in Step One, the employee may forward the written grievance to the applicable department director or designee within five business days of notification of the result of Step One. The department director or designee will, within five business days of receiving the grievance, meet with the employee and the Authority Representative. The department director summarizes his or her decision in writing to the employee and the Authority Representative within five business days of the meeting date.

Step Three

If the grievance is not resolved by the department director to the employee's satisfaction, the employee may forward the written grievance to the Airport Director~~Executive Director~~ or designee within five business days of receiving the ~~d~~Department ~~d~~Director's decision. The Airport Director~~Executive Director~~ or designee will, within five business days of receipt, meet

with the employee, the Authority Representative and the ~~D~~department ~~D~~director. The ~~Airport Director~~Executive Director summarizes his or her decision in writing to the employee and the Authority Representative within five business days of the meeting.

The ~~Airport Director~~Executive Director or designee has authority to grant or deny the grievance in whole or in part. The decision of the ~~Airport Director~~Executive Director or designee is final.

At Steps Two and Three, an employee may act as the spokesperson to present his or her case. The employee's supervisor and/or department ~~head~~ director, Authority's Legal Counsel's staff, Director of Administration, any relative, supervisor or subordinate of the employee (see Section 209.00, Employment of Relatives) may not act as spokesperson for the employee. Legal counsel for the employee may be present to advise the employee. The person hearing the grievance is responsible for chairing the proceedings, making rulings on the admissibility of evidence, and maintaining a fair and orderly hearing. While the goal of the hearing is to fully explore all relevant facts, the person chairing the meeting may limit the presentation of documentary evidence or witness testimony to avoid unfairness, redundancy, or irrelevancy.

At Step Two, the following procedure will be followed:

- a. The employee shall present his or her reasons for requesting that the Step One decision be overturned.
- b. The Authority's Representative shall present reasons for making the Step One decision.
- c. Facts may be presented in the form of documentary evidence or witness testimony. Witnesses called by one party may be cross-examined by the other.
- d. All material and relevant evidence shall be considered by the person conducting the hearing in reaching a decision.
- e. The Director of Administration or designee shall attend the hearing as advisor on procedure and will prepare a record of evidence presented at the Step Two hearing which shall be maintained by the Director of Administration. (See Step Two Grievance Form.)

At Step Three, the following procedure shall be followed:

- a. The employee shall present his or her reasons for requesting that the Step Two decision be overturned.
- b. The Authority's Representative shall present reasons why the decision at Step Two should be upheld.
- c. Arguments and presentations by both the employee and the Authority Representative shall be limited to the information presented at Step Two, and contained in the record. New evidence shall not be permitted to be presented unless it was not available after a diligent search at the time of the Step Two hearing.
- d. The Director of Administration or designee may attend the hearing as an advisor on procedure.

**APPROVAL AND
UPDATE HISTORY**

Approval [March 13, 2009](#) [October 10, 2014](#)

Supersedes [March 13, 2009](#), April 19, 2004

~~ASHEVILLE REGIONAL AIRPORT AUTHORITY~~ GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
GRIEVANCE FORM

STEP ONE

Employee Name ~~& Number~~ Department

Date Alleged Grievance Occurred

This grievance has been presented to the immediate supervisor of the person who administered the action being grieved (Authority Representative) within five business days of the date on which the action occurred.

BY: _____ ON: _____
Employee Signature Date

DESCRIPTION OF GRIEVANCE: (Include date, place, action complained of, names of witnesses, etc.; attach separate sheet if necessary.)

REMEDY SOUGHT:

RECEIPT BY AUTHORITY REPRESENTATIVE:

Date & Initials

AUTHORITY REPRESENTATIVE'S ANSWER (Within five business days from receipt date above) GRANTED _____ DENIED _____

COMMENTS OR REMARKS:

PRESENTED TO EMPLOYEE BY:

DATE: _____
Authority Representative Signature

RECEIVED BY: _____ ON: _____
Employee Signature Date

COPIES TO: Employee & Director of Administration

~~ASHEVILLE REGIONAL AIRPORT AUTHORITY~~ GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
~~NON-BARGAINING UNIT~~ **GRIEVANCE FORM**

STEP TWO

Employee Name ~~& Number~~ Department

~~(Date Alleged Grievance Occurred)~~
Date Alleged Grievance Occurred

This grievance has been presented to the director or designee within five business days after receipt of the reply to Step One.

Date of Reply to Step One

BY: _____ ON: _____
Employee Signature Date

REC'D BY: _____ ON: _____
Director or Designee Signature Date

DATE MEETING HELD BY DIRECTOR OR DESIGNEE WITH EMPLOYEE AND AUTHORITY REPRESENTATIVE (to be held within five business days from receipt by director or designee): _____
Meeting Date

RECORD OF EVIDENCE PRESENTED AT STEP TWO:

DIRECTOR OR DESIGNEE ANSWER IN WRITING (Within five business days of meeting.)

GRANTED _____ DENIED _____

COMMENTS OR REMARKS:

PRESENTED TO EMPLOYEE BY: _____ ON: _____
Director or Designee Signature Date

RECEIVED BY: _____ ON: _____

Employee Signature: _____ Date: _____

COPIES TO: Employee, Authority Rep. & Director of Administration

~~ASHEVILLE REGIONAL AIRPORT AUTHORITY~~ GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
~~NON-BARGAINING UNIT~~ GRIEVANCE FORM

STEP THREE

Employee Name ~~& Number~~ _____ Department _____

~~(Date Alleged Grievance Occurred)~~
Date Alleged Grievance Occurred

This grievance was presented to the Director or designee within five business days after receipt of the reply to Step Two.

Date of Reply to Step Two

BY: _____ ON: _____
Employee Signature *Date*

REC'D BY: _____ ON: _____
Director (or Designee) Signature Date

DATE MEETING HELD BY DIRECTOR OR DESIGNEE WITH EMPLOYEE AND DIRECTOR:
(To be held within five business days from receipt by Director or Designee)

Meeting Date

DIRECTOR OR DESIGNEE ANSWER IN WRITING (within five business days from meeting date.)

GRANTED _____ DENIED _____

COMMENTS OR REMARKS:

PRESENTED TO EMPLOYEE BY: _____ ON: _____
Airport Director Executive Director or Designee
Date

RECEIVED BY: _____ ON: _____
Employee Signature Date

COPIES TO: Employee, Authority Rep., Director, & Director of Administration

OBJECTIVE To formulate a comprehensive policy that covers all areas of termination including giving notice, involuntary and voluntary terminations, final pay, exit forms, benefits and severance pay.

METHOD OF OPERATION

Directives

Resignation To resign in good standing, except in the case of an emergency, an employee should give at least two (2) weeks notice in writing to his or her supervisor and/or department ~~head~~director. In the case of an emergency, the reason should be fully documented in the notice. Employees who resign shall receive payment for all accrued annual leave and sick leave credit as described herein. Resigning employees will be scheduled for an exit meeting with the Director of Administration or designee to ensure that all Authority property is returned and to provide an opportunity to discuss any questions or concerns related to employment with the Airport Authority.

Termination Prior to termination of any employee, the employing supervisor and/or department ~~head~~director should ensure the Discipline Process has been followed, and approvals have been obtained, per Section 219.00 of the Human Resources Policy and Procedures. The employee should sign the Discipline Notice Form to acknowledge the termination has occurred; he or /she should be given a copy of the Notice only if he or /she signed it. The supervisor and/or department ~~head~~director should ensure that all Authority property is returned.

APPROVAL AND UPDATE HISTORY

Approval ~~March 13, 2009~~ October 10, 2014

Supersedes ~~March 13, 2009~~, April 19, 2004

OBJECTIVE

Because of the ever expanding number of communicable diseases becoming prevalent in our society, it has become necessary to have a policy that not only sets forth what communicable diseases are but also how employees should respond in the event they become exposed to any communicable disease.

This policy is set forth to inform all employees of the nature of communicable diseases and what the ~~Asheville Regional Airport Authority~~ Authority's policy is regarding actions to be taken in the event employees are exposed to a communicable disease.

The Authority will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about employees and/or applicants who have communicable diseases.

METHOD OF OPERATION

Definitions

Communicable Diseases. According to the United States Department of Health and Human Resources Center for Disease Control, the following diseases are considered to be communicable, that is can be transmitted from one person to another: Chicken Pox, German Measles, Hepatitis A, Hepatitis B, Hepatitis C, Hepatitis D, Herpes Simplex, Shingles, Influenza, Lice of all types, Meningitis, Mononucleosis, Mumps, Salmonellosis, Scabies, Tuberculosis, Whooping Cough, and AIDS.

First Responder. A First Responder is an ~~ARAA~~ Authority employee in the classification as a certified Emergency Medical Technician in the Department of Public Safety (DPS) who arrives first on the scene at emergency incidents and has responsibility to act.

Procedure

The only ~~ARAA~~ Authority employees who are authorized to act as First Responders and render first aid as a normal part of their duties are those individuals assigned to DPS. All other ~~G~~ ARAA employees are not expected, nor encouraged, to render first aid as a normal part of their duties.

There may be times, however, that individuals other than DPS personnel may be inadvertently exposed to any communicable disease simply because they were in a position to come in contact with the airborne or bloodborne pathogens causing many of the communicable diseases. Bloodborne pathogen is a pathologic microorganism that is present in human blood and that can cause disease in humans.

In the event any employee is exposed to a communicable disease, he or she should immediately notify their supervisor who will notify DPS. An employee of DPS will complete an ARAA Authority Incident Report. During normal business hours, ~~the an St. Joseph~~ Urgent Care Center should then be notified to determine a further course of action. After hours, the supervisor may refer the employee to the Mission or Park Ridge /St. Joseph Emergency Room for further advice and treatment.

The Center for Disease Control in Atlanta has issued the following general guidelines to all personnel to reduce the risk of anyone becoming exposed to or contracting any communicable disease. ARAA The Authority is adopting this standard. Again, these guidelines are general and given to all employees regardless of their job risk to communicable diseases. Please read and follow these guidelines for your own protection:

1. Hand-washing with soap and running water for 15 to 30 seconds.
 - a. before eating, drinking or smoking.
 - b. before handling clean, eating utensils.
 - c. before and after using bathroom facilities.
 - d. after contact with body secretions and excretions, (i.e., blood, vomit, feces, urine, mucus, saliva, and drainage from open wounds).
 - e. after handling soiled diapers, menstrual pads, garments or equipment.
 - f. after caring for any ill or injured guest, co-worker, especially those with nose, mouth or ear discharges as well as any of the above-mentioned substances.

2. The mouthing of pencils, pens and any other commonly

shared equipment should be strongly discouraged.

3. Toothbrushes, razors, and nail files should not be shared.
4. Kissing on the mouth can contribute to germ spread.
5. Daily sanitation of all surfaces involved in food handling or food preparation is needed.
6. Disposable materials, paper towels should promptly be discarded into plastic bags.
7. If an employee is exposed to contaminants, through sharp objects or bites and the skin is broken, the wound should be encouraged to bleed, and should be rinsed with fresh water as soon as possible.

**APPROVAL AND
UPDATE HISTORY**

Approval [~~March 13, 2009~~](#) [October 10, 2014](#)

Supersedes [March 13, 2009](#), April 19, 2004



MEMORANDUM

TO: Members of the Airport Authority

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

DATE: October 10, 2014

ITEM DESCRIPTION – New Business Item B

Terminate Agreement for Professional Consulting Services with Michael Baker Engineering, Inc., and Approve Consultant Scope of Services No. 16 with Avcon Engineers and Planners, Inc.

BACKGROUND

The Authority entered into an agreement for professional consulting services with LPA Group of North Carolina on August 28th, 2008. That agreement was assigned to Michael Baker Engineering, Inc. (Baker) on April 26th, 2013. Also on April 26th, 2013, an amendment to the agreement was approved which extended the term for an additional period in order for Baker to continue their work on the design of the new permanent runway, as part of the overall Airfield Redevelopment Project. Thus far, under staff's direction, Baker has only performed preliminary engineering services for this portion of the project.

A significant project under the agreement with LPA Group and assigned to Baker, was the design and construction inspection services associated with the new ARFF facility. The two companies had merged much earlier however, and design services were carried out primarily by Baker. Upon the merging of the companies, the quality of services received in conjunction with the ARFF station project began to notably diminish. Several significant design issues arose during construction that were determined to be the direct result of mistakes on the part of Baker. Two of these issues were substantial enough that the Authority submitted claims against Baker in order to recover change order costs associated with them. Although Baker ultimately reimbursed the Authority for the cost of these mistakes, it was a lengthy effort.

New Business – Item B



Numerous issues continued to arise throughout the course of construction of the project, most of which were directly tied to internal quality control during the design process. Approximately \$150,000.00 in change orders were needed during construction to correct issues overlooked or ignored during the design phase. Some of the items left out of the project were determined to not be cost effective to undertake through the change order process, and these features were ultimately left out of the project.

Given the volume and nature of the issues experienced during the course of the ARFF station project, Authority staff has lost confidence in the ability of Baker to perform satisfactorily on the runway project, which needs to get back under design in the near future. Staff has therefore determined that termination of the contract with Baker is in the best interest of the Authority. The agreement contains provisions allowing for this termination.

The selection and approval process, coupled with the needed education for a new outside consultant to complete this task is not considered by staff to be reasonable. Staff therefore has determined that the most appropriate course of action is to assign the completion of the design package for the runway to Avcon Engineers and Planners, Inc., which is already under contract for the design of the taxiway/temporary runway. Avcon's existing contract includes work on the Airfield Redevelopment Project within the current scope of work.

The Federal Aviation Administration was consulted with concerning this proposed action. A consent was received from the FAA, provided that the completion of this task of work by Avcon could be accomplished within the original scope of work and the remaining balance of the fee which was negotiated with Baker. Discussions and negotiations with Avcon has resulted in their agreement to assume the current scope of work, and to complete all work within the remaining balance of the unspent portion of the Baker contract.

ISSUES

None.

ALTERNATIVES

The Board could elect to continue working with Baker as originally planned and allow them to complete all work under the contract. The Board could also elect to terminate the contract with Baker, but require that staff undertake the necessary process to select



a new outside consulting firm to complete the work, which would take several months, and affect the schedule of the overall project.

FISCAL IMPACT

There is no fiscal impact associated with this action. All additional work carried out by Avcon would be performed within the remaining balance of the Baker contract, and within the \$64M budget previously approved by the Board.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) terminate the Agreement for Professional Consulting Services with Michael Baker Engineering, Inc. (2) approve Scope of Services No. 16 with Avcon Engineers and Planners, Inc., at a not to exceed cost of \$1,902,676.06 (3) authorize the Executive Director to execute the necessary documents.

Consultant Scope of Services

Greater Asheville Regional Airport Authority

Scope of Services Number **16** for Professional Consulting Services, as referenced in the Professional Consulting Agreement between the Asheville Regional Airport Authority and **AVCON Engineers & Planners, Inc.**, dated **August 26, 2008**.

Project: **Airfield Re-Development Program**

Scope of Services: The Airfield Re-Development Program at Asheville Regional Airport (AVL) consists of three (3) major components, namely the design and construction of a new parallel taxiway / alternate runway (including site work, paving, lighting, NAVAIDS, and the conversion back to a parallel taxiway following its use as a temporary runway), the design for relocation/reconstruction of Runway 17-35 (including site work, paving, lighting, and NAVAIDS), and the overall resident construction management including full-time inspection, construction administration and QA material testing during construction of all work. The project will be funded, designed and constructed over an approximate 5 year period.

The design of program elements as outlined in this scope of services will be performed in accordance with the Project Definition Document (PDD) prepared by the Authority's Program Manager.

The full 7-page scope of services document is attached as Exhibit A which was previously approved by AVL staff and the FAA, and is on file with AVL staff. AVCON will activate the remaining design services for this scope of services beginning with the Design Development Phase. The attached Exhibit B summarizes the project fees.

Consultant Team: AVCON, Inc.

Schedule: October 10, 2014 through June 30, 2018 (estimated)

Project Budget: \$64,000,000 (estimated for entire Airfield Re-Development Program)

Fees: The Lump Sum (LS) Fee for the proposed scope of work is \$1,902,676.06.

Authority:

Greater Asheville Regional Airport Authority

By: _____
Executive Director

Date: _____

Consultant:

AVCON Engineers & Planners, Inc.

By: _____
President

Date: _____

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

Finance Manager

Attachment: Exhibit A - Scope of Services

Attachment: Exhibit B - Summary of Fees

Greater Asheville Regional Airport Authority
Airfield Re-Development Program
Relocation/Reconstruction of Runway 17-35

EXHIBIT A - Consultant Scope of Services

Overall Project Description - Airfield Re-Development Program

The Airfield Re-Development Program at Asheville Regional Airport (AVL) consists of three (3) major components, namely the design and construction of a new parallel taxiway / alternate runway (including site work, paving, lighting, NAVAIDS, and the conversion back to a parallel taxiway following its use as a temporary runway), the design for relocation/reconstruction of Runway 17-35 (including site work, paving, lighting, and NAVAIDS), and the overall resident construction management including full-time inspection, construction administration and QA material testing during construction of all work. The project will be funded, designed and constructed over an approximate 5 year period.

Project Description

The design of program elements as outlined in this scope of services will be performed in accordance with the Project Definition Document (PDD) prepared by the Authority's Program Manager.

This Project is generally described as the Relocation/Reconstruction of Runway 17-35 and consists of the following elements:

A. Element No. 1 – Runway 17-35 Relocation/Reconstruction

This element consists of the relocation of existing Runway 16-34 75' to the west of its current location. The existing runway pavement and all lighting systems will be demolished and new pavement consisting of an 8,000' long x 150' wide runway with paved shoulders will be constructed. Also, the current non-standard longitudinal grade along the runway centerline will be corrected to meet current FAA criteria. The runway designation will also change from 16-34 to 17-35.

B. Element No. 2 — Reconstruction of Existing Connector Taxiways

This element consists of the reconstruction of existing Taxiway A and existing connector taxiways as necessary to accommodate the vertical and horizontal alignment of the relocated runway. It is anticipated that due to raising the Runway 35 end elevation, that a retaining wall will likely be needed on the south end of Taxiway A to prevent reconstruction of the rental car maintenance facility access driveway. It is also assumed that one (1) connector taxiway will be totally demolished and not replaced. Paved shoulders will be placed on any new taxiways that are constructed under this project. Also included in this element is the replacement of the existing taxiway edge lights as necessary to accommodate new taxiway construction. No work in the electrical vault is anticipated for this element.

C. Element No. 3 – Replacement of Runway 17-35 Lighting System including Edge Lighting and TDZ Lighting

This element consists of a completely new Runway 17-35 lighting system, including:

- Runway edge lighting (HIRL),
- Runway centerline lighting,
- Runway touchdown zone lighting,
- Runway and taxiway signage system,
- Modifications as necessary to equipment in the existing electrical vault to accommodate the new lighting systems,
- Replace existing obsolete airfield lighting control panel in control tower with new graphic touch screen system.
- Visual NAVAIDS not owned by FAA.
- Pavement surface sensor (SCAN system) replacement

D. Element No. 4 - Connector Taxiways to New Parallel Taxiway

This element consists of the construction of and/or reconstruction of existing connector taxiways to the new parallel taxiway on the west side of the runway. Also included in this element is the installation of new taxiway edge lights as necessary.

E. Element No. 5 - Conversion of Temporary Runway 17-35 to Parallel Taxiway Upon Completion of New Runway 17-35

This element consists of the conversion of the temporary Runway 17-35 to a parallel taxiway upon completion of the new Runway 17-35. Project elements are anticipated to be limited to pavement marking removal, new pavement marking, relocation/replacement of airfield guidance signs, installation of new taxiway edge lights and other electrical items needed to complete the taxiway. It is assumed that all infrastructure, such as sign pads, light cans, conduit and pull wire will be designed by others and constructed before this project is started.

F. Element No. 6 - Runway 17-35 Relocation of Existing FAA Owned NAVAIDS

This element consists of the relocation of existing or installation of new FAA owned NAVAIDS (depending on FAA's preference), including full ILS on Runway 17 and Runway 35 and approach lighting systems for Runway 17 and Runway 35. Design work includes civil and electrical design necessary for relocation of the facilities. The FAA will provide quality control by providing design standards, review design packages, providing a resident engineer during the construction contract, and performing the electronics tune-up and flight check. It is assumed that existing equipment will be relocated.

Scope of Work

Engineering services will be performed in phases, which are further described in the Agreement for Professional Consulting Services dated August 26, 2008:

- A. Preliminary Design
- B. Design Development
- C. Design and Permitting
- D. Bidding and Contract Formulation

E. Construction and Closeout Phase

A. Preliminary Design Phase

Upon notice to proceed with Preliminary Design Phase (30%), Consultant will perform the following tasks:

1. General coordination with Owner/Program Manager and overall project management.
2. Perform preliminary design activities and prepare preliminary plans consisting of the following sheets:
 - a. Cover Sheet
 - b. Project Layout Plan
 - c. Overall Survey Control Plan
 - d. Typical Sections
 - e. Geometric Layout Plans
 - f. Demolition Plans
 - g. Grading and Drainage Plan (Base Sheets)
 - h. Runway and Connector Taxiway Profiles
 - i. NAVAIDS Relocation Plan
3. Review and validate pavement designs provided by others.
4. Prepare Engineering Report including an Opinion of the Probable Cost.
5. Perform appropriate internal quality control reviews.
6. Prepare for and attend plan review meeting.
7. Respond to and revise drawings according to Authority/PM review comments.
8. Coordinate drawings and other information with permitting and/or regulatory agencies as appropriate for this phase.
9. All design drawings will be prepared in AutoCad 2012 format.
10. Plan sheets will be prepared on 22" x 34" sheets.
11. Deliverables:
 - a. Three (3) sets of full size drawings
 - b. Three (3) sets of half size drawings
 - c. Three (3) copies of the Technical Specifications Outline
 - d. Three (3) copies of the Engineer's Report with Construction Cost Estimate
 - e. Electronic copy of drawings and associated reports

It is understood the previous consultant had advanced this scope of services through the Preliminary Design Phase and exhausted approximately 17.3% of the approved lump sum fee. AVCON will continue with the design of this project, beginning with the Design Development Phase, and complete it in its entirety for the remaining lump sum fee.

B. Design Development Phase

Upon notice to proceed with Design Development Phase (60%) for each bid package, Consultant will perform the following tasks:

1. General coordination with Owner/Program Manager and overall project management.
2. Continue design activities and prepare design development plans consisting of the following sheets:
 - a. Cover Sheet
 - b. Project Layout Plan
 - c. Construction Sequencing and Safety Plan (CSSP)
 - d. Overall Survey Control Plan

- e. Typical Sections
 - f. Geometric Layout Plans
 - g. Demolition Plans
 - h. Grading and Drainage Plans
 - i. Runway and Connector Taxiway Profiles
 - j. Erosion Control Plans
 - k. Joint Layout Plans (if necessary)
 - l. Utility Relocation Plans (if necessary)
 - m. Pavement Marking Plans (Paving and Lighting Bid Package only)
 - n. Grooving Plans (Paving and Lighting Bid Package only)
 - o. Lighting/Electrical General Notes (Paving and Lighting Bid Package only)
 - p. Lighting/Electrical Demolition Plans (Paving and Lighting Bid Package only)
 - q. Lighting/Electrical Wiring Plans (Paving and Lighting Bid Package only)
 - r. Lighting/Electrical Layout Plans (Paving and Lighting Bid Package only)
 - s. Lighting Vault Modifications (Paving and Lighting Bid Package only)
 - t. NAVAIDS Relocation Plans (Paving and Lighting Bid Package only)
3. Prepare Engineering Report including an Opinion of the Probable Cost.
 4. Perform appropriate internal quality control reviews.
 5. Prepare for and attend plan review meeting.
 6. Respond to and revise drawings according to Authority/PM review comments.
 7. Coordinate drawings and other information with permitting and/or regulatory agencies as appropriate for this phase.
 8. All design drawings will be prepared in AutoCad 2012 format.
 9. Plan sheets will be prepared on 22" x 34" sheets.
 10. Deliverables:
 - a. Three (3) sets of full size drawings
 - b. Three (3) sets of half size drawings
 - c. Three (3) copies of the Technical Specifications
 - d. Three (3) copies of the Engineer's Report with Construction Cost Estimate
 - e. Electronic copy of drawings and associated reports

C. Design and Permitting Phase

Upon notice to proceed with Design and Permitting Phase (90%, 100% and Issued for Bids) for each bid package, Consultant will perform the following tasks:

1. General coordination with Owner/Program Manager and overall project management.
2. Complete design activities and prepare final plans consisting of the following sheets:
 - a. Cover Sheet
 - b. Project Layout Plan
 - c. Construction Sequencing and Safety Plan (CSSP)
 - d. Overall Survey Control Plan
 - e. Typical Sections
 - f. Geometric Layout Plans
 - g. Demolition Plans
 - h. Grading and Drainage Plans
 - i. Runway and Connector Taxiway Profiles
 - j. Erosion Control Plans and Details

- k. Joint Layout Plans and Details (if necessary)
 - l. Drainage Details
 - m. Drainage Pipe Profiles
 - n. Utility Relocation Plans and Details (if necessary)
 - o. Fencing and Other Miscellaneous Details (if necessary)
 - p. Pavement Marking Plans and Details (Paving and Lighting Bid Package only)
 - q. Grooving Plans and Details (Paving and Lighting Bid Package only)
 - r. Lighting/Electrical General Notes (Paving and Lighting Bid Package only)
 - s. Lighting/Electrical Demolition Plans (Paving and Lighting Bid Package only)
 - t. Lighting/Electrical Wiring Plans (Paving and Lighting Bid Package only)
 - u. Lighting/Electrical Layout Plans (Paving and Lighting Bid Package only)
 - v. Lighting Vault Modifications (Paving and Lighting Bid Package only)
 - w. Lighting/Electrical Details (Paving and Lighting Bid Package only)
 - x. NAVAIDS Relocation Plans and Details (Paving and Lighting Bid Package only)
 - y. Cross Sections
3. Prepare stormwater management plans and coordinate with appropriate agencies.
 4. Prepare and submit for FAA reviews appropriate Form 7460 Notice of Proposed Construction.
 5. Prepare and submit to FAA appropriate CSSP plans.
 6. Prepare Engineering Report including an opinion of the Probable Cost.
 7. Perform appropriate internal quality control reviews.
 8. Prepare for and attend plan review meeting.
 9. Respond to and revise drawings according to Authority/PM review comments.
 10. Coordinate drawings and other information with permitting and/or regulatory agencies as appropriate for this phase.
 11. All design drawings will be prepared in AutoCad 2012 format.
 12. Plan sheets will be prepared on 22" x 34" sheets.
 13. Deliverables:
 - a. Three (3) sets of full size drawings
 - b. Three (3) sets of half size drawings
 - c. Three (3) copies of the Technical Specifications
 - d. Three (3) copies of the Engineer's Report with Construction Cost Estimate
 - e. Electronic copy of drawings and associated reports

D. Bidding and Contract Formulation Phase

Upon notice to proceed with Bidding Phase for each bid package, Consultant will perform the following tasks:

1. Respond to prospective bidder's inquiries.
2. Issue Addenda as required to clarify, and/or interpret the Bidding Documents.
3. Consultant will be limited to producing bid documents in CD-ROM format for bidders. Distribution of bid documents on CD to bidders and maintaining plan holders list will be performed by Program Manager.
4. Prepare for and attend pre-bid conference.
5. Prepare for and attend bid opening. Prepare summary/bid tabulation, and assist Authority in evaluating bids or proposals.
6. Prepare Conformed Contract documents for issuance to the Contractor.
7. Deliverables:
 - a. Bid Summary/Tabulation and recommendation of award
 - b. Three (3) sets of Bid Documents to plan rooms identified by Owner

- c. Three (3) sets of Conformed Contract documents for issuance to Contractor

E. Construction and Close-Out Phase

Upon notice to proceed with Construction Phase for each bid package, Consultant will perform the following tasks:

1. Construction phase services are based on anticipated 12 month construction schedule for each bid package.
2. Prepare for and attend Preconstruction Conference.
3. Visit the site on a monthly basis and observe construction. Total of 12 site visits for each bid package are included.
4. Review submittals and shop drawings for conformance with the construction documents. Reviews will be limited to an initial review and 1 re-review for each item needing approval.
5. Assist with responding to contractor requests for information, preparing necessary document updates and supplemental instructions.
6. Upon notification that the work of the project is complete, attend one (1) final inspection.
7. Consultant shall prepare a set of "Record Drawings" after completion of the project, showing changes made during construction, based on the marked-up prints, drawings and other data furnished by Contractor(s).
8. Deliverables:
 - a. One (1) full size set of record drawings
 - b. One (1) half size set of record drawings
 - c. Electronic copy of record drawings in AutoCad 2012

Assumptions

- a. Two (2) bid packages will be prepared: Runway 17-35 Reconstruction - Site Preparation and Runway 17-35 Reconstruction - Paving and Lighting. The paving and lighting bid package will also include the temporary runway conversion back to a taxiway.
- b. Pre-design geotechnical investigation and existing conditions (survey) information will be provided by others.
- c. Environmental permits 401/404 have been received.
- d. Pavement designs will be performed by others and a decision on whether to construct with bituminous pavement or PCC pavement will be made prior to start of any design. Pavement designs will be reviewed and validated by AVCON.
- e. The Preliminary Design (30%) submittal will combine both site preparation and paving and lighting bid packages into a single document. Remaining phases will be separated according to the planned bid packages.
- f. Project coordination/review meetings will be held at the offices of the Authority and will include appropriate representatives of the Authority, RS&H, and others as required. Progress and site review meetings will address and resolve issues dealing with technical coordination, design standards and procedures, project schedule and sequence of work, project deliverable format and content, and similar topics. Assumed level of involvement for coordination meetings is 2 meetings per month (estimated 20 hours/month) during active design periods.
- g. Front-end contract documents will be provided by the program manager.
- h. If necessary, Modifications to Standards (MOS) will be prepared and coordinated with the appropriate agencies thru Owner and Program Manager.
- i. Signage and marking plans will be coordinated with appropriate agencies.

- j. It is understood the Authority will obtain from the previous consultant, and make available to AVCON, all of the design information/documentation (criteria, assumptions, internal design notes and internal meeting notes, etc.), exhibits, calculations, estimates, drawing files, reports, PDFs, etc. developed to date by the previous consultant.*

Design Criteria, Design Methodology, and Specifications

Consultant will prepare the final design drawings and specifications in accordance with the following technical design criteria and methodology as provided by the following agencies and appropriate publications:

- Federal Aviation Administration (FAA) Advisory Circulars, latest editions
- North Carolina Department of Environment and Natural Resources
- North Carolina Department of Transportation
- Geotechnical Report as provided by others

Excluded Items

The following items are expressly excluded from this scope:

1. Wetland or Water Quality permit applications
2. Wetland or stream mitigation design or plan preparation
3. Permit fees associated with obtaining Erosion Control Permit or other environmental permits
4. Surveys associated with updating contours to reflect as built conditions
5. Runway approach obstruction analyses
6. Actual costs to relocate existing utility lines and FAA underground facilities. Costs of these items will be included in the appropriate construction contracts.
7. Actual costs of FAA reimbursable agreement associated with NAVAID relocations
8. Preparation of front end bid documents

Schedule

All work described herein will be performed within the schedule outlined in the Project Definition Document prepared by RS&H dated March 1, 2013 or as amended and mutually agreed upon by both parties.



MEMORANDUM

TO: Members of the Airport Authority

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

DATE: October 10, 2014

ITEM DESCRIPTION – New Business Item C

Authorize Award of Construction Contract for Entryway Improvements

BACKGROUND

The North Carolina Department of Transportation (NCDOT) is underway with its re-configuration of the I-26/NC280 interchange, which impacts the airport main entrance. Light poles, way finding signage, and parking areas on the airport were lost to this project, and the airport was compensated for them by the NCDOT. The Board, on June 6th, 2014 approved a scope of work and fee with Delta Airport Consultants for design work associated with replacement of these items. This project is out for public bid as of this date, with a bid opening on October 23rd, 2014. It is staff's desire to be able to proceed forward with award of this project after bid opening, provided the best low bid is within the funding available.

Additionally, this project includes the replacement of the existing main entrance sign with a new sign that will be of a larger size and have a more significant presence. As an additive alternate to this project, staff has included the provision of two outdoor color display monitors on the new entrance sign. The placement of the monitors has been desired for several years, but was most recently eliminated due to the removal of the existing sign frame near the interstate as part of the NCDOT project that was to be used to accommodate the signs. The ability to include these monitors with this project at an expense outside of the available funds from the state is therefore considered highly desirable at this time.



ISSUES

None.

ALTERNATIVES

There are no alternatives concerning the replacement of the improvements now missing from the airport property, since failure to undertake this project will result in permanently missing way finding signage, inadequate lighting along the internal roadways, and the permanent loss of revenue producing parking spaces.

FISCAL IMPACT

The expenses associated with the basic project will be paid from those funds already received from the state as damages to the property. This includes a total of \$465,000.00, and includes the expense associated with the project's design services previously approved by the Board. Additionally, the inclusion of the additive alternate for the two outdoor display monitors would add \$55,000.00 above this cost, which would come from Fund Balance, and is recommended to be included.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approve the award of contract for the Entryway Improvements Project to the responsive best bidder, not to exceed \$414,725.00, plus \$20,000.00 in allowances, for a total of \$434,725.00 including outdoor display monitors; and (2) authorize the Executive Director to execute the necessary documents; and (3) to amend the FY 14/15 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, 2015:



Section 1. To amend the appropriations as follows:

EXPENDITURES:

	<u>Decrease</u>	<u>Increase</u>
Renewal and Replacement	\$0	\$434,725
Totals	<u>\$0</u>	<u>\$434,725</u>

This will result in a net increase of \$434,725 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	\$0	\$434,725
Totals	<u>\$0</u>	<u>\$434,725</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 10th day of October, 2014.

 Robert C. Roberts, Chair

Attested by:

 Ellen M. Heywood, Clerk to the Board



MEMORANDUM

TO: Members of the Airport Authority
FROM: Lew Bleiweis, A.A.E., Executive Director
DATE: October 10, 2014

ITEM DESCRIPTION – Information Section Item A

August, 2014 Traffic Report – Asheville Regional Airport

SUMMARY

August 2014 overall passenger traffic numbers were up 9.8% compared to the same period last year. Passenger traffic numbers reflect a 10.8% increase in passenger enplanements from August 2013. Enplanements for Fiscal Year to Date total 79,177 which is a 10.3% increase over the same period last year.

AIRLINE PERFORMANCE

Allegiant Airlines: Year over Year passenger enplanements for Allegiant in August 2014 were up by 82.3%. There were no flight cancellations for the month.

Delta Airlines: Delta's August 2014 enplanements decreased by 7.6% compared to August 2013. There were three (3) flight cancellations for the month.

United Airlines: In August 2014, United Airlines saw an increase in enplanements by 33.9% over the same period last year. There were no flight cancellations for the month.

US Airways: US Airways' August 2014 passenger enplanements represent a 2.9% decrease over the same period last year. There were two (2) flight cancellations for the month.

Monthly Traffic Report

Asheville Regional Airport

August 2014



Category	Aug 2014	Aug 2013	Percentage Change	*CYTD-2014	*CYTD-2013	Percentage Change	*MOV12-2014	*MOV12-2013	Percentage Change
Passenger Traffic									
Enplaned	37,965	34,275	10.8%	244,313	217,902	12.1%	365,410	322,149	13.4%
Deplaned	<u>37,456</u>	<u>34,386</u>	8.9%	<u>244,403</u>	<u>217,862</u>	12.2%	<u>365,565</u>	<u>321,346</u>	13.8%
Total	75,421	68,661	9.8%	488,716	435,764	12.2%	730,975	643,495	13.6%
Aircraft Operations									
Airlines	499	462	8.0%	3,580	3,196	12.0%	5,515	4,490	22.8%
Commuter /Air Taxi	<u>1,161</u>	<u>1,164</u>	-0.3%	7,072	8,330	-15.1%	10,730	12,600	-14.8%
Subtotal	<u>1,660</u>	<u>1,626</u>	2.1%	<u>10,652</u>	<u>11,526</u>	-7.6%	<u>16,245</u>	<u>17,090</u>	-4.9%
General Aviation	4,651	4,430	5.0%	31,756	25,812	23.0%	47,177	38,803	21.6%
Military	<u>569</u>	<u>371</u>	53.4%	<u>4,198</u>	<u>2,859</u>	46.8%	<u>5,938</u>	<u>4,456</u>	33.3%
Subtotal	<u>5,220</u>	<u>4,801</u>	8.7%	<u>35,954</u>	<u>28,671</u>	25.4%	<u>53,115</u>	<u>43,259</u>	22.8%
Total	6,880	6,427	7.0%	46,606	40,197	15.9%	69,360	60,349	14.9%
Fuel Gallons									
100LL	8,350	23,942	-65.1%	101,163	105,290	-3.9%	151,126	162,725	-7.1%
Jet A (GA)	129,430	112,043	15.5%	834,343	736,588	13.3%	1,216,861	1,090,278	11.6%
Subtotal	<u>137,780</u>	<u>135,985</u>	1.3%	<u>935,506</u>	<u>841,878</u>	11.1%	<u>1,367,987</u>	<u>1,253,003</u>	9.2%
Jet A (A/L)	<u>264,884</u>	<u>244,907</u>	8.2%	<u>1,649,324</u>	<u>1,616,412</u>	2.0%	<u>2,456,147</u>	<u>2,243,811</u>	9.5%
Total	402,664	380,892	5.7%	2,584,830	2,458,290	5.1%	3,824,134	3,496,814	9.4%

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

Monday, September 22, 2014

Airline Enplanements, Seats, and Load Factors

Asheville Regional Airport

August 2014



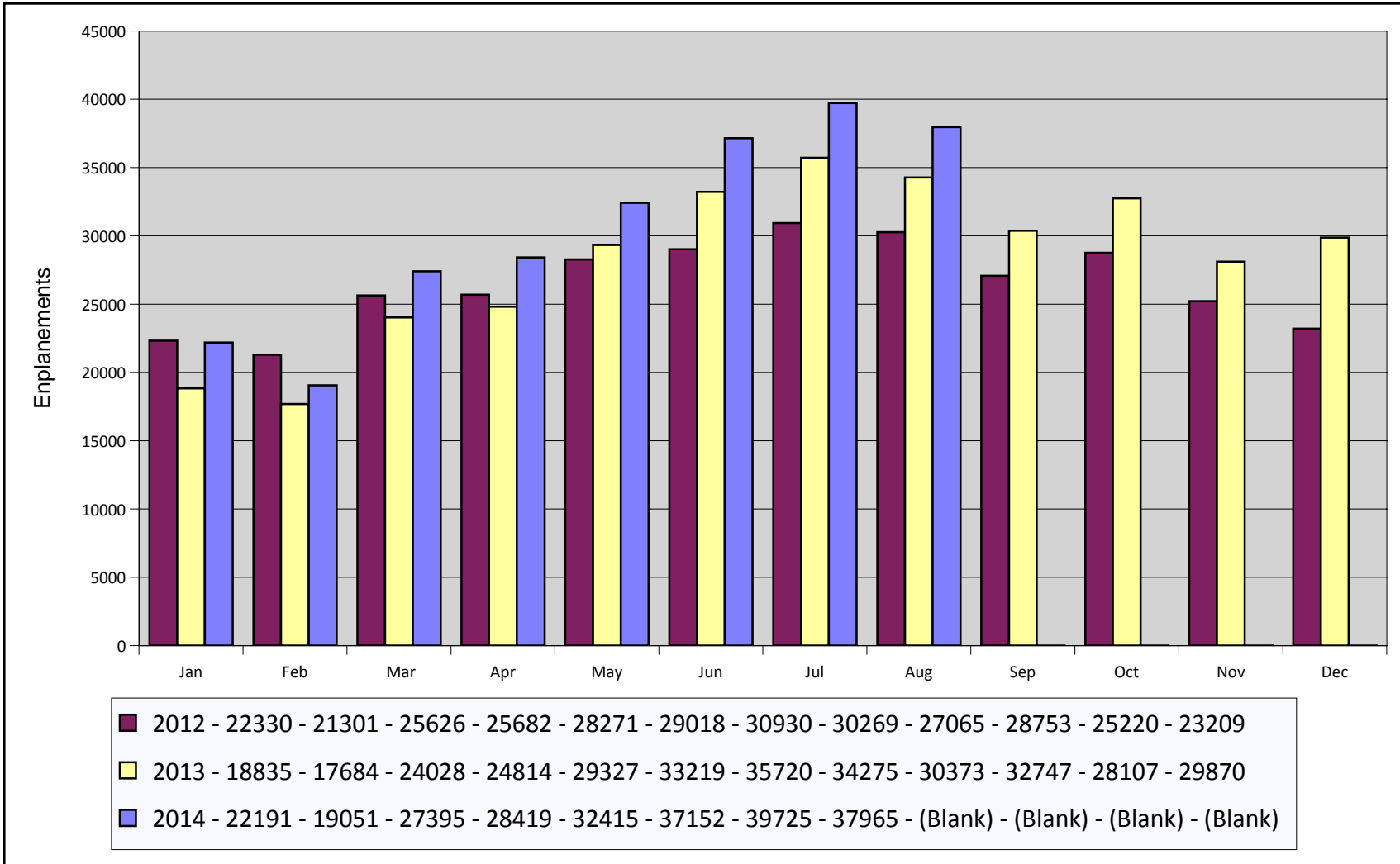
	Aug 2014	Aug 2013	Percentage Change	*CYTD-2014	*CYTD-2013	Percentage Change
Allegiant Air						
Enplanements	8,194	4,496	82.3%	55,423	27,173	104.0%
Seats	8,951	4,814	85.9%	62,142	29,900	107.8%
Load Factor	91.5%	93.4%	-2.0%	89.2%	90.9%	-1.9%
Delta Air Lines						
Enplanements	13,930	15,082	-7.6%	92,686	93,513	-0.9%
Seats	16,608	18,046	-8.0%	115,383	128,655	-10.3%
Load Factor	83.9%	83.6%	0.4%	80.3%	72.7%	10.5%
United Airlines						
Enplanements	5,708	4,262	33.9%	25,926	24,540	5.6%
Seats	6,350	5,450	16.5%	29,664	31,800	-6.7%
Load Factor	89.9%	78.2%	14.9%	87.4%	77.2%	13.3%
US Airways						
Enplanements	10,133	10,435	-2.9%	70,278	72,676	-3.3%
Seats	12,001	14,680	-18.2%	92,016	110,447	-16.7%
Load Factor	84.4%	71.1%	18.8%	76.4%	65.8%	16.1%
Totals						
Enplanements	37,965	34,275	10.8%	244,313	217,902	12.1%
Seats	43,910	42,990	2.1%	299,205	300,802	-0.5%
Load Factor	86.5%	79.7%	8.4%	81.7%	72.4%	12.7%

Airline Flight Completions Asheville Regional Airport August 2014

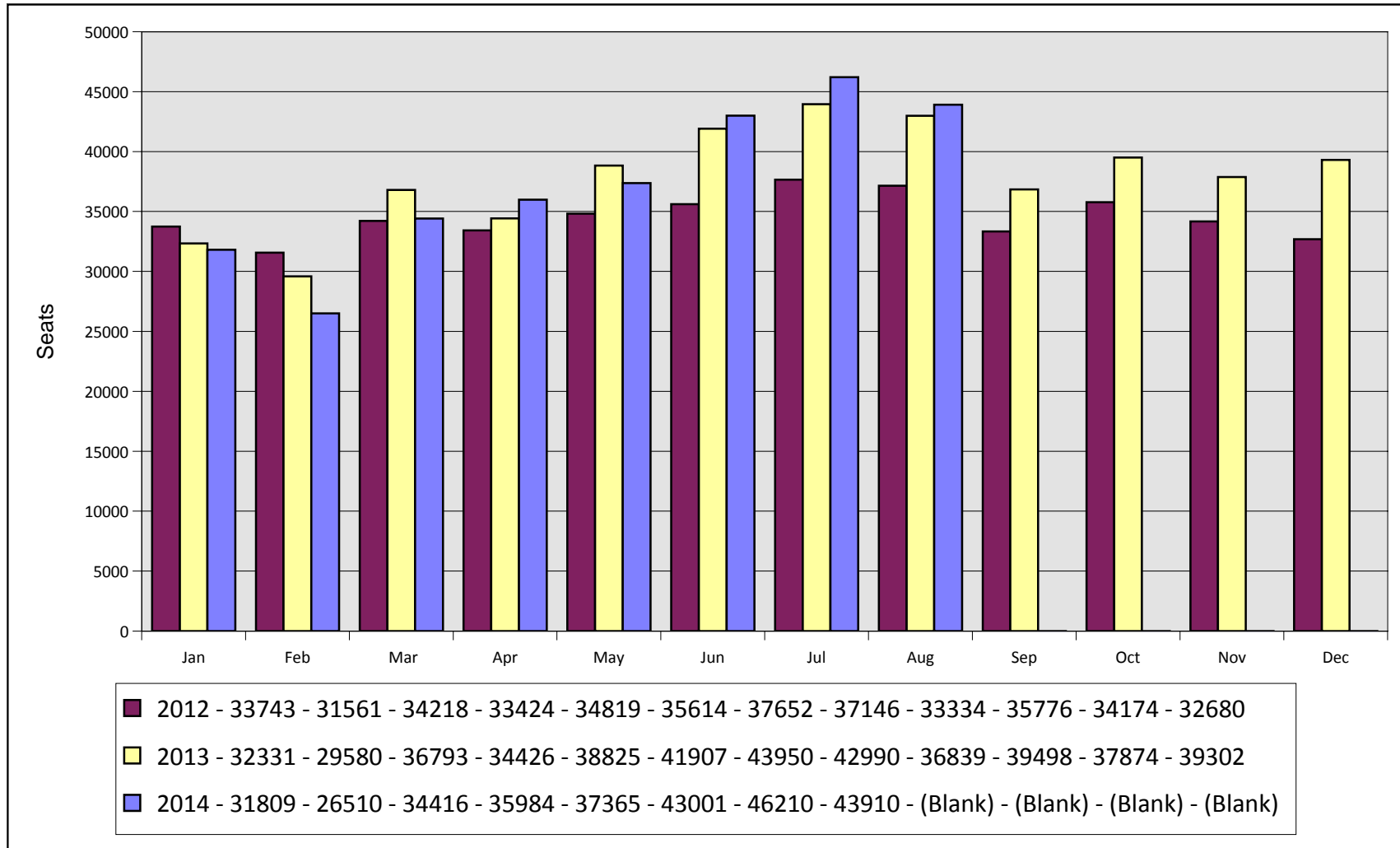


Airline	Scheduled Flights	Field	Cancellations Due To			Total Cancellations	Percentage of Completed
			Mechanical	Weather	Other		
Allegiant Air	52	0	0	0	0	0	100.0%
Delta Air Lines	257	0	1	2	0	3	98.8%
United Airlines	129	0	0	0	0	0	100.0%
US Airways	210	0	0	2	0	2	99.0%
Total	648	0	1	4	0	5	99.2%

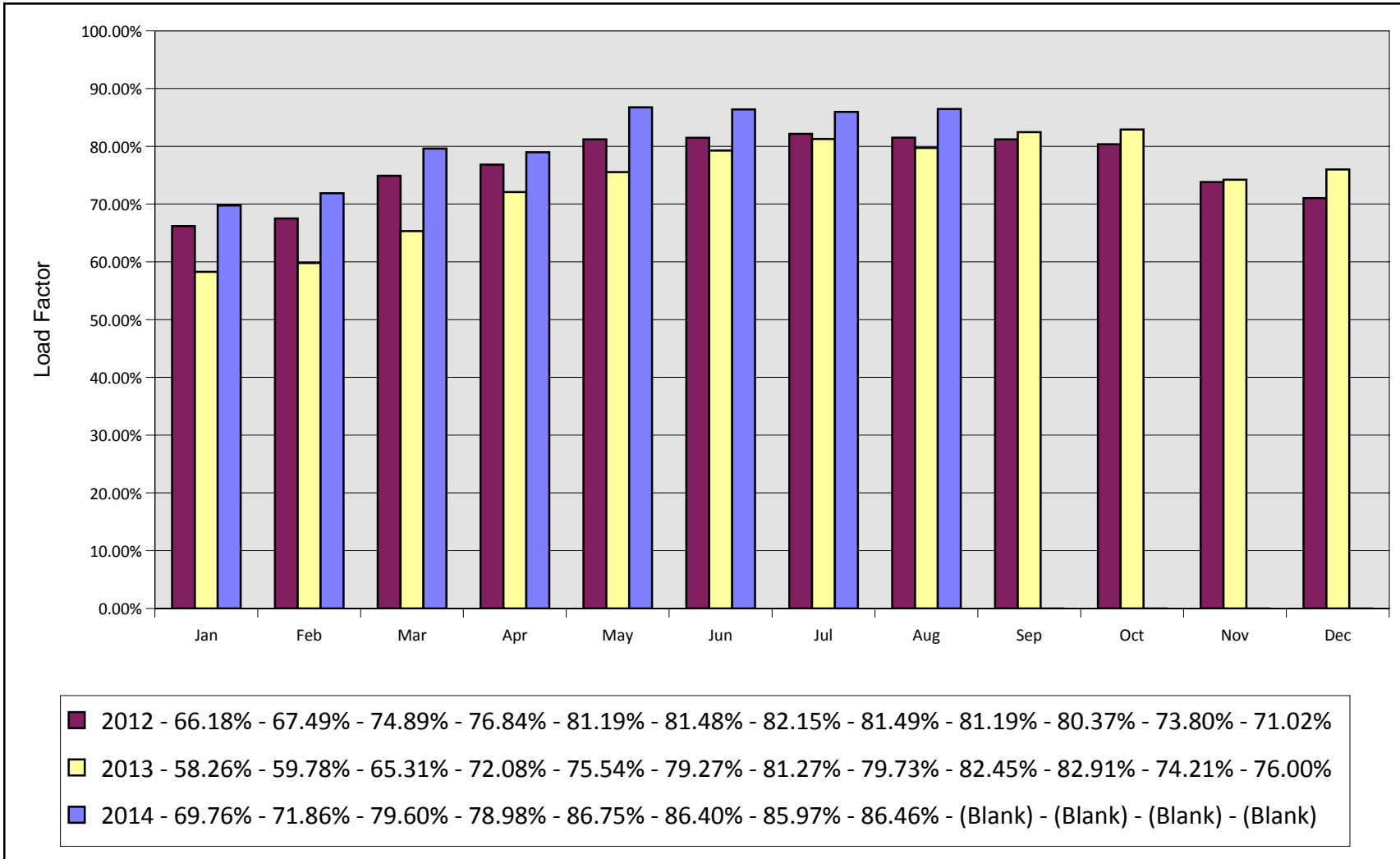
Monthly Enplanements By Year Asheville Regional Airport



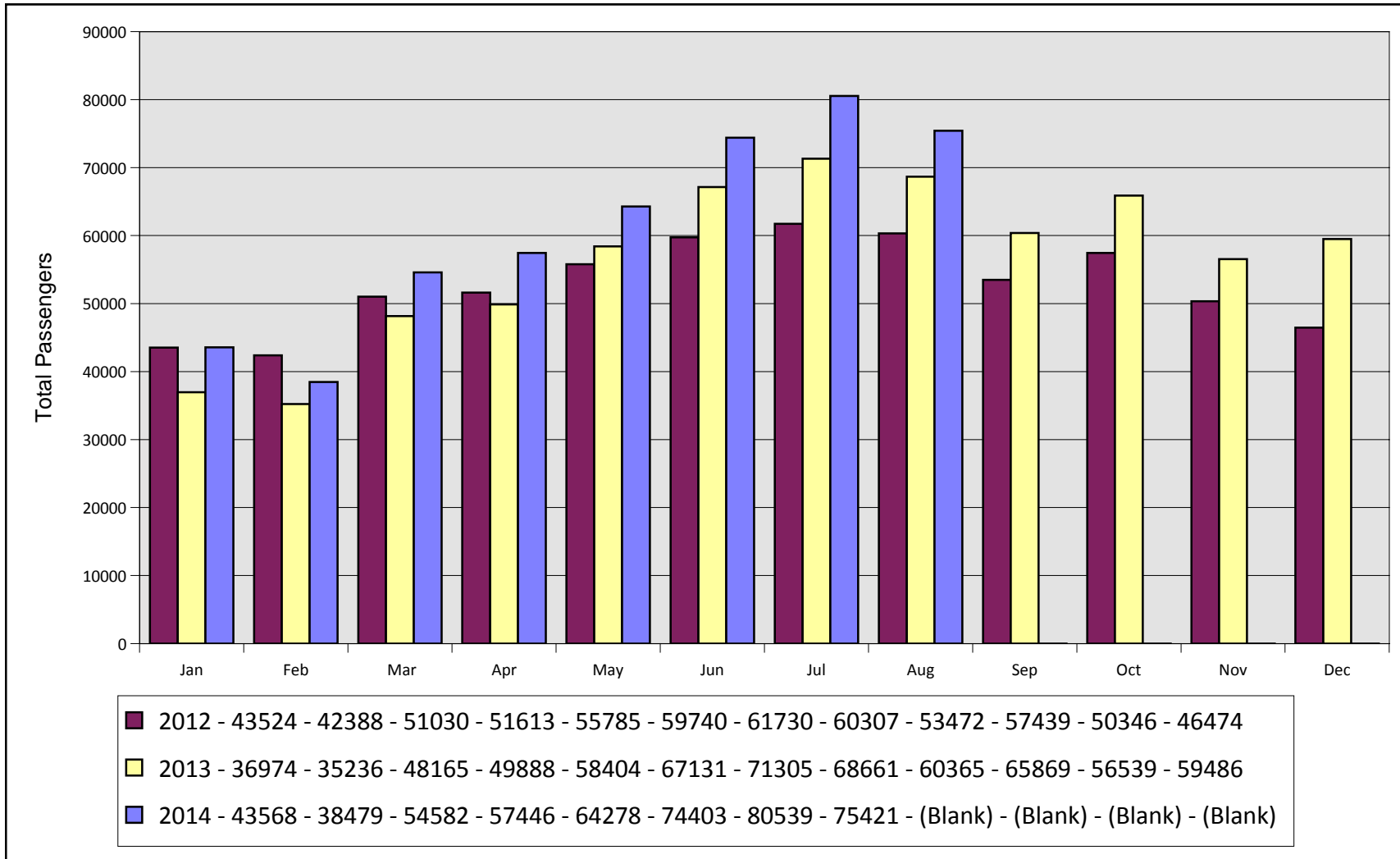
Monthly Seats By Year Asheville Regional Airport



Monthly Load Factors By Year Asheville Regional Airport

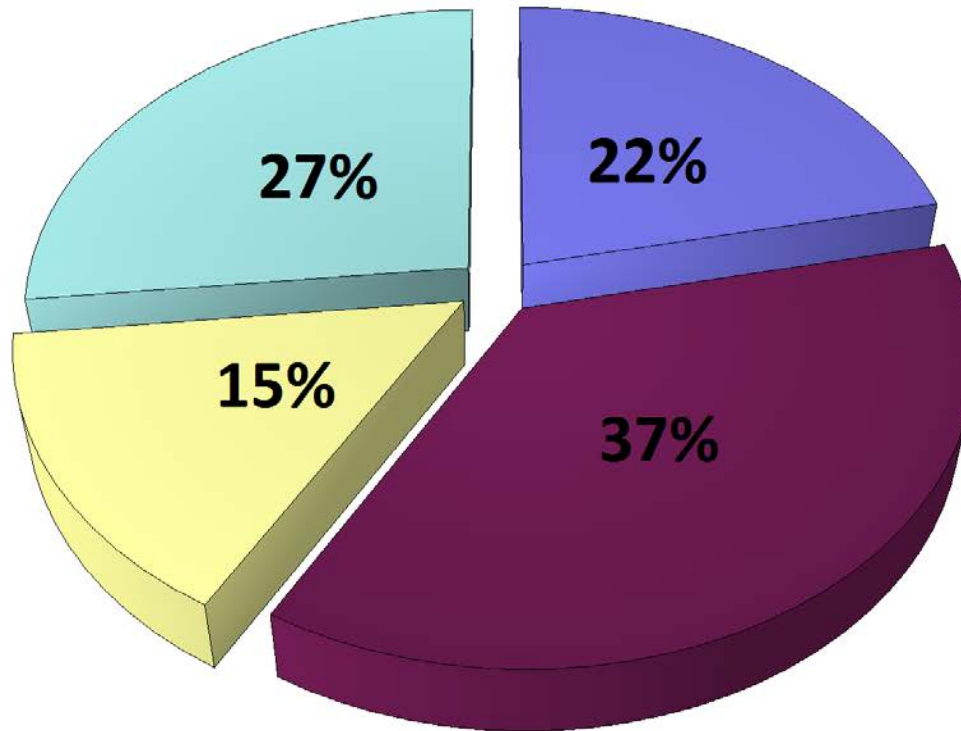


Total Monthly Passengers By Year Asheville Regional Airport

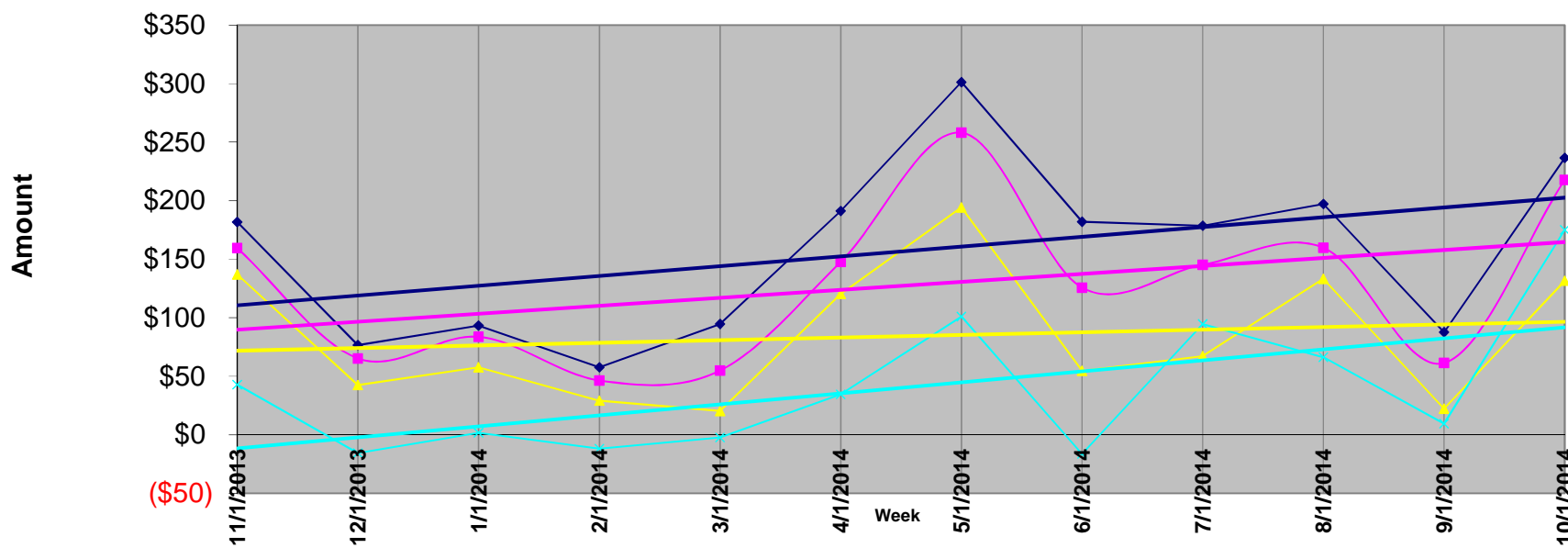


Airline Market Share Analysis (Enplanements) Asheville Regional Airport

Report Period From August 2014 Through August 2014



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 10/1/14
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	\$684	\$449	\$387	\$690	\$585	\$235	\$297	(\$6)	\$99	
ATL	Atlanta	\$349		\$325	\$362	\$360	\$349	\$24	(\$13)	(\$11)	
AUS	Austin	\$571	\$298	\$375	\$422	\$369	\$273	\$196	\$149	\$202	
BWI	Baltimore	\$456	\$272	\$204	\$304	\$281	\$184	\$252	\$152	\$175	
BOS	Boston	\$488	\$272	\$190	\$250	\$333	\$216	\$298	\$238	\$155	
ORD	Chicago	\$402	\$244	\$266	\$282	\$278	\$158	\$136	\$120	\$124	
CVG	Cincinnati	\$496	\$296	\$228	\$530	\$321	\$200	\$268	(\$34)	\$175	
CLE	Cleveland	\$373	\$227	\$309	\$386	\$284	\$146	\$64	(\$13)	\$89	
DFW	Dallas	\$573	\$234	\$316	\$355	\$356	\$339	\$257	\$218	\$217	
DEN	Denver	\$565	\$306	\$423	\$519	\$447	\$259	\$142	\$46	\$118	
DTW	Detroit	\$641	\$305	\$358	\$383	\$281	\$336	\$283	\$258	\$360	
FLL	Fort Lauderdale	\$470	\$226	\$327	\$318	\$276	\$244	\$143	\$152	\$194	
RSW	Ft. Myers	\$471	\$226	\$319	\$399	\$324	\$245	\$152	\$72	\$147	
BDL	Hartford	\$569	\$292	\$280	\$332	\$333	\$277	\$289	\$237	\$236	
IAH	Houston	\$551	\$294	\$357	\$431	\$334	\$257	\$194	\$120	\$217	
IND	Indianapolis	\$659	\$345	\$352	\$496	\$441	\$314	\$307	\$163	\$218	
JAX	Jacksonville	\$646	\$244	\$280	\$328	\$281	\$402	\$366	\$318	\$365	
MCI	Kansas City	\$708	\$336	\$328	\$520	\$346	\$372	\$380	\$188	\$362	
LAS	Las Vegas	\$582	\$328	\$345	\$513	\$450	\$254	\$237	\$69	\$132	
LAX	Los Angeles	\$748	\$408	\$465	\$576	\$569	\$340	\$283	\$172	\$179	
MHT	Manchester	\$572	\$369	\$239	\$339	\$337	\$203	\$333	\$233	\$235	
MEM	Memphis	\$556	\$424	\$288	\$452	\$396	\$132	\$268	\$104	\$160	
MIA	Miami	\$461	\$226	\$207	\$440	\$333	\$235	\$254	\$21	\$128	
MKE	Milwaukee	\$565	\$292	\$281	\$325	\$333	\$273	\$284	\$240	\$232	
MSP	Minneapolis/Saint Pau	\$719	\$447	\$555	\$594	\$523	\$272	\$164	\$125	\$196	
BNA	Nashville	\$462	\$342	\$242	\$292	\$282	\$120	\$220	\$170	\$180	
MSY	New Orleans	\$546	\$222	\$255	\$379	\$333	\$324	\$291	\$167	\$213	

LGA	New York	\$586	\$296	\$222	\$365	\$304	\$290	\$364	\$221	\$282
EWR	Newark	\$392	\$338	\$333	\$405	\$333	\$54	\$59	(\$13)	\$59
MCO	Orlando	\$460	\$224	\$236	\$381	\$279	\$236	\$224	\$79	\$181
PHL	Philadelphia	\$368	\$292	\$295	\$364	\$281	\$76	\$73	\$4	\$87
PHX	Phoenix	\$717	\$390	\$479	\$553	\$500	\$327	\$238	\$164	\$217
PIT	Pittsburgh	\$552	\$238	\$287	\$266	\$281	\$314	\$265	\$286	\$271
PDX	Portland	\$656	\$460	\$472	\$568	\$552	\$196	\$184	\$88	\$104
PVD	Providence	\$568	\$365	\$230	\$376	\$333	\$203	\$338	\$192	\$235
RDU	Raleigh/Durham	\$578	\$220	\$337	\$329	\$281	\$358	\$241	\$249	\$297
RIC	Richmond	\$456	\$220	\$280	\$329	\$281	\$236	\$176	\$127	\$175
STL	Saint Louis	\$559	\$277	\$328	\$375	\$329	\$282	\$231	\$184	\$230
SLC	Salt Lake City	\$588	\$490	\$606	\$519	\$486	\$98	(\$18)	\$69	\$102
SAT	San Antonio	\$495	\$298	\$361	\$410	\$390	\$197	\$134	\$85	\$105
SAN	San Diego	\$697	\$452	\$496	\$654	\$692	\$245	\$201	\$43	\$5
SFO	San Francisco	\$626	\$408	\$391	\$583	\$512	\$218	\$235	\$43	\$114
SRQ	Sarasota/Bradenton	\$469	\$274	\$280	\$404	\$386	\$195	\$189	\$65	\$83
SEA	Seattle	\$656	\$417	\$437	\$581	\$557	\$239	\$219	\$75	\$99
SYR	Syracuse	\$546	\$378	\$308	\$420	\$333	\$168	\$238	\$126	\$213
TPA	Tampa	\$446	\$224	\$301	\$332	\$279	\$222	\$145	\$114	\$167
YYZ	Toronto	\$590	\$495	\$441	\$404	\$498	\$95	\$149	\$186	\$92
DCA	Washington DC	\$459	\$272	\$218	\$314	\$284	\$187	\$241	\$145	\$175
IAD	Washington DC	\$456	\$272	\$218	\$217	\$281	\$184	\$238	\$239	\$175
PBI	West Palm Beach	\$471	\$226	\$327	\$333	\$279	\$245	\$144	\$138	\$192

*These sample fares were available 10/1/14, 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.

\$236 \$218 \$132 \$175

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 10/1/14
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	\$1,210	\$583	\$892	\$921	\$751	\$627	\$318	\$289	\$459
ATL	Atlanta	\$416		\$771	\$487	\$396	\$416	(\$355)	(\$71)	\$20
AUS	Austin	\$648	\$627	\$505	\$845	\$654	\$21	\$143	(\$197)	(\$6)
BWI	Baltimore	\$556	\$367	\$297	\$338	\$512	\$189	\$259	\$218	\$44
BOS	Boston	\$648	\$773	\$297	\$658	\$654	(\$125)	\$351	(\$10)	(\$6)
ORD	Chicago	\$395	\$582	\$421	\$359	\$512	(\$187)	(\$26)	\$36	(\$117)
CVG	Cincinnati	\$448	\$576	\$462	\$909	\$512	(\$128)	(\$14)	(\$461)	(\$64)
CLE	Cleveland	\$490	\$460	\$435	\$416	\$512	\$30	\$55	\$74	(\$22)
DFW	Dallas	\$604	\$704	\$479	\$469	\$654	(\$100)	\$125	\$135	(\$50)
DEN	Denver	\$1,082	\$500	\$844	\$745	\$743	\$582	\$238	\$337	\$339
DTW	Detroit	\$855	\$916	\$505	\$522	\$512	(\$61)	\$350	\$333	\$343
FLL	Fort Lauderdale	\$621	\$596	\$447	\$672	\$657	\$25	\$174	(\$51)	(\$36)
RSW	Ft. Myers	\$1,011	\$816	\$570	\$916	\$802	\$195	\$441	\$95	\$209
BDL	Hartford	\$942	\$561	\$457	\$595	\$654	\$381	\$485	\$347	\$288
IAH	Houston	\$640	\$548	\$532	\$692	\$652	\$92	\$108	(\$52)	(\$12)
IND	Indianapolis	\$834	\$562	\$435	\$521	\$512	\$272	\$399	\$313	\$322
JAX	Jacksonville	\$838	\$461	\$447	\$575	\$512	\$377	\$391	\$263	\$326
MCI	Kansas City	\$888	\$563	\$457	\$753	\$654	\$325	\$431	\$135	\$234
LAS	Las Vegas	\$799	\$586	\$762	\$949	\$843	\$213	\$37	(\$150)	(\$44)
LAX	Los Angeles	\$1,214	\$643	\$764	\$969	\$943	\$571	\$450	\$245	\$271
MHT	Manchester	\$648	\$913	\$303	\$657	\$654	(\$265)	\$345	(\$9)	(\$6)
MEM	Memphis	\$556	\$575	\$523	\$552	\$556	(\$19)	\$33	\$4	\$0
MIA	Miami	\$604	\$626	\$447	\$639	\$654	(\$22)	\$157	(\$35)	(\$50)
MKE	Milwaukee	\$999	\$596	\$457	\$618	\$654	\$403	\$542	\$381	\$345
MSP	Minneapolis/Saint Paul	\$899	\$814	\$934	\$839	\$654	\$85	(\$35)	\$60	\$245
BNA	Nashville	\$451	\$743	\$440	\$597	\$510	(\$292)	\$11	(\$146)	(\$59)
MSY	New Orleans	\$797	\$631	\$689	\$902	\$654	\$166	\$108	(\$105)	\$143

LGA	New York	\$970	\$576	\$466	\$294	\$654	\$394	\$504	\$676	\$316
EWR	Newark	\$955	\$911	\$737	\$628	\$757	\$44	\$218	\$327	\$198
MCO	Orlando	\$624	\$462	\$635	\$915	\$657	\$162	(\$11)	(\$291)	(\$33)
PHL	Philadelphia	\$412	\$811	\$447	\$448	\$512	(\$399)	(\$35)	(\$36)	(\$100)
PHX	Phoenix	\$868	\$773	\$1,034	\$895	\$843	\$95	(\$166)	(\$27)	\$25
PIT	Pittsburgh	\$552	\$755	\$439	\$527	\$512	(\$203)	\$113	\$25	\$40
PDX	Portland	\$1,159	\$731	\$649	\$985	\$943	\$428	\$510	\$174	\$216
PVD	Providence	\$648	\$982	\$303	\$657	\$654	(\$334)	\$345	(\$9)	(\$6)
RDU	Raleigh/Durham	\$668	\$545	\$393	\$589	\$512	\$123	\$275	\$79	\$156
RIC	Richmond	\$553	\$664	\$435	\$669	\$512	(\$111)	\$118	(\$116)	\$41
STL	Saint Louis	\$556	\$590	\$457	\$615	\$512	(\$34)	\$99	(\$59)	\$44
SLC	Salt Lake City	\$1,151	\$723	\$658	\$931	\$847	\$428	\$493	\$220	\$304
SAT	San Antonio	\$652	\$619	\$487	\$859	\$743	\$33	\$165	(\$207)	(\$91)
SAN	San Diego	\$815	\$554	\$814	\$968	\$843	\$261	\$1	(\$153)	(\$28)
SFO	San Francisco	\$1,037	\$1,000	\$770	\$985	\$943	\$37	\$267	\$52	\$94
SRQ	Sarasota/Bradenton	\$785	\$669	\$473	\$750	\$654	\$116	\$312	\$35	\$131
SEA	Seattle	\$1,156	\$754	\$909	\$983	\$943	\$402	\$247	\$173	\$213
SYR	Syracuse	\$618	\$922	\$479	\$821	\$657	(\$304)	\$139	(\$203)	(\$39)
TPA	Tampa	\$678	\$594	\$473	\$690	\$654	\$84	\$205	(\$12)	\$24
YYZ	Toronto	\$747	\$1,563	\$840	\$625	\$704	(\$816)	(\$93)	\$122	\$43
DCA	Washington DC	\$803	\$359	\$307	\$360	\$512	\$444	\$496	\$443	\$291
IAD	Washington DC	\$856	\$810	\$307	\$461	\$512	\$46	\$549	\$395	\$344
PBI	West Palm Beach	\$831	\$596	\$577	\$1,042	\$697	\$235	\$254	(\$211)	\$134

*These sample airfares were available 10/1/14, 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.

\$98 \$211 \$68 \$109

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 October 2014 vs. October 2013

Mktg Al	Travel Period				Oct 2014		Oct 2013		Diff		Percent Diff	
	Orig	Dest	Miles	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	
DL	ATL	AVL	164	40	3,218	49	3,044	(9)	174	(18.4%)	5.7%	
DL	AVL	ATL	164	40	3,218	49	3,044	(9)	174	(18.4%)	5.7%	
DL	AVL	DTW	470	7	350	7	350	0	0	0.0%	0.0%	
DL	DTW	AVL	470	7	350	7	350	0	0	0.0%	0.0%	
G4	AVL	FLL	660	3	498	2	332	1	166	50.0%	50.0%	
G4	AVL	PBI	620	2	354	0	0	2	354			
G4	AVL	PGD	588	2	332	0	0	2	332			
G4	AVL	PIE	518	4	708	3	498	1	210	33.3%	42.2%	
G4	AVL	SFB	465	4	686	2	332	2	354	100.0%	106.6%	
G4	FLL	AVL	660	3	498	2	332	1	166	50.0%	50.0%	
G4	PBI	AVL	620	2	354	0	0	2	354			
G4	PGD	AVL	588	2	332	0	0	2	332			
G4	PIE	AVL	518	4	708	3	498	1	210	33.3%	42.2%	
G4	SFB	AVL	465	4	686	2	332	2	354	100.0%	106.6%	
UA	AVL	EWR	583	7	350	7	350	0	0	0.0%	0.0%	
UA	AVL	ORD	536	23	1,150	14	700	9	450	64.3%	64.3%	
UA	EWR	AVL	583	7	350	7	350	0	0	0.0%	0.0%	
UA	ORD	AVL	536	23	1,150	14	700	9	450	64.3%	64.3%	
US	AVL	CLT	92	54	3,269	54	3,226	0	43	0.0%	1.3%	
US	CLT	AVL	92	54	3,269	54	3,226	0	43	0.0%	1.3%	
TOTAL				292	21,830	276	17,664	16	4,166	5.8%	23.6%	

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

Mktg Al	Travel Period				Nov 2014		Nov 2013		Diff		Percent Diff	
	Orig	Dest	Miles	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	
DL	ATL	AVL	164	39	3,917	50	2,920	(11)	997	(22.0%)	34.1%	
DL	AVL	ATL	164	39	3,917	50	2,920	(11)	997	(22.0%)	34.1%	
DL	AVL	DTW	470	0	0	7	350	(7)	(350)	(100.0%)	(100.0%)	
DL	DTW	AVL	470	0	0	7	350	(7)	(350)	(100.0%)	(100.0%)	
G4	AVL	FLL	660	2	332	2	332	0	0	0.0%	0.0%	
G4	AVL	PBI	620	2	332	0	0	2	332			
G4	AVL	PGD	588	2	332	2	332	0	0	0.0%	0.0%	
G4	AVL	PIE	518	4	668	2	332	2	336	100.0%	101.2%	
G4	AVL	SFB	465	3	502	2	332	1	170	50.0%	51.2%	
G4	FLL	AVL	660	2	332	2	332	0	0	0.0%	0.0%	
G4	PBI	AVL	620	2	332	0	0	2	332			
G4	PGD	AVL	588	2	332	2	332	0	0	0.0%	0.0%	
G4	PIE	AVL	518	4	668	2	332	2	336	100.0%	101.2%	
G4	SFB	AVL	465	3	502	2	332	1	170	50.0%	51.2%	
UA	AVL	EWR	583	7	350	7	350	0	0	0.0%	0.0%	
UA	AVL	ORD	536	7	350	8	400	(1)	(50)	(12.5%)	(12.5%)	
UA	EWR	AVL	583	7	350	7	350	0	0	0.0%	0.0%	
UA	ORD	AVL	536	7	350	8	400	(1)	(50)	(12.5%)	(12.5%)	
US	AVL	CLT	92	54	3,154	53	3,219	1	(65)	1.9%	(2.0%)	
US	CLT	AVL	92	54	3,154	53	3,219	1	(65)	1.9%	(2.0%)	
TOTAL				240	19,874	266	17,134	(26)	2,740	(9.8%)	16.0%	

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

Mktg Al	Travel Period				Dec 2014		Dec 2013		Diff		Percent Diff	
	Orig	Dest	Miles	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	
DL	ATL	AVL	164	40	3,113	46	2,920	(6)	193	(13.0%)	6.6%	
DL	AVL	ATL	164	40	3,113	46	2,920	(6)	193	(13.0%)	6.6%	
G4	AVL	FLL	660	2	332	2	332	0	0	0.0%	0.0%	
G4	AVL	PBI	620	2	354	0	0	2	354			
G4	AVL	PGD	588	2	332	2	332	0	0	0.0%	0.0%	
G4	AVL	PIE	518	2	354	2	332	0	22	0.0%	6.6%	
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	PBI	AVL	620	2	354	0	0	2	354			
G4	PGD	AVL	588	2	332	2	332	0	0	0.0%	0.0%	
G4	PIE	AVL	518	2	354	2	332	0	22	0.0%	6.6%	
G4	SFB	AVL	465	2	354	2	332	0	22	0.0%	6.6%	
UA	AVL	EWR	583	6	300	6	300	0	0	0.0%	0.0%	
UA	AVL	ORD	536	7	350	7	350	0	0	0.0%	0.0%	
UA	EWR	AVL	583	6	300	6	300	0	0	0.0%	0.0%	
UA	ORD	AVL	536	7	350	7	350	0	0	0.0%	0.0%	
US	AVL	CLT	92	51	2,915	51	3,102	0	(187)	0.0%	(6.0%)	
US	CLT	AVL	92	51	2,915	51	3,102	0	(187)	0.0%	(6.0%)	
TOTAL				228	16,808	236	16,000	(8)	808	(3.4%)	5.1%	

Design Phase														
Project Number	Project Name	Project Description	Professional Services Consultant	Professional Services Contract	General Contractor	Original Construction Contract	Change Orders (thru 10/01/2014)	Percent of Original Contract	Board Approved Project Cost	Percent Complete	Expensed to Date (thru 10/01/2014)	Start Date	End Date	Current Project Status (as of 10/01/2014)
1	Airfield Re-Development Project	Budget for the complete project							\$64,000,000.00	9.7%	\$6,181,200.17			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%	(Overall total included in above number)	75%	\$335,582.73	Dec-12	Sep-14	Bid Package 2 is underway with 90% set being reviewed.
1B	Airfield Re-Development Project	Phase II - Design Services and Project Management.	RS&H	\$1,842,318.00	N/A	N/A	\$0.00	0.00%	(Overall total included in above number)	30%	\$550,192.33	Jun-13	Dec-15	Project Management work continues to establish bid documents for Bid Package 2. RPR services in place.
1C	Airfield Re-Development Project	Temporary Runway/Taxiway Design	AVCON	\$1,837,826.00	N/A	N/A	\$0.00	0.00%	(Overall total included in above number)	75%	\$1,380,470.72	Mar-13	Dec-14	Bid Package 2 Construction of Temporary Runway/Taxiway 90% plans under review.
1D	Airfield Re-Development Project	New Runway Design	Michael Baker Engineering Inc.	\$2,299,934.00	N/A	N/A	\$0.00	0.00%	(Overall total included in above number)	17.5%	\$397,257.94	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%	(Overall total included in above number)		\$2,199,519.06	Jan-13	Dec-17	Misc.,Admin., \$642K FAA Reimbursable expenses and land acquisition costs of 1.5M are included in this figure.

Construction Phase														
Project Number	Project Name	Project Description	Professional Services Consultant	Professional Services Contract	General Contractor	Original Construction Contract	Change Orders (thru 10/01/2014)	Percent of Original Contract	Board Approved Project Cost	Percent Complete	Expensed to Date (thru 10/01/2014)	Start Date	End Date	Current Project Status (as of 10/01/2014)
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* (project expenses are being reimbursed by Charah through a separate agreement)	72.5%	\$252,694.63	Feb-11	Jul-15	Work continues as weather permits.
2	Westside Area 3	Construction for the Westside Project to level land utilizing engineered ash to fill and top with soil embankment/cap for future development.	AVCON	\$278,060.00	Charah	N/A	\$0.00	0.00%	\$278,060 * (project expenses are being reimbursed by Charah through a separate agreement)	61.6%	\$171,423.32	Mar-13	Jul-15	Area 3 ash placement will continue in North cells, weather permitting.
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	\$162,231.79	4.00%	\$543,409.00 (Design) & \$4,534,750.00 (Construction)	97%	\$4,688,361.96	Jun-13	Aug-14	Buiding Certificate of Occupancy is received and punch list items continue to be completed.
4	Temporary Runway 17-35 Site Preparation and Grading	Site preparation, drainage and retaining wall construction for new temporary runway/taxiway.	RS&H and AVCON, Inc.	Amount included in Phase 1 Design Fees	Thalle Construction Company, Inc.	\$8,856,193.00	\$0.00	0.00%	\$9,741,812.30	15%	\$1,318,177.39	Jun-14	Dec-14	Sediment basin construction cotinues. Retaining wall installation underway. Grading continues weather permitting and night operations, which started in Sept, are running smoothly.

Amounts are based on invoices received and processed through Development.