



## **AGENDA**

Greater Asheville Regional Airport Authority Regular Meeting  
Friday, June 12, 2020, 8:30 a.m.  
Conference Room at Administrative Offices

NOTICE TO THE PUBLIC: The Airport Authority welcomes comments from the public on any agenda item. Comments are received prior to the Board's discussion of the agenda item. Comments are limited to five minutes. In compliance with the state-wide mandate for COVID-19, members of the public may attend the Authority Board meeting at 8:30 a.m. on Friday, June 12, 2020 via Webex: 1-408-418-9388; Meeting Number (access code): 132 903 1104

- I. CALL TO ORDER
- II. PRESENTATIONS: None
- III. FINANCIAL REPORT ([document](#))
- IV. CONSENT ITEMS:
  - A. Approve the Greater Asheville Regional Airport Authority May 8, 2020 Regular Meeting Minutes ([document](#))
  - B. Approve Resolution Accepting Grants ([document](#))
  - C. Approve Commercial Insurance Renewal ([document](#))
  - D. Approve Amendment to the FY19/20 Budget for Airfield Lighted Xs ([document](#))
  - E. Approve Amendment to the FY20/21 Budget for Airfield Lighted Xs ([document](#))
- V. OLD BUSINESS: None



VI. NEW BUSINESS:

- A. Approve Zachry Construction Change Order #3 for South Apron Expansion Project ([document](#))
- B. Approve Work Authorization No. 2R(A) with Parrish and Partners of North Carolina, PLLC for South Terminal Apron Expansion Project Engineering Services ([document](#))
- C. Resolution Approving the use of Construction Manager at Risk Services ([document](#))
- D. Approve GARAA Administration Policies and Procedures Section 114.01, Contractor Pre-Qualification ([document](#))
- E. Approve Property Purchase and Budget Amendment ([document](#))

VII. DIRECTOR'S REPORT:

- A. Utility Project Change Order

VIII. INFORMATION SECTION:

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

- A. April 2020 Traffic Report ([document](#))
- B. April 2020 Monthly Financial Report ([document](#))
- C. June 2020 Development/Project Status Report ([document](#))
- D. Potential Board Items for the Next Regular Meeting:
  - None identified at this time

IX. PUBLIC AND TENANTS' COMMENTS

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

1. Please fill out a Comment Card located on the airport website here: <https://flyavl.com/boardcomment> by 3:00 pm on Thursday, June 11, 2020



2. Comments received, as specified above, shall be read during this Agenda period.

X. CALL FOR NEXT MEETING: July 10, 2020

XI. CLOSED SESSION:

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

XII. AUTHORITY MEMBER REPORTS:

- A. Key Strategic Elements ([document](#))

XIII. SERVICE RECOGNITION AWARDS:

- A. K. Ray Bailey
- B. Stephanie Pace Brown

XIV. ADJOURNMENT

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

**Asheville Regional Airport  
Executive Summary  
April-20**

**AIRPORT ACTIVITY**

	Month	Variance to Prior Year	Calendar Year to Date	Variance to Prior Year
<b>Passenger Enplanements</b>	1,210	(98.0%)	143,391	(32.2%)
<b>Aircraft Operations</b>				
Commercial	452	(73.4%)	5,430	(11.0%)
Scheduled Flights	542	(32.9%)		
Flight Cancellations	348			
Seats	14,376	(82.3%)	233,410	(17.0%)
Load Factor	8.4%	(88.8%)	61.4%	(18.3%)
General Aviation	1,110	(68.0%)	10,340	(18.6%)
Military	142	(59.9%)	640	(29.8%)

**FINANCIAL RESULTS**

	Month	Variance to Budget	Fiscal Year to Date	Variance to Budget
<b>Operating Revenues</b>	\$ 305,847	(71.2%)	\$ 13,155,422	24.0%
<b>Operating Expenses</b>	662,302	(28.6%)	7,244,370	(24.3%)
<b>Net Operating Revenues before Depreciation</b>	<u>\$ (356,455)</u>		<u>\$ 5,911,052</u>	
<b>Net Non-Operating Revenues</b>	<u>\$ (39,753)</u>	(111.6%)	<u>\$ 3,060,557</u>	(10.4%)
<b>Grants:</b>				
FAA AIP Grants	\$ 172,112		\$ 3,630,890	
NC Dept of Transportation Grants	-		-	
Total	<u>\$ 172,112</u>		<u>\$ 3,630,890</u>	

**CASH**

Restricted	\$ 16,771,294
Designated for O&M Reserve	5,201,092
Designated for Emergency Repair	650,000
Unrestricted, Undesignated	13,579,610
Total	<u>\$ 36,201,996</u>

**RECEIVABLES PAST DUE**

	Total	1-30 Days	31-60 Days	Over 60 Days
Advertising Customers	42,391	15,875	2,899	23,617
Allegiant	103,261	88,521	12,951	1,789
Avis	3,747	3,412	-	335
Dollar/Thrifty	13,988	13,654	-	334
Elite	10,770	-	-	10,770
FAA	147	-	-	147
TSA	21,376	10,200	280	10,896
Paradies	3,608	607	3,001	-
Signature	3,842	-	-	3,842
Spirit	5,510	4,406	-	1,104
Travelers	3,833	-	-	3,833
United	30,090	10,858	10,023	9,208
WNC Aviation	1,850	148	444	1,258
Worldwide	6,585	284	207	6,094
Miscellaneous	21,672	519	1,060	20,093
Total	<u>\$ 272,669</u>	<u>\$ 148,484</u>	<u>\$ 30,865</u>	<u>\$ 93,320</u>
% of Total Receivables	<u>74.81%</u>			

Note: Excludes balances paid subsequent to month-end.

**REVENUE BONDS PAYABLE**

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

**CAPITAL EXPENDITURES**

Annual Budget	\$ 61,335,101
Year-to-Date Spending	\$ 19,961,800

**REGULAR MEETING  
GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
May 8, 2020**

The Greater Asheville Regional Airport Authority ("Authority") met on Friday, May 8, 2020 at 8:30 a.m. in the Conference Room at the Authority's Administrative Offices, Asheville Regional Airport ("Airport"), 61 Terminal Drive, Suite 1, Asheville, NC 28732.

**MEMBERS PRESENT IN PERSON:** Matthew C. Burril, Chair

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

**MEMBERS ABSENT:** None

**STAFF AND LEGAL COUNSEL PRESENT IN PERSON:** Cindy Rice, Authority Legal Counsel; Lew Bleiweis, Executive Director; Michael Reisman, Deputy Executive Director; Tina Kinsey, Director of Marketing and Public Relations; Shane Stockman, IT Director; Jared Merrill, Airport Planning Manager; Michael Merideth, Systems Administrator; and Ellen Heywood, Clerk to the Board

**STAFF PRESENT VIA TELEPHONE:** Kevan Smith, Chief of Public Safety; Janet Burnette, Director of Finance and Accounting; John Coon, Director of Operations and Maintenance; Christina Madsen, Properties and Contracts Manager; Lisa Jump, Director of Administration and Human Resources

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

**PRESENTATIONS:** None

**FINANCIAL REPORT:** The Director stated that the effects of COVID-19 are shown in the enplanements and flight cancellations for the month of March. A review of enplanements, aircraft operations, and general aviation activity was provided by the Director. Janet Burnette reported on the financial activity for the month of March. Mrs. Burnette provided an explanation for the negative amount shown for grant funds and also reported that staff has been working to collect the receivables past due. A brief discussion ensued about past due amounts for advertising customers as well as FAA regulations that staff must uphold with regard to deferment of rent or payments and the need to treat all tenants equitably. The Board expressed concern with how advertisements in the terminal were displayed if they had past due receivables as they

did not want this to negatively affect the customer experience. The Director assured the Board that staff had submitted plans for his review to address this issue. The Board recommended staff keep appearances in the terminal as normal as possible for passengers.

**CONSENT ITEMS:**

**A. Approval of the Greater Asheville Regional Airport Authority April 3, 2020 Special Meeting Minutes:**

**B. Approval of Employee Insurance Renewals:**

Mr. Bailey moved to approve Consent Items A and B. Mr. Erwin seconded the motion and it carried unanimously.

**OLD BUSINESS:** None

**NEW BUSINESS:**

**A. Ratify Approval of Change Order #2 for South Apron Expansion Project:**

Jared Merrill reminded the Board that Zachry Construction was awarded the contract for the South Apron Expansion project. Mr. Merrill advised the Board that the project includes construction of a tiered retaining wall which requires preloading the site with large quantities of soil embankment. Upon completion of the preload material, it was determined that additional improvements would be required for the existing ground to limit the amount of settlement along the location of the new retaining wall. Change Order #2 addresses this issue. The most economical method to limit the settlement was the installation of an additional volume of 16,000 cubic yards of pre-load stockpile material. Zachary Construction identified a new but temporary source for the additional material which was available at a reduced rate from the current contract price. The cost for the material was approximately \$204,000.00 including transportation and placement. The change order also includes some monitoring and control devices, temporary fencing, sediment and erosion control measures, embankment material, and removal of some topsoil in the employee parking lot for a total cost of \$246,198.50. To take advantage of the reduced rate of the additional stockpile material, the Executive Director informed the Board Chair of the matter and executed the Change Order with the intent to request ratification by the Board.

Mr. Erwin moved to ratify approval of Change Order #2 with Zachry Construction in the amount of \$246,198.50 and ratify the authorization of the Executive Director to execute the necessary documents. Ms. Brown seconded the motion and it carried unanimously.

**B. Approve Second Amendment to Task Order No. 7 with CHA Consulting, Inc. for Focused Environmental Assessment:** Jared Merrill reminded the Board that a Short Form Environmental Assessment (EA) and update to the airport's Noise Exposure Maps were required by the FAA for the Terminal Modernization project. The Authority contracted with CHA Consulting, Inc for this work for a total of \$88,300.00. The FAA has since determined that a Focused EA to include the evaluation for a new Air Traffic Control Tower will be required for this project. The Focused EA is very similar to a complete EA and significantly increases the scope of work. CHA Consulting provided a revised Task Order proposal of \$196,450.88 to include the additional scope of work required for the Focused EA. Staff conducted an Independent Fee Estimate (IFE) that allowed for a total of \$187,481.00 for the Focused EA. CHA Consulting's proposal is considered reasonable as it is within 5% of the IFE and meets FAA guidelines of being within 10% of the IFE. The additional work will add three to four months to the schedule and is anticipated to be completed in September. Mr. Merrill reminded the Board that the work needs to be completed prior to the FAA releasing the \$10 million grant that was awarded the previous fall. The Authority has two years from the date of the grant award to start using grant funds, otherwise the grant is returned to the FAA. The cost for this work is encompassed in the Terminal Modernization project budget for which \$25 million has been included in the current fiscal year capital budget.

Mr. Bailey moved to approve the second amendment to Task Order No. 7 with CHA Consulting, Inc. not to exceed a total of \$196,450.88 and authorize the Executive Director to execute the necessary documents. Mr. Apodaca seconded the motion and it carried unanimously.

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

**A. CARES Act FAA Grant:** The Director reported that the FAA allocated the \$10 billion in grant money earmarked for airports based on enplanements and debt service, and Asheville will receive \$14.4 million. The Director explained that the CARES Act requires that 90% of the employees are retained through December 31, 2020 and debt service is another priority. The remainder of the money can be used for any purpose that is legal. The Director reported on the intended usage of the grant funds which included approximately \$3 million to finish the runway project, \$1 million towards the design of the terminal modernization project, and \$1.8 million for the current year's debt service which is due on July 1<sup>st</sup> to the bond holder for the parking garage. Staff would keep the funds that are currently in escrow and use those funds for the bond payment which is due next fiscal year. The remaining \$9-10 million will be used for regular operational expenses that have been incurred since January. These include approximately \$1.5 million in salaries and benefits for employees. The rest of the expenses incurred during the remainder of the year will be submitted and drawn down until the funds have been expended. The airlines have questioned how the airport plans

to use the CARES Act funds and staff has shared this information with them. The airlines feel it would be more prudent to pull back on the design process for the Terminal Modernization project and wait to see how business improves. However, staff explained the requirements and time constraints for the \$10 million grant that the FAA presented to the airport the previous fall. The airlines thought the airport could use some of the money from the CARES Act to abate their rents. The airlines were told by the Director that their request would be passed on to the Board. There was a brief discussion on the process, best practices, and timeline for the design portion of Terminal Modernization design.

The Director further advised the Board that the airport will also be receiving \$3.5 million in an FAA entitlement grant to be used for the South Apron project and \$2.69 million in AIP discretionary funds also to be assigned to the South Apron project. Staff is waiting to hear about an additional grant for approximately \$8.8 million that will be used for the runway project if received. Lastly, another \$833,000 in discretionary funds from the FAA has been allocated for Asheville and will be used for the Terminal Modernization project.

**B. NC DOT Grant:** The Director reported that the airport received \$2 million of the approximately \$5 million grant earmarked for Asheville as part of the \$75 million included in the State budget for the 10 commercial service airports in the state. The \$2 million is in the airport's account and will be used for the Water and Sewer and South Apron projects.

**C. Construction Update:** Michael Reisman provided the Board with an update on the construction projects underway at the airport including the south apron, parking lot, water and sewer, and airfield re-development projects.

**D. COVID-19 Update:** The Director provided an update on the impact of COVID-19 on the airport that included passenger counts for April and the first week of May as well as concession sales reported by Paradies. The Director also informed the Board that the airport pays \$35,000 per month to LAZ Parking for the management of the parking operation, while revenue has been reduced to approximately \$600 a day from passenger parking. To offset the lack of passengers utilizing the parking facilities and reduce expenses, LAZ Parking has furloughed their cashiers and the parking lot is now a credit card only operation. LAZ Parking has retained their manager and some maintenance staff. LAZ Parking will increase their operations as passenger volumes increase.

The Director reviewed the safety precautions in place and planned for the terminal which included signage for handwashing, social distancing, and recommendations for face coverings; acrylic shields for the ticket and rental car counters and gate podiums; seating changes; misters/atomizers for enhanced cleaning; hand sanitizer stations; and some other terminal cleaning systems.

**INFORMATION SECTION:** No comments

**PUBLIC AND TENANTS COMMENTS:** None

**CALL FOR NEXT MEETING:** The Chair stated that the next regular meeting of the Authority Board will be held on June 12, 2020.

**CLOSED SESSION:** At 10:05 a.m. Mr. Bailey moved to go into Closed Session Pursuant to Subsections 143-318.11 (a)(3) and (4) of the General Statutes of North Carolina to Consult with Legal Counsel in Order to Preserve the Attorney-Client Privilege and to Discuss Matters Relating to the Location and/or Expansion of Industries or Other Businesses in the Area Served by the Greater Asheville Regional Airport Authority, Including Agreement on a Tentative List of Economic Development Incentives that may be Offered by the Greater Asheville Regional Airport Authority in Negotiations. Mr. Apodaca seconded the motion and it carried unanimously.

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

Open Session resumed at 10:59 a.m.

Ms. Brown left the meeting during the Closed Session

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY MAY 8, 2020 CLOSED SESSION MINUTES:** Mr. Erwin moved to seal the minutes for the Closed Session just completed and to withhold such Closed Session minutes from public inspection so long as public inspection would frustrate the purpose or purposes thereof. Mr. Apodaca seconded the motion and it carried by a 6 to 0 vote.

**AUTHORITY MEMBER REPORTS:**

**Board Terms:** The Chair stated that there is an issue with the Board terms not being staggered in the Session Law that created the Authority in 2012, and the Board could have four new members in 2020. The Director and Ms. Rice have drafted a change to the Session Law that has been sent to Representative McGrady for consideration by the legislature. The Chair requested the Director provide a brief update. The Director explained to the Board that with the number of Board Member terms expiring at the same time, it does not provide continuity on the Board. The Director reported that he had approached Representative McGrady in December about this issue. Bill drafters recently submitted a draft bill to Representative McGrady that was forwarded to the Director. The Director worked with Ms. Rice to make some revisions to the bill and presented the draft bill back to Representative McGrady. The Director and Ms. Rice outlined the changes that

are being requested to Board terms in the legislation. The legislators go back into session on May 18<sup>th</sup> and will hopefully address the bill during that session.

**Election of Authority Board Officers:** Mr. Bailey moved to elect Matthew Burril as Chair for a two-year term to begin July 1, 2020 and Brad Galbraith as Vice-Chair for a two-year term to begin July 1, 2020. Mr. Ricker seconded the motion and it carried by a 6 to 0 vote.

**Board Vacancies:** The Chair stated that the At-Large seat on the Board will be available at the end of June and that any candidates the Board Members wish to nominate for this position should fill out an application to be given to the Director or the Clerk to the Board. The Chair also suggested that this open position could be advertised if the Board Members were so inclined, however, the consensus was that input from the Board was the preferred direction. The Chair informed the Board that he planned to put together a panel for applicant interviews in June.

The Chair further mentioned that Ms. Brown's seat on the Board was open for a candidate from the City of Asheville. The Chair requested that the Board let him know of any potential candidates as soon as possible so that any recommendations can be given to the City Council. The Director stated that the City of Asheville will advertise for the position as well.

**ADJOURNMENT:** Mr. Apodaca moved to adjourn the meeting at 11:23 a.m. Mr. Bailey seconded the motion and it carried by a 6 to 0 vote.

Respectfully submitted,

Ellen Heywood  
Clerk to the Board

Approved:

Matthew C. Burril  
Chair



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## MEMORANDUM

TO: Members of the Airport Authority

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

DATE: June 12, 2020

### ITEM DESCRIPTION – Consent Item B

Approve Resolution Accepting Grants

### BACKGROUND

The Federal Aviation Administration (“FAA”) and the North Carolina Division of Aviation (“DOA”) distributes both entitlement and discretionary grants on an annual basis. The grants requests are submitted by staff each year and are a component of the annual budget based on the Greater Asheville Regional Airport Authority’s (“Authority”) capital improvement program. The grants, once awarded, must be accepted by the Authority and the attached resolution will provide the ability to do so.

### ISSUES

None

### ALTERNATIVES

None

### FISCAL IMPACT

The fiscal impact has a direct correlation to the capital improvement program, the initial grant request per project, and the amount of either entitlement or discretionary funds available each year from the FAA or DOA. Any amount not received due to untimely acceptance and signature is detrimental to the Authority.

### RECOMMENDED ACTION

It is respectfully requested that the Greater Asheville Regional Airport Authority Board approve the attached Resolution.

Attachment

Consent – Item B

# *Greater Asheville Regional Airport Authority*

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## *~ Resolution ~*

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A RESOLUTION CONFERRING STANDBY AUTHORITY TO ACCEPT GRANTS BY THE GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY DURING THE FISCAL YEAR 2020-2021

**WHEREAS**, the Greater Asheville Regional Airport Authority (“Authority”) is a body corporate and politic organized and created by the North Carolina General Assembly pursuant to Session Law 2012-121, House Bill 552 known as the Greater Asheville Regional Airport Authority Act (“Act”); and

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

**WHEREAS**, the Authority has the right under the Act to accept grants of money and/or materials or property of any kind for any existing or future airport facilities from the State of North Carolina, the United States, or any agency, department, or subdivision of either of them: and

**WHEREAS**, the Federal Aviation Administration (“FAA”), a division under the United States Department of Transportation, annually awards entitlement grants and discretionary grants to airports throughout the United States in support of airport capital improvement projects; and

**WHEREAS**, the Airport is eligible for such grants; and

**WHEREAS**, the window of time to accept such grants from the FAA is usually relatively short and may not fall within the schedule of Authority board meetings; and

**WHEREAS**, the Executive Director recommends that the Authority adopt this resolution so as not to be in a position whereby a grant is forfeited or denied.

**NOW, THEREFORE, BE IT RESOLVED** and Adopted by the Authority as follows:

Lew Bleiweis, A.A.E., Executive Director of the Greater Asheville Regional Airport Authority, Michael Reisman, A.A.E., Deputy Executive Director, the Chair of the Authority, and/or the Vice Chair of the Authority, or any of them or their successors in office (each an “Authorized Officer”) be, and they hereby are, authorized to accept, on behalf of the Authority, any and all grant offers made to the Authority by the State of North Carolina, the United States, or any agency, department, or subdivision of either of them; to execute and deliver, for and on behalf of the Authority, any and all instruments necessary to accept such grant offers; to ratify, accept, and adopt all assurances, statements, representations, warranties, covenants and agreements contained in any project application submitted by the Authority in connection with such grants; and to agree, on behalf of the Authority, to comply with any and all such assurances.

Adopted this 12<sup>th</sup> day of June, 2020

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Matthew C. Burril, Chair

Attested by:

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Ellen M. Heywood, Clerk to the Board



## **MEMORANDUM**

TO: Members of the Airport Authority

FROM: Lisa Jump, Director of Administration and Human Resources

DATE: June 12, 2020

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

Approval of Business Insurance Renewal

### **BACKGROUND**

USI, our business insurance broker, has been able to provide finalized quotes for our business insurances. They have presented the following costs, which are within the budgeted amounts in the FY2020/2021 budget.

USI will be renewing our property coverage with Chubb Insurance for \$75,219, general liability coverage with Chubb for \$35,310, auto coverage with American Southern Insurance for \$22,862, worker's compensation coverage with Technology Insurance Company for \$95,474 (Experience Mod decreased from 1.07 to 1.00), and commercial crime coverage with AIG for \$715. Our public official's coverage will be placed with Chubb for \$21,746, and law enforcement liability will remain with QBE for \$15,368. The annual service fee is \$15,000 in lieu of commission. Our total FY2020/2021 business insurance cost is \$291,436. This is a decrease of \$1,073 from FY2019/2020's actual cost of \$292,509.

### **ISSUES**

None.

### **ALTERNATIVES**

None.



## **FISCAL IMPACT**

The costs for the business insurance coverages outlined above were provided in the Authority's FY2020/2021 budget for a total of \$333,725. A spreadsheet comparing the quoted actual costs to the FY2020/2021 budget amounts and to the prior year's actual costs are provided.

## **RECOMMENDED ACTION**

It is respectfully requested that the Greater Asheville Regional Airport Authority Board resolve to (1) approve the renewal of Authority's business insurance coverages in an amount not to exceed premiums outlined above, and (2) authorize the Executive Director to execute the necessary documents.

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

	FY2020		FY2021		FY2021 Actual to 2021 Budget Over/(Under)		FY2021 Estimate vs FY2020 Actuals Over/(Under)	
	FY2020 Budget	FY2020 Actual	FY2021 Budget	FY2021 Actual	Amount	%	Amount	%
	<b>Insurance</b>							
Property & Casualty	\$ 81,700	\$ 66,733	\$ 72,000	\$ 75,219	\$ 3,219	4.5%	\$ 8,486	12.7%
General Liability	36,750	33,000	36,000	35,310	(690)	(1.9%)	2,310	7.0%
Auto Liability	21,780	19,622	21,000	22,862	1,862	8.9%	3,240	16.5%
Other Insurance	42,900	47,328	48,725	47,571	(1,154)	(2.4%)	243	0.5%
Worker's Compensation	107,470	110,826	141,000	95,474	(45,526)	(32.3%)	(15,352)	(13.9%)
Service Fee	15,000	15,000	15,000	15,000	-	0.0%	-	0.0%
<b>Total Insurance</b>	<b>\$ 305,600</b>	<b>\$ 292,509</b>	<b>\$ 333,725</b>	<b>\$ 291,436</b>	<b>\$ (42,289)</b>	<b>(12.7%)</b>	<b>\$ (1,073)</b>	<b>(0.4%)</b>



## **MEMORANDUM**

TO: Members of the Airport Authority

FROM: Janet Burnette  
Director of Finance and Accounting

DATE: June 12, 2020

### **ITEM DESCRIPTION – Consent Item D**

Approve Amendment to the FY19/20 Budget for Airfield Lighted Xs

### **BACKGROUND**

The replacement of the existing runway lighted Xs was approved, by the Authority Board, in the FY2020-2021 budget. However, the existing equipment is at its end of life, continues to fail and is unreliable. The Xs are used during runway closure and are critical for the continuation of the runway construction project. Therefore, immediate replacement is necessary. This capital item will be paid from the current year budget rather than the FY2020-2021 budget.

### **ISSUES**

None.

### **ALTERNATIVES**

None.

### **FISCAL IMPACT**

The budget amendment will increase both FY19/20 budgeted revenues and expenditures by \$40,000.

Consent Item D





## **MEMORANDUM**

TO: Members of the Airport Authority

FROM: Janet Burnette  
Director of Finance and Accounting

DATE: June 12, 2020

### **ITEM DESCRIPTION – Consent Item E**

Approve Amendment to the FY20/21 Budget for Airfield Lighted Xs

### **BACKGROUND**

The replacement of the existing runway lighted Xs was approved, by the Authority Board, in the FY2020-2021 budget. However, the existing equipment is at its end of life, continues to fail and is unreliable. The Xs are used during runway closure and are critical for the continuation of the runway construction project. Therefore, immediate replacement is necessary. This capital item will be paid from the FY19/20 budget rather than the FY20/21 budget. We are requesting to remove this item from the FY20/21 budget.

### **ISSUES**

None.

### **ALTERNATIVES**

None.

### **FISCAL IMPACT**

The budget amendment will decrease both FY20/21 budgeted revenues and expenditures by \$40,000.

Consent Item E



**RECOMMENDED ACTION**

It is respectfully requested that the Authority Board resolve to amend the FY2020/2021 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, 2021:

Section 1. To amend the appropriations as follows:

**EXPENDITURES:**

	<u>Decrease</u>	<u>Increase</u>
Renewal and Replacement	\$40,000	
Totals	<u>\$40,000</u>	<u>                    </u>

This will result in a net decrease of \$40,000 in the appropriations. Revenues will be revised as follows:

**REVENUES:**

	<u>Decrease</u>	<u>Increase</u>
Transfer from GARAA Cash	\$40,000	
Totals	<u>\$40,000</u>	<u>                    </u>

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

Adopted this 12<sup>th</sup> day of June, 2020.

\_\_\_\_\_  
Matthew Burrell, Chair

Attested by:

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



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## MEMORANDUM

TO: Members of the Airport Authority

FROM: Jared Merrill  
Planning Manager

DATE: June 12, 2020

### ITEM DESCRIPTION – New Business Item A

Approve Zachry Construction Change Order #3 for South Apron Expansion Project

### BACKGROUND

The Airport Board approved the contract with Zachry Construction for the South Apron Expansion Project on August 9, 2019 in the amount of \$9,087,857.00. Subsequently, Change Order No. 1 was approved on November 22, 2019 with a deduct of \$14,047.50 and Change Order no. 2 was approved on May 8, 2020 with an increase of \$246,198.50. Zachry Construction is approximately 35% complete with the project.

During construction, two separate storm pipes that were previously unknown were discovered. Both pipes are active and require re-routing and re-connection. Additionally, as a result of replacing additional pavement beyond the original construction limits, it became necessary to relocate several electronic loop detectors for the access control system serving the employee parking lot.

Per the contracted unit pricing and additional negotiations with the contractor the cost to complete these changes will be \$56,274.88. An increase to the contract time by 10 calendar days is also included.

### ISSUES

None.

### ALTERNATIVES

None. This work is required to complete this project.

New Business – Item A



## **FISCAL IMPACT**

The total Change Order #3 proposed by Zachry Construction to complete this work is \$56,274.88 which is based on the unit prices in the contract and negotiations for work outside the original scope. This increase brings the total construction contract to \$9,376,282.88. Costs will presently be funded utilizing Airport Funds. However, additional FAA grant funding is anticipated to cover these costs. This additional cost is within the current project construction budget of \$9,542,250.00.

## **RECOMMENDED ACTION**

It is respectfully requested that the Airport Authority Board resolve to (1) approve Change Order #3 with Zachry Construction in the amount of \$56,274.88; and (2) authorize the Executive Director to execute the necessary documents.



ASHEVILLE REGIONAL AIRPORT  
 EXPAND TERMINAL APRON – SOUTH  
 CHANGE ORDER NUMBER THREE (3) rev  
 MAY 21, 2020



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

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

**SUMMARY OF CHANGE**

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

**CONTRACT CHANGES**

	<u>CONTRACT AMOUNT (\$)</u>	<u>CONTRACT TIME (CD)</u>
Original Bid	\$ 9,087,857.00	420
Change Order Number One	(\$ 14,047.50)	0
Change Order Number Two	\$ 246,198.50	35
Change Order Number Three	\$ 56,274.88	10
<b>Revised Contract Total</b>	<b>\$ 9,376,282.88</b>	<b>465</b>

**APPROVED**

Greater Asheville Regional Airport Authority

By: \_\_\_\_\_ (Owner)      Date: \_\_\_\_\_

Name: \_\_\_\_\_      Title: \_\_\_\_\_

**ACCEPTED**

Zachry Construction Corporation

By:  (Contractor)      Date: **5.21.20**

Name: **Jon Chism**      Title: **Project Manager**

**REVIEWED**

Parrish and Partners of NC, PLLC

By:  (Engineer)      Date: **5.21.20**

Name: **Jon McCalmont**      Title: **Proj. Manager**

### CHANGES ORDERED:

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

### NEED FOR CHANGES ORDERED:

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

- 1) Additional drainage pipe from existing structure S9 to proposed structure S2;
  - a. During installation of the temporary drainage pipe from the existing 48" pipe through the site to the existing 72" pipe, an existing 15" RCP was found that was not previously known. The found pipe was buried and clogged with no apparent outfall. This condition appeared to have been in existence for several years. Upon release of the water that had backed up into the existing pipe and structure, the pipe continued to drain during rainfall events, therefore the pipe required connection to the proposed drainage system being installed with this project. In order to continue the drainage properly a 15" HDPE is proposed to connect the existing 15" RCP with a concrete collar to the proposed Structure 2. This pipe is being included as a new line item "CO3.1 15" HDPE (PIPE 15, INCL. CONC. COLLAR)".
- 2) Additional drainage pipe found near Rental Car Rd. and the Employee Parking Lot entrance;
  - a. During the installation of collection trap B, a pipe was found to be draining runoff from an inlet on Rental Car Rd. This pipe was not located during the design survey and there were no records of this drainage on the available historical project documents, or in the existing conditions AutoCAD file for the airport. In order to maintain adequate drainage for runoff from Rental Car Rd. the pipe required tie-in to either the proposed drainage system or the existing drainage system. Due to the design restrictions and requirements, the additional stormwater volume was not permitted to enter the proposed system. Therefore, the pipe was required to be reconnected to the existing system to maintain the pre-project flow characteristics and routing. In order to accommodate this and install the proposed drainage structures concurrently, a new drainage path was laid out that would install the drainage components as required, while minimizing the impacts to existing features. The following items are associated with this work and included with this change order:
    - i. Item CO3.2: This item is the 15" Class III RCP, which matches the existing pipe.
    - ii. Item CO3.3: This includes three manhole structures required to construct the pipe alignment that minimizing impacts and disruption to existing features.
    - iii. Item CO3.4: Due to the routing and installation of the pipe, it is unavoidable to impact an existing handicap ramp. Therefore, this item includes the demolition of the existing handicap ramp and installation of a new handicap ramp, including all appurtenances, curb, sidewalk, detectable warning surface plate, etc.
- 3) Replace Employee Parking Lot Automatic Gate, Loop Detectors;
  - a. Due to the location of an existing loop detector found to be within the new employee parking lot pavement, the existing loop detector required replacement. In order to maintain consistency with equipment, all four loop detectors are being replaced at the same time.

### CONTRACT TIME REVISIONS:

This change order includes contract time revisions to account for all impacts and extensions related to the above referenced items:

- 1) An additional ten (10) Calendar Days is being added due to the incorporation of additional drainage installation and associated work, as described above.





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## MEMORANDUM

TO: Members of the Airport Authority

FROM: Jared Merrill  
Planning Manager

DATE: June 12, 2020

### ITEM DESCRIPTION – New Business - Item B

Approval of Work Authorization No. 2R(A) with Parrish and Partners of North Carolina, PLLC for South Terminal Apron Expansion Project Engineering Services

### BACKGROUND

On November 9, 2018, the Airport Board approved Work Authorization No. 2 with Parrish and Partners of North Carolina, PLLC for design and construction services associated with the south apron expansion project in the amount of \$821,196.00. Subsequently, on October 11, 2019 the Airport Board approved the additional required services Work Authorization No. 2R (first revision) that increased the total contract to \$979,449.00. That revision included additional storm water permitting requirements with the State not previously required, design for an additional 2,500 square yards of concrete apron above what was anticipated in the original scope, additional bidding phase services (re-bid of project a second time), and increase in Quality Assurance testing during construction based on extension of project timeline.

The second revision to this work authorization, titled Work Authorization No. 2R(A), is compiled to include the following items:

1. Increase Parrish and Partners construction phase services from the original contracted 210 calendar days to match the current construction contract duration of 465 calendar days. As previously reported to the Board, the construction duration was increased largely since the on-site borrow was not available and the material had to be hauled from an off-site location which required adding significant time to the construction schedule. This additional construction phase services include project administration, site visits, project meetings, processing contractor pay requests, and on-site Resident

New Business – Item B



Project Representative services. The total proposed amount for these items is \$353,969.00.

2. To comply with Buncombe County regulations, a Special Inspection is required by the owner for inspection of the retaining wall construction. These services will be provided at an estimated cost of \$51,355.00. Inspections were included in the construction contract and a subsequent credit is expected from the contractor to help offset these costs.
3. Unexpected groundwater was observed and requires mitigation in the form of subgrade stabilization. Through several meetings and discussions, a stabilization plan was developed and will require full time oversight by a Geotechnical Technician/Engineer. These services will be provided at an estimated cost of \$12,155.00.

Per the contracted unit pricing and negotiations with the Parrish and Partners the total additional cost to complete these changes will be \$417,449.00.

## **ISSUES**

None.

## **ALTERNATIVES**

None. This work is required to complete this project.

## **FISCAL IMPACT**

The total Work Authorization No. 2R(A) proposed by Parrish and Partners to complete this work is \$417,449.00, which is based on the unit prices in the contract and negotiations. This increase brings the total contract to \$1,396,928.00. Costs will presently be funded utilizing Airport Funds.

## **RECOMMENDED ACTION**

It is respectfully requested that the Airport Authority Board resolve to (1) approve Work Authorization No. 2R(A) with Parrish and Partners in the amount of \$417,449.00; (2) authorize the Executive Director to execute the necessary documents; and (3) to amend the FY2019/2020 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, 2020:

Section 1. To amend the appropriations as follows:

**EXPENDITURES:**

	<u>Decrease</u>	<u>Increase</u>
Capital Improvements	_____	\$417,449.00
Totals	_____	\$417,449.00

This will result in a net increase of \$417,449.00 in the appropriations. Revenues will be revised as follows:

**REVENUES:**

	<u>Decrease</u>	<u>Increase</u>
Transfer from GARAA Cash	_____	\$417,449.00
Totals	_____	\$417,449.00

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

Adopted this 12<sup>th</sup> day of June 2020.

\_\_\_\_\_  
 Matthew Burrell, Chair

Attested by:

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

**WORK AUTHORIZATION NO. 2R(A)**

**CONSULTANT SCOPE OF SERVICES**

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**

Scope of Services for Professional Consulting Services, as referenced in the Professional Consulting Agreement between the GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY and PARRISH AND PARTNERS OF NORTH CAROLINA, PLLC, dated August 13, 2018.

**PROJECT:** Expand Terminal Apron – South (Approx. 13,500 SY)

**SCOPE OF SERVICES:** See Attachment A revised

**CONSULTANT TEAM:** Parrish & Partners of North Carolina, PLLC  
 Terracon (Design Geotechnical) | Clearwater Enviro (Permitting)  
 Blue Ridge Land Surveying (Surveying)  
 S&ME (QA Testing Services, on-call)

**SCHEDULE:** Design: **135 working days** | Construction: **465 calendar days**

**PROJECT BUDGET:** **\$11M** (Estimated)

		<b>WA 2R</b>	<b>Additional</b>	<b>WA 2R(A)</b>
<b>FEES:</b>	Preliminary Design Phase	\$ 51,731.00	-	\$ 51,731.00
	Design Development Phase	\$131,177.00	-	\$ 131,177.00
	Design and Permitting Phase	\$105,329.00	-	\$ 105,329.00
	Additional Scope Items (Design & Bidding)	\$ 55,680.00	-	\$ 55,680.00
	Bidding and Contract Preparation Phase	\$ 22,699.00	-	\$ 22,699.00
	Construction and Close-Out Phase (210 CD)	\$137,778.00	-	\$ 137,778.00
	Add'l Construction Phase Services (255 CD)	-	\$105,500.00	\$ 105,500.00
	Special/Additional Services	\$475,055.00	\$311,979.00	\$ 787,034.00
	<b>Total Lump Sum</b>			<b>\$ 1,396,928.00</b>

**Authority:**

Greater Asheville Regional  
 Airport Authority

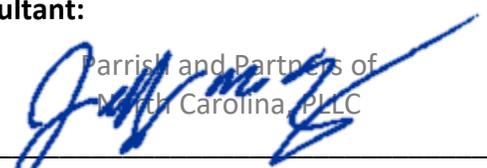
By: \_\_\_\_\_

Lew Bleiweis, AAE  
 Executive Director

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

**Consultant:**

Parrish and Partners of  
 North Carolina, PLLC

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

Jeff Kirby, PE  
 Senior Vice President

Date: 6.3.20

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

\_\_\_\_\_  
 Finance Director

\_\_\_\_\_  
 Date

Attachments: Attachment A revised (A) – Work Authorization No. 2R(A) Detail (Scope of Work)  
 Attachment B revised (A) – Fee Spreadsheet(s)  
 Attachment C revised (A) – Subconsultant Proposals

**ATTACHMENT A revised (A)**

Work Authorization No. 2R(A) Detail  
(Scope of Work)  
*16 Pages*

**WORK AUTHORIZATION NO. 2R(A)**

For:

**EXPAND TERMINAL APRON – SOUTH  
(APPROX. 13,500 SY)****GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY****OCTOBER 30, 2018****Revised: SEPTEMBER 20, 2019****Revised: JUNE 3, 2020**

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Throughout the course of the design phase of the referenced project, the scope of work changed to accommodate additional project requirements. In an effort to maintain progress and meet the desired project completion schedule, the **CONSULTANT** agreed to complete the additional scope tasks and submit an amendment to revise original agreement upon completion of the design and bidding phase. Work Authorization Number Two revised (2R) was prepared to document and summarize the additional scope tasks and scope revisions related to design efforts, but did not account for construction contract time adjustments. This Work Authorization Number Two revised A (2R(A)) is being prepared to accommodate the increased construction contract time. The original Scope of Work included a construction contract time of 210 Calendar Days (CD). Following the previous project scope changes and change orders that have been executed since construction began, the current construction contract time is 465 Calendar Days (CD).

**ADDITIONAL SCOPE OF SERVICES:**

The following is a summary of the additional construction phase services:

**1. Construction Phase Services –**

The additional scope for construction phase services includes those services required to maintain Construction Administration (CA) services throughout the duration of the construction contract time. The additional CA services included with this revision are to cover construction contract time of an additional 255 CD, which is an increase of 121%. This increase was primarily realized based on the change in scope of work throughout the course of the design. A significant factor was the determination that the on-site source of material was not adequate to produce enough material to complete the increased project size, therefore the project became an “off-site borrow” project. Due to the limitations and restrictions associated with hauling material on public roadways, versus in off road equipment, the time required was significantly increased. Similarly, due to the various design elements that changed during the design phase (described in WA 2R) additional contract time was added to the estimated construction contract time. The current contract time for construction is 465 calendar days.

- a. With the increase in total contract time, many standard Construction Phase Services tasks remain unimpacted by the increase, however the following tasks are directly associated with the project duration:
    - i. Daily Project Administration
    - ii. Review and Coordination of Shop Drawing Submittals
      1. (hours not included: *no additional hours permitted*)
    - iii. Review and Coordination of Requests for Information (RFI)
      1. (hours not included: *no additional hours permitted*)
    - iv. Construction Progress Meetings (biweekly)
    - v. Supplemental Site Visits
    - vi. Processing and Reviewing Contractor's Pay Request (generally monthly)
  - b. A separate Services Task "Additional Construction Phase Services" was created to include the above items and verify there are no duplications of work tasks.
2. Special / Additional Services revisions –
    - a. The subcontracted fee for QA Testing Services by S&ME was previously increased to accommodate additional project testing requirements. Their proposal is included in the Attachment C revised (A).
      - i. In order to comply with Buncombe County regulations, a Special Inspection is required for inspection of the construction of the retaining wall. S&ME will provide these services.
      - ii. Unexpected groundwater was observed and requires mitigation in the form of subgrade stabilization. Through several meetings and discussions, a stabilization plan was developed and will require full time oversight by a Geotechnical Technician/Engineer. S&ME will provide these services.
      - iii. This "Special Retaining Wall Inspection & Stabilization Service" is to be provided by S&ME and is included in the Subconsultant Fees section of Attachment B revised (A) with proposals in Attachment C revised (A).
    - b. Similar to that discussed in Item 1 above, the RPR's project inspection time and associated expenses previously provide for services associated with a 210 CD project. This WA 2R(A) includes services associated with the current 465 CD.
      - i. The initial estimated time included for average weekly hours for the RPR was 50 hours per week. From the first day of construction, the Contractor has been working six to seven days per week, typically most available daylight hours. Based on regular confirmation through progress meeting discussions and review of their project schedule, it is expected that their workweeks will continue similar to the first 200(+/-) CD of work that has been completed which greatly exceeds the budgeted hours. However, in order to provide a baseline comparison, this WA 2R(A) includes a new line item 3b in the RPR Services table of the Special/Additional Services Task that utilizes the original assumption of 50 hours per week for the remaining 255 CDs. Additional hours may be required to maintain full-time RPR Services, unless an alternate RPR schedule is coordinated.

## EXPAND TERMINAL APRON – SOUTH

### SCOPE OF SERVICES

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The following pages provide the current Scope of Work included with P&P Work Authorization No. 2, dated October 30, 2018, revised September 20, 2019, with changes highlighted with **gray background and bold text** to identify the scope revisions. The revised current scope text remains with ~~strikethrough~~ font.

#### I. PROJECT DESCRIPTION:

This project consists of the design services associated with a project to expand the existing terminal apron to the south. It is anticipated that the size of the expanded portion of apron pavement will be approximately 13,500 square yards and will include impacts to the existing employee parking lot and other existing airfield facilities. Design efforts will involve subcontracted services for geotechnical investigation as well as ground survey.

#### II. SCOPE OF SERVICES:

The scope of work for this Work Authorization includes:

1. Preliminary Design Phase – Prepare Preliminary Plans (30%)
2. Design Development Phase – Prepare Design Review Plans (60%)
3. Design and Permitting Phase – Prepare Final Plans (90%, 100%, & As-Bid)
  - a. Prepare Erosion Control Plans and Coordinate with Agencies
4. Bidding and Contract Preparation Phase
5. Construction and Close-Out Phase Services **(210 CD contract time)**
6. **Additional Construction Phase Services (255 CD contract time)**
7. Special / Additional Services
  - a. Pre-Design Ground Surveying, including Utility Location Services
  - b. Pre-Design Geotechnical Investigation Services
  - c. Wetland/Stream Mitigation & Permitting Services
  - d. Resident Project Representative Services
  - e. Quality Assurance Testing Services
    - i. Special Retaining Wall Inspection Services**
    - ii. Site Stabilization Observation Services**
  - f. Preparation of Construction Management Plan
  - g. Prepare Record Drawings (As-Builts)

## A. DESIGN CRITERIA AND REQUIREMENTS

The following are the primary FAA Advisory Circulars and other design standards to be utilized during the design effort. All design will be performed according to the current edition at the time of execution of this work authorization

- FAA AC 150/5300-13; Airport Design
- FAA AC 150/5340-1; Standards for Airport Markings
- FAA AC 150/5370-2; Operational Safety on Airports During Construction
- FAA AC 150/5320-6; Airport Pavement Design and Evaluation
- FAA AC 150/5340-30; Design and Installation Details for Airport Visual Aids
- FAA AC 150/5370-10; Standards for Specifying Construction of Airports
- Federal Aviation Regulation Part 77 Surfaces

## B. WORK TASKS DESCRIPTIONS

i) BASIC SERVICES: The **CONSULTANT** shall perform the following Basic Services for the project as outlined in Exhibit C of the above referenced Master Agreement and further described below:

(1) Preliminary Design Phase: The **CONSULTANT** shall:

- (a) General Project Coordination with **OWNER** on matters affecting the Project and general correspondence preparation, as needed with this phase;
- (b) Coordinating with **OWNER** and funding agencies on project formulation, including cost estimated project justification;
- (c) Prepare project scoping, fee preparation, project justification, finances, and schedules;
- (d) Provide ground surveys, soil borings, and laboratory soil testing utilizing subcontracted services;
- (e) Prepare preliminary plans and documents (approximately 30% completion level) for agency review and comment. An estimated list of sheets to be included in this submission is as follows:

- Cover Sheet
- General Notes and Safety Notes (CSPP-1 and CSPP-2)
- Project Phasing Layout (CSPP-3)
- Existing Conditions
- Typical Sections
- Geometric Layout and Demolition Plans
- Drainage Layout
- Technical Specifications Outline

(f) Perform quality review and revisions prior to submission.

(g) Deliverables:

Three (3) half-size printed copies of preliminary review documents as outlined above for **OWNER** review and coordination with other agencies.

(2) Design Development Phase: The **CONSULTANT** shall:

- (a) Perform General Project Coordination with **OWNER** on matters affecting the Project and general correspondence preparation, as needed with this phase;
- (b) Coordinate with **OWNER** and funding agencies as necessary with this phase;
- (c) Prepare Erosion Control Plans and Coordinate with Agencies. **CONSULTANT** will prepare the necessary erosion control plans and coordinate necessary permits with the agencies;
- (d) Evaluate Storm Water Management requirements and coordinate with agencies as necessary for the project;
- (e) Prepare design documents of the project and prepare detailed plans, technical specifications, at approximately the 60% completion level.

An estimated list of sheets are as follows;

- Cover Sheet
  - Summary of Quantities
  - General Notes and Safety Notes (CSPP-1 and CSPP-2)
  - Project Phasing Layout (CSPP-3)
  - Construction Safety and Phasing Plans (CSPP-4 and CSPP-5)
  - Existing Conditions
  - Typical Sections
  - Geometric Layout and Demolition Plans
  - Grading and Drainage Plans
  - Concrete Joint Layout Plans
  - Drainage Layout Plans
  - Erosion Control Plans and Details
  - Marking Plans and Details
  - Lighting Plans and Details
  - Technical Specifications – Draft
- (f) Perform quality review and revisions prior to submission.
- (g) Deliverables:  
Three (3) half-size printed copy of review documents, as well as electronic versions of preliminary design report and draft specifications as outlined above for **OWNER** review and coordination with other agencies.

(3) Design and Permitting Phase: The **CONSULTANT** shall:

- (a) Perform General Project Coordination with **OWNER** on matters affecting the Project and general correspondence preparation, as needed with this phase;
- (b) Coordinate with **OWNER** and funding agencies as necessary with this phase, including but not limited to coordination with airport users on potential construction schedules and submission of FAA Airspace (Form 7460);
- (c) Prepare Storm Water Management Plan for the project area;
- (d) Prepare review design documents of the project and prepare detailed plans, technical specifications, incorporating comments from previous submittal (90% completion level).

An estimated list of sheets are as follows;

- Cover Sheet
  - Summary of Quantities
  - General Notes and Safety Notes (CSPP-1 and CSPP-2)
  - Project Phasing Layout (CSPP-3)
  - Construction Safety and Phasing Plans (CSPP-4 and CSPP-5)
  - Existing Conditions
  - Typical Sections
  - Geometric Layout and Demolition Plans
  - Grading and Drainage Plans
  - Concrete Joint Layout Plans
  - Drainage Layout Plans
  - Erosion Control Plans and Details
  - Miscellaneous Details
  - Marking Plans and Details
  - Lighting Plans and Details
  - Cross Sections
  - Technical Specifications
- (e) Prepare for review and approval by **OWNER**, its legal counsel and other advisors, necessary Bidding information, bidding forms, the Conditions of the Contract, and the form of Agreement between the **OWNER** and Contractor (otherwise referred to as the Front-End Contract Documents including FAA General Provisions);
  - (f) Prepare final design documents of the project, incorporating comments from previous review (100% completion level);
  - (g) Prepare Final Design Report, including adjustments to the preliminary estimate of probable construction costs caused by changes in general scope, extent or character or design requirements of the **PROJECT**, or market conditions;
  - (h) Prepare and coordinate applicable documents to obtain Erosion & Sediment Control permit with Buncombe County, DEQ, or other applicable agencies;

- (i) Perform quality review and revisions prior to submissions of documents;
  - (j) Incorporate **OWNER** comments from review submittals of the design documents;
  - (k) Print and provide necessary copies for in-house production of engineering drawings and contract specifications;
  - (l) Deliverables:  
Three (3) half-size printed copies of final design documents, as well as electronic versions of final design report and specifications as outlined above for **OWNER** review and coordination with other agencies.
- (4) Bidding and Contract Formulation Phase: The **CONSULTANT** shall:
- (a) Assist the **OWNER** in advertising for and obtaining bids for the **PROJECT**, and, maintain a record of prospective bidders to whom Bidding Documents have been issued, and receive and process payments for Bidding Documents;
  - (b) Receive and respond to contractors inquires related to the **PROJECT**;
  - (c) Assist the **OWNER** in conducting a pre-bid conference to share pertinent bidding and technical information and requirements with prospective bidders;
  - (d) Issue addenda as appropriate to interpret, clarify or expand the Bidding Documents;
  - (e) Distribute sets of Bidding Documents to Prospective Bidders and plan offices (Dodge and AGC) during the Bidding Phase; and,
  - (f) Attend bid opening, prepare bid tabulation sheets, assist **OWNER** in evaluating bids, and provide a formal recommendation to award.
  - (g) Deliverables:
    - Summary of bids received and a unit cost analysis
    - Recommendation of award

- (5) Construction and Close-Out Phase: After notice to proceed with the Construction Phase, **CONSULTANT** shall:
- (a) The construction project duration is anticipated to be 8 months (**210 Calendar Days**), which includes 30 days provided to the Contractor for completion of punch list items;
  - (b) The **CONSULTANT's** responsibility to provide Basic Services for the Construction Phase under this Agreement commences with the award of a Contract for Construction and terminates upon completion of final payment to the Contractor and issuance of close-out documents to the **OWNER**;
  - (c) The **CONSULTANT** will prepare the applicable grant application documentation, as well as other items related to project setup, and provide to the **OWNER** for further coordination;
  - (d) The **CONSULTANT** will coordinate the project startup items necessary with the **OWNER** and Contractor to schedule the construction start and other pre-construction startup items;
  - (e) The **CONSULTANT** will provide basic daily project administration throughout the duration of the referenced construction period. These tasks include items such as coordination with the RPR regarding project updates, assistance with scheduling of QA testing and coordination of on-call testing, provide regular updates to the **OWNER** regarding project status, and other general construction coordination items;
  - (f) **CONSULTANT** shall attend and administer the preconstruction conference;
  - (g) **CONSULTANT** shall attend and administer the pre-paving conference and review document provided prior to meeting;
  - (h) Visits to Site and Observation of Construction: In connection with observations of the work of Contractor(s) while it is in progress:
    - i. **CONSULTANT** shall make visits to the site at intervals appropriate to the various stages of construction as **CONSULTANT** deems necessary in order to observe as an experienced and qualified design professional the progress of the various aspects of Contractor(s)' work. Based on information obtained during such visits and on such observations, **CONSULTANT** shall endeavor to determine in general if such work is proceeding in accordance with the Contract Documents and **CONSULTANT** shall keep **OWNER** informed of the progress of the work;
    - ii. **CONSULTANT** shall not during such visits or as a result of such observations of Contractor(s)' work in progress, supervise, direct or have control over Contractor(s)'s work nor shall **CONSULTANT** have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by Contractor(s), for safety precautions and programs incident to the work of Contractor(s) or for any failure of Contractor(s) to comply with laws, rules, regulations, ordinances, codes or orders applicable to Contractor(s)

furnishing and performing their work. Accordingly, **CONSULTANT** can neither guarantee the performance of the construction contracts by Contractor(s) nor assume responsibility for Contractor(s)' failure to furnish and perform their work in accordance with the Contract Documents;

- (i) Defective Work: During such visits and on the basis of such observations, **CONSULTANT** may disapprove of or reject Contractor(s)' work while it is in progress if **CONSULTANT** believes that such work will not produce a completed Project that conforms generally to the Contract Documents or that it will diminish the integrity of the design concept of the Project as reflected in the Contract Documents;
- (j) Interpretations and Clarifications: **CONSULTANT** shall issue necessary interpretations and clarifications of the Contract Documents and in connection therewith prepare work directive changes and change orders as required;
- (k) Shop Drawings: **CONSULTANT** shall review and approve (or take other appropriate action in respect of) Shop Drawings (as that term is defined in the aforesaid Standard General Conditions), samples and other data which Contractor(s) are required to submit, but only for conformance with the design concept of the Project. Such reviews and approvals or other action shall not extend to means, methods, techniques, sequences or procedures of construction or to safety precautions and programs incident thereto;
- (l) Substitutes: **CONSULTANT** shall evaluate and determine the acceptability of substitute materials and equipment proposed by Contractor(s), but subject to the provision the Master Agreement for Professional Services;
- (m) Inspections and Tests: **CONSULTANT** shall have authority, as **OWNER's** representative, to require special inspection or testing of the work, and shall receive and review certificates of inspections, tests, and approvals required by laws, rules, regulations, ordinances, codes, orders or the Contract Documents (but only to determine generally that their content complies with the requirements of, and the results certified indicate compliance with, the Contract Documents);
- (n) Disputes between **OWNER** and Contractor: **CONSULTANT** shall act as initial interpreter of the requirements of the Contract Documents and judge of the acceptability of the work thereunder and make decisions on all claims of **OWNER** and Contractor(s) relating to the acceptability of the work or the interpretation of the requirements of the Contract Documents pertaining to the execution and progress of the work. **CONSULTANT** shall not be liable for the results of any such interpretations or decisions rendered in good faith;

- (o) Applications for Payment: Based on **CONSULTANT's** on-site observations as an experienced and qualified design professional, on information provided by the Resident Project Representative and on review of applications for payment and the accompanying data and schedules:
- i. **CONSULTANT** shall determine the amounts owing to Contractor(s) and recommend in writing payments to Contractor(s) in such amounts. Such recommendations of payment will constitute a representation to **OWNER**, based on such observations and review, that the work has progressed to the point indicated, and that, to the best of **CONSULTANT's** knowledge, information and belief, the quality of such work is generally in accordance with the Contract Documents (subject to an evaluation of such work as a functioning whole prior to or upon Substantial Completion, to the results of any subsequent tests called for in the Contract Documents and to any other qualifications stated in the recommendation). In the case of unit price work, **CONSULTANT's** recommendations of payment will include determinations of quantities and classifications of such work (subject to any subsequent adjustments allowed by the Contract Documents);
  - ii. By recommending any payment, **CONSULTANT** will not thereby be deemed to have represented that exhaustive, continuous or detailed reviews or examinations have been made by **CONSULTANT** to check the quality or quantity of Contractor(s)'s work as it is furnished and performed beyond the responsibilities specifically assigned to **CONSULTANT** in this Agreement and the Contract Documents. **CONSULTANT's** review of Contractor(s)' work for the purposes of recommending payments will not impose on **CONSULTANT** responsibility to supervise, direct or control such work or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incident thereto or Contractor(s) compliance with laws, rules, regulations, ordinances, codes or orders applicable to their furnishing and performing the work. It will also not impose responsibility on **CONSULTANT** to make any examination to ascertain how or for what purposes any Contractor has used the moneys paid on account of the Contract Price, or to determine that title to any of the work, materials or equipment has passed to **OWNER** free and clear of any lien, claims, security interests or encumbrances, or that there may not be other matters at issue between **OWNER** and Contractor that might affect the amount that should be paid.

- (p) **CONSULTANT** shall assist with FAA AIP Grant application package and associated funding requests. This includes coordination associated with potential negotiations with the low bid contractor, budget adjustments, determination of project inclusions of additive work, sponsor certification forms, and other coordination necessary to request FAA grant;
- (q) Contractor(s)' Completion Documents: **CONSULTANT** shall receive and review maintenance and operating instructions, schedules, guarantees, bonds and certificates of inspection, tests and approvals which are to be assembled by Contractor(s) in accordance with the Contract Documents (but such review will only be to determine that their content complies with the requirements of, and in the case of certificates of inspection, tests and approvals the results certified indicate compliance with, the Contract Documents); and shall transmit them to **OWNER** with written comments;
- (r) **CONSULTANT** shall prepare a Final Project Report to accompany the submittal of Record Drawings. The Final Project Report will include a summary of construction project information, financial, schedule, etc. This report shall also include the appropriate documentation of the testing summary for the QA tests completed throughout the project for compliance with FAA specifications;
- (s) Inspections: **CONSULTANT** shall conduct an inspection to determine if the work is substantially complete and a final inspection to determine if the completed work is acceptable to **OWNER, FAA** and other governing agencies so that **CONSULTANT** may recommend, in writing, final payment to Contractor(s) and may give written notice to **OWNER** and the Contractor(s) that the work is acceptable (subject to any conditions therein expressed), but any such recommendation and notice will be subject to the limitations expressed in the Master Agreement for Professional Services; and,
- (t) Limitation of Responsibilities: **CONSULTANT** shall not be responsible for the act or omissions of any Contractor, or of any subcontractor or supplier, or any of the Contractor(s)' or subcontractor's or supplier's agents or employees or any other persons (except **CONSULTANT's** own employees and agents) at the site or otherwise furnishing or performing any of the Contractor(s)' work; however, nothing contained in paragraphs a through m inclusive, shall be construed to release **CONSULTANT** from liability for failure to properly perform duties and responsibilities assumed by **CONSULTANT** in the Contract Documents.

(6) **Additional Construction Phase Services:** Upon reaching the initial contract time of 210 calendar days (CD), the **CONSULTANT** shall proceed with additional construction phase services associated with an additional construction project duration of 8-1/2 months (255 Calendar Days). These services shall be as described in Article 5 herein. Specifically, these additional services shall be as per the following scope of work task items:

(a) **Applicable scope task items from Article (5) "Construction and Close-Out Phase":**

- 5.e
- 5.h
- 5.i
- 5.j
- 5.k
- 5.l
- 5.m
- 5.n
- 5.o
- 5.t

(7) **SPECIAL AND ADDITIONAL SERVICES:** The **CONSULTANT** shall perform the following Special Services as outlined in Exhibit A of the Master Agreement:

- (a) **Pre-Design Surveying Services:** Existing available mapping will be used to the greatest extent possible to develop base drawings used in the project formulation and pre-design of this project. Additional, detailed ground surveys will be performed to supplement existing data. Survey data collected will not be uploaded into AGIS. Design grade topographic survey will be based on NAVD 88 vertical datum. Surveying Services will also include Utility Locations of pre-marked utilities within the project area.
- (b) **Pre-Design Geotechnical Investigation Services:** Pre-Design Geotechnical Investigation Services will be performed to provide design data and recommendations for ultimate design of project elements. Specific tasks include but are not limited to, soil identification, obtain subgrade properties for pavement design, and other geotechnical studies necessary to complete the project.
- (c) **Wetland/Stream Permitting Services:** **CONSULTANT** will work jointly with a subconsultant to prepare the necessary wetland/stream permitting applications to the appropriate agencies. Includes Two (2) on-site meetings to be held with permitting agencies attended by subconsultant and **CONSULTANT**.

- (d) **Resident Project Representative Services:** Provide ~~full-time~~ resident project representative (RPR) services during construction. The representative is anticipated to be on the site an average as follows:
- a. 50 hours per week for duration of project
    - i. 10 hours per week anticipated as overtime
- Due to the nature of work and schedule to which the Contractor is prosecuting the project, 50 hours per week is not adequate coverage to be considered full time. Under separate coordination with the OWNER, an alternate RPR schedule shall be coordinated if additional hours are not permitted.**
- b. The RPR will attend the Pre-Construction Conference.
  - c. Approximately 40 hours are anticipated for project closeout assistance.
  - d. Additional time is provided to the RPR for project initiation to become familiar with the project requirements and to mobilize to the project site.
  - e. Additional time, beyond standard contract time is provided to the RPR for project closeout tasks including demobilization from the project site.
  - f. Due to the nature of the project, the CONSULTANT will provide four (4) supplemental site visits, outside the regularly scheduled visits, in order to review and observe special site conditions.
- (e) **Quality Assurance Testing Services:** Provide subcontracted quality assurance testing services as necessary during construction in accordance with Construction Documents. These services include necessary testing coordination for QA as described in the following Technical Specification Sections: P-152, P-154, P-209, P-304, P-401, and P-501. This work will require a QA technician to be on-call (available within 4 hours' notice) during the majority of the earthwork operations and full-time during the pavement construction phase of the construction project.
- (i) **In order to comply with Buncombe County requirements for Permits and Testing, the retaining wall requires full time "Special Inspection and Testing". This service will be subcontracted to the QA Testing Firm, however these services are separate from the standard QA testing services and will be covered by a separate line item.**
  - (ii) **In order to adequately address the groundwater concerns and associated site stabilization measures, the site construction work conducted is to be observed by a Geotechnical Technician/Engineer on a full-time basis to ensure the work to be compliant with project requirements. This service will be subcontracted to the QA Testing Firm.**
- (f) **Prepare Construction Management Plan:** As per FAA guidelines, this project will require the submittal of a Construction Management Plan. The CONSULTANT will prepare the required document and submit to **FAA** and **OWNER**.

- (g) **Prepare Record Drawings:** Upon completion of construction and using documents provided by the contractor and a marked up set of plans by the RPR, the CONSULTANT will prepare a set of record drawings to reflect the final as-built condition. Plans will be prepared in AutoCAD format and electronic (PDF) copies and two (2) hard copies will be submitted to **FAA** and **OWNER**.

### C. GENERAL ASSUMPTIONS

- i. Preliminary Design Phase
  - a. One (1) site visit is included in this Phase: Site visit upon completion of the survey and pre-design geotechnical investigation.
  - b. Preparation of preliminary documents (approx. 30%)
- ii. Design Development Phase
  - a. Construction Safety and Phasing Plans (CSPP) will be prepared and coordinated with FAA as appropriate.
  - b. Alternate bid schedules are not anticipated.
  - c. One (1) site visit is included in this Phase.
  - d. Preparation of design review documents (approx. 90%)
- iii. Design and Permitting Phase
  - a. Incorporate review comments for the preparation of final design documents.
  - b. Plan review meetings will be held via on-site meetings and conference calls.
  - c. The Design Phase ends upon submittal of "As-bid" Plans.
- iv. Bidding and Contract Formulation Phase
  - a. The cost of publishing the advertisement for bids in local publications is not included in this Work Authorization.
  - b. The cost of reproducing bid documents is not included. These costs will be passed onto potential bidders.
  - c. The Bidding Phase ends upon submission of the recommendation to award letter to the **OWNER**.
  - d. Three site visits are included in this Phase: Pre-bid conference and two (2) Bid Openings.
- v. Construction and Close-Out Services
  - a. Progress Meetings will be schedule on a bi-weekly basis.
  - b. Five (5) Supplemental Site visits will be scheduled.

#### **Additional Construction Phase Services**

- a. **Progress Meetings will be schedule on a bi-weekly basis.**
  - b. **Six (6) Supplemental Site visits will be scheduled.**
- vi. Special and Additional Services
    - a. Pre-Design Geotechnical Investigation Services

Work will be performed in such a manner that the AOA will remain open to the fullest extent practical.

- vii. The following tasks are not included with this work authorization, but can be provided under a separate agreement as required or requested. This scope does not include:
- a. Land acquisition professional services
  - b. Environmental Assessment Services
  - c. Grant Submittal: It is assumed the **OWNER** will coordinate submittal of the grants application documents and project funding requirements
  - d. Permitting Fees
  - e. Advertisement Costs: The **CONSULTANT** will distribute the electronic bid documents to Plan Rooms and it is assumed the **OWNER** will coordinate with the local newspaper and cover those publishing expenses associated with advertising the project for bids
  - f. The **CONSULTANT** will coordinate applicable permits and fees associated with obtaining applicable permits and it is assumed the **OWNER** will cover the permit fees
  - g. Preparation and establishment of the project MBE/WBE goals is not included with this scope, however participation with the established MBE/WBE goals will be incorporated into the bid documents

III. **CONSULTANT TEAM:**

Parrish and Partners of North Carolina, PLLC with assistance from:

- Terracon for Design level Geotechnical Investigation
- S&ME for on-call QA Testing services during construction
- Blue Ridge Land Surveying for Ground Survey
- Clearwater for Environmental Mitigation & Permit Packages

**IV. SCHEDULE:**

The following is the proposed project schedule after Notice to Proceed (NTP):

30% Design Complete	60 days (after geotech & survey)
Client/Agency Review (prelim review)	5 days
60% Design Complete	30 days
Client/Agency Review (60% review)	5 days
90% Design Complete	20 days (after E&S and SWM coordination)
Client/Agency Review (final review)	5 days
100% (As-Bid) Plans Complete	10 days
<b>Total:</b>	<b>135 days</b>
	*the reference to days for design assumes “working days”
Bidding Period (TBD)	21 days
Construction Contract Time	<del>7</del> <b>15.5</b> months ( <del>Pending Prelim Design</del> )

**V. PROJECT BUDGET:**

The estimated overall project budget is **approximately \$10.7 \$11** M. This includes associated professional services, subcontracted services, permitting/mitigation fees, construction costs, etc.

The **OWNER** agrees to compensate the **CONSULTANT** for services performed for the work described herein as summarized on the Work Authorization No. 2R(A) cover sheet and detailed in the attached Fee Spreadsheets as Attachment B revised (A).

**VI. FEES:**

Project Budget based on EXHIBIT C “Schedule of Fees” included as part of the original Agreement for Professional Services.

*This document is an attachment to be considered the detailed Scope of Services for Work Authorization No. 2R(A), including the following attachments.*

- Attachments: Attachment B revised (A) – Fee Spreadsheet(s)  
Attachment C revised (A) – Subconsultant Proposals

**ATTACHMENT B revised (A)**

Fee Spreadsheet(s)

*9 Pages*

<b>PROJECT DESCRIPTION:</b> AVL - Expand Terminal Apron - South (Approx. 13,500k SY)	<b>DATE PREPARED:</b> JUNE 2, 2020
<b>PREPARED BY:</b> Parrish and Partners of North Carolina, PLLC	<b>P&amp;P PROJ NO:</b> 1217 (WA#2R(A))

**Professional Services Fee Summary**

	Current Contract	Revised	Difference
<b>Preliminary Design Phase</b>			
Labor	\$51,034.44	\$51,034.44	
Reimbursable Expenses	\$697.40	\$697.40	
SubTotal:	\$51,731.84	\$51,731.84	0%
USE -->	\$51,731.00	\$51,731.00	\$0.00
<b>Design Development Phase</b>			
Labor	\$130,674.02	\$130,674.02	
Reimbursable Expenses	\$503.70	\$503.70	
SubTotal:	\$131,177.72	\$131,177.72	0%
USE -->	\$131,177.00	\$131,177.00	\$0.00
<b>Design and Permitting Phase</b>			
Labor	\$104,827.63	\$104,827.63	
Reimbursable Expenses	\$501.70	\$501.70	
SubTotal:	\$105,329.33	\$105,329.33	0%
USE -->	\$105,329.00	\$105,329.00	\$0.00
<b>Additional Scope Items (Design)</b>			
Labor	\$55,126.57	\$55,126.57	
Reimbursable Expenses	\$553.70	\$553.70	
SubTotal:	\$55,680.27	\$55,680.27	0%
USE -->	\$55,680.00	\$55,680.00	\$0.00
<b>Bidding Phase (w/Re-Bid)</b>			
Labor	\$21,806.43	\$21,806.43	
Reimbursable Expenses	\$893.10	\$893.10	
SubTotal:	\$22,699.53	\$22,699.53	0%
USE -->	\$22,699.00	\$22,699.00	\$0.00
<b>Construction Phase Services (210 CD proj)</b>			
Labor	\$132,828.73	\$132,828.73	
Reimbursable Expenses	\$4,949.80	\$4,949.80	
SubTotal:	\$137,778.53	\$137,778.53	0%
USE -->	\$137,778.00	\$137,778.00	\$0.00
<b>Add'l Const. Phase Services (255 CD proj)</b>			
Labor	-	\$100,505.90	
Reimbursable Expenses	-	\$4,994.80	
SubTotal:	-	\$105,500.70	-
USE -->	-	\$105,500.00	-
<b>Special / Additional Services (465 CD for RPR)</b>			
Labor	\$174,646.33	\$357,154.36	
Subconsultant Costs	\$249,199.50	\$319,060.50	
Reimbursable Expenses	\$51,209.40	\$110,819.40	
SubTotal:	\$475,055.23	\$787,034.26	66%
USE -->	\$475,055.00	\$787,034.00	\$311,979.00

<b>Total WA No. 2R Amount (Current Contract):</b>	<b>\$979,449.00</b>
<b>Total WA No. 2R(A) Amount:</b>	<b>\$1,396,928.00</b>

43%  
\$417,479.00

<b>PROJECT DESCRIPTION:</b> AVL - Expand Terminal Apron - South (Approx. 13,500k SY)	<b>DATE PREPARED:</b> JUNE 2, 2020
<b>PREPARED BY:</b> Parrish and Partners of North Carolina, PLLC	<b>P&amp;P PROJ NO:</b> 1217 (WA#2R(A))

TASK NUMBER	BASIC SERVICES ENGINEERING SERVICES TASK DESCRIPTION	Employee Classifications						SUBTOTAL
		Principal	Proj. Manager/ Sr. Engineer	Engineer	Civil Associate	Technician	Technical Assistant	
<b>TASKS</b>								
<u>Preliminary Design Phase</u>								
1	General Project Coordination	4	8		10	4	10	36
2	Project Formulation & Scoping/Fee Preparation	2	4		2		4	12
3	Prepare and Coordinate Project Schedule		2		2			4
4	Coordinate Subconsultants		6		6		4	16
5	Site Visit / Owner Meeting (1 Trip, 2 staff)		8		8	2	2	20
6	Review Geotechnical Data		2		2	4		8
7	Review Owner Provided Survey Files		2		4	8		14
8	Prepare & Coord. Geometric Layout Alternatives		6		8	16		30
9	Prelim Coord w/ Drainage and E&SC Review Agency		4		6	8	2	20
10	Prepare 30% Plans							0
10a	Cover Sheet		2		2	6		10
10b	General and Safety Notes		2		6	8	2	18
10c	Construction Phasing Layout		6		10	12		28
10d	General Project Layout		4		8	16		28
10e	Geometric Layout		6		8	12		26
10f	Grading and Drainage Plan		6		16	12		34
10e	Typical Sections		2		8	8		18
11	Prepare Technical Specifications Outline		2		4		2	8
12	Prepare Preliminary Design Engineer's Report		4		8	4	6	22
13	Prepare Preliminary Engineer's Opinion of Costs	2	4		6	4	6	22
14	Follow-up / Verification Site Visit (1 Trip, 2 staff)		8		8	2	2	20
14	Quality Review and Revisions	2	4		4	8	2	20
15	Prepare and Submit Preliminary Review Documents		2		4		2	8
SUBTOTAL HOURS/CLASSIFICATION:		10	94	0	140	134	44	
BASIC HOURLY RATE		\$72.18	\$64.01	\$50.62	\$35.60	\$29.72	\$21.88	
TOTAL PER CLASSIFICATION		\$721.80	\$6,016.94	\$0.00	\$4,984.00	\$3,982.48	\$962.90	
Total Labor Cost (Without Multiplier)			<b>\$16,668.12</b>					

Audited Overhead Rate	180%	\$30,002.61	
Subtotal		\$46,670.72	(1)
Profit	9%	\$4,200.37	(2)
Cost of Capital	0.35%	163.35	(3)
<b>TOTAL (1) + (2) + (3)</b>		<b>\$51,034.44</b>	

**NON-SALARY COSTS**

A. Reimbursable Expense	Quantity	Unit	Rate	Subtotal
Mileage	520	Mile	\$0.545	\$283.40
Per Diem	2	Trip	\$56.00	\$112.00
Reproduction/Shipping	1	LS	\$302.00	\$302.00
<b>TOTAL DIRECT NON-SALARY COST:</b>				<b>\$697.40</b>

(2 Trips @ 260 mi./trip)

<b>Prelim Design Services:</b>	<b>\$51,731.84</b>
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<b>Lump Sum Amount</b>	<b>\$51,731.00</b>
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<b>PROJECT DESCRIPTION:</b> AVL - Expand Terminal Apron - South (Approx. 13,500k SY)	<b>DATE PREPARED:</b> JUNE 2, 2020
<b>PREPARED BY:</b> Parrish and Partners of North Carolina, PLLC	<b>P&amp;P PROJ NO:</b> 1217 (WA#2R(A))

TASK NUMBER	BASIC SERVICES ENGINEERING SERVICES TASK DESCRIPTION	Employee Classifications						SUBTOTAL
		Principal	Proj. Manager/ Sr. Engineer	Engineer	Civil Associate	Technician	Technical Assistant	
TASKS								
<u>Design Development Phase</u>								
1	Project Coordination	4	8	6		6	6	30
2	Site Visit / Site Walkover (1 Trip, 2 staff)		8	8		2	2	20
3	Initial Pavement Design	2	2	6	4		2	16
4	Drainage System Review / Design		4	6	4	4		18
5	Prepare 60% Review Documents							0
5a	Cover Sheet		4	4	2	6	2	18
5b	Summary of Quantities		6	12	6	12	2	38
5c	General Notes		2	4		8	2	16
5d	Project Layout		2	2	4	10		18
5e	Construction Safety and Phasing Plan	4	10	16	12	30	4	76
5f	Existing Conditions		4	6	8	16		34
5g	Typical Sections		4	4	4	12		24
5h	Geometric Layout and Demolition Plan		8	10	8	16		42
5i	Grading and Drainage Plan	2	16	24	16	40		98
5j	Concrete Joint Layout	2	6	8	6	20		42
5k	Drainage Layout Plan		4	10	6	12		32
5l	Erosion Control Plans & Details	2	6	10	6	14		38
5m	Miscellaneous Details		4	8	8	12		32
5n	Marking Plans and Details		4	10	6	12		32
5o	Lighting Plans and Details		8	12	10	16		46
5p	MSE Retaining Wall Plans and Details		6	8	8	12		34
6	Incorporate Review Comments		4	10	6	16	4	40
7	Draft General Project Specifications	2	6	8	6		16	38
8	Draft Special Provisions		4	10			12	26
9	Draft Technical Specifications	2	6	16	6		24	54
10	Stormwater Management Design	2	6	20	8	6	2	44
11	Prepare Design Engineer's Report	2	8	16	4	6	10	46
12	Prepare Construction Quantities (60% level)		2	8	6	8	2	26
13	Prepare Engineer's Opinion of Const. Costs (60% level)	2	2	8		6	2	20
14	Quality Control Review	2	2	6	4		4	18
SUBTOTAL HOURS/CLASSIFICATION:		28	156	276	158	302	96	
BASIC HOURLY RATE		\$72.18	\$64.01	\$50.62	\$35.60	\$29.72	\$21.88	
TOTAL PER CLASSIFICATION		\$2,021.04	\$9,985.56	\$13,971.12	\$5,624.80	\$8,975.44	\$2,100.86	
<b>TOTAL LABOR COSTS</b>			<b>\$42,678.82</b>					

Audited Overhead Rate	180%	\$76,821.88	
Subtotal		\$119,500.71	(1)
Profit	9%	\$10,755.06	(2)
Cost of Capital	0.35%	418.25	(3)
<b>TOTAL (1) + (2) + (3)</b>		<b>\$130,674.02</b>	

**NON-SALARY COSTS**

A. Reimbursable Expense	Quantity	Unit	Rate	Subtotal
Mileage	260	Mile	\$0.545	\$141.70
Per Diem	1	Trip	\$56.00	\$56.00
Reproduction/Shipping	1	LS	\$306.00	\$306.00
<b>TOTAL DIRECT NON-SALARY COST:</b>				<b>\$503.70</b>

(1 Trip @ 260 mi./trip)

<b>Design Development Services:</b>	<b>\$131,177.72</b>
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<b>Lump Sum Amount</b>	<b>\$131,177.00</b>
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<b>PROJECT DESCRIPTION:</b> AVL - Expand Terminal Apron - South (Approx. 13,500k SY)	<b>DATE PREPARED:</b> JUNE 2, 2020
<b>PREPARED BY:</b> Parrish and Partners of North Carolina, PLLC	<b>P&amp;P PROJ NO:</b> 1217 (WA#2R(A))

TASK NUMBER	BASIC SERVICES ENGINEERING SERVICES TASK DESCRIPTION	Employee Classifications						SUBTOTAL
		Principal	Proj. Manager/ Sr. Engineer	Engineer	Civil Associate	Technician	Technical Assistant	
TASKS								
<b>Design and Permitting Phase</b>								
1	Project Coordination	4	8	6		6	6	30
2	Prepare and Coordinate E&SC Plans for Permit/Approval		4	4	16	12	4	40
3	Prepare and Coordinate SWM Plan for Permit/Approval		6	4	18	12	6	46
4	Final Pavement Design		2	4	2		2	10
5	Prepare 90% Review Documents							
5a	Cover Sheet				2	4	2	8
5b	Summary of Quantities		2	2	4	8	2	18
5c	General Notes			2		6	2	10
5d	Project Layout		2	2	2	12		18
5e	Construction Safety and Phasing Plan	2	4	6	6	12	2	32
5f	Existing Conditions			2	2	6		10
5g	Typical Sections		2	2	2	6		12
5h	Geometric Layout and Demolition Plan		4	8	6	16		34
5i	Grading and Drainage Plan	2	8	10	12	16		48
5j	Concrete Joint Layout		4	6	6	8		24
5k	Drainage Layout Plan		2	6	4	8		20
5l	Erosion Control Plans & Details		4	6	4	8		22
5m	Miscellaneous Details		2	2	2	6		12
5n	Marking Plans and Details		2	2	2	6		12
5o	Lighting Plans and Details		2	4	4	6		16
5p	MSE Retaining Wall Plans and Details		4	6	4	8		22
5q	Cross Sections		4	8	6	8		26
6	Site Visit / Site Walkover (1 Trip, 2 staff)		8	8		2	2	20
7	Incorporate Review Comments		6	8	12	16	4	46
8	Prepare 100% (As-Bid) Documents	4	8	16	16	20	6	70
9	General Specifications & Contract Documents	2	4	8	4		12	30
10	Special Provisions	2	4	6	2		6	20
11	Technical Specifications	2	6	12	6		12	38
12	Final Design Engineer's Report	2	8	16	4	6	10	46
13	Airspace Coordination (7460) via OE/AAA		4	8	4	4	6	26
14	Prepare Construction Quantities		2	8	6	8	2	26
15	Prepare Engineer's Opinion of Construction Costs		4	6		8	2	20
16	Quality Control Review	2	4	4		8	6	24
SUBTOTAL HOURS/CLASSIFICATION:		22	124	192	158	246	94	
BASIC HOURLY RATE		\$72.18	\$64.01	\$50.62	\$35.60	\$29.72	\$21.88	
TOTAL PER CLASSIFICATION		\$1,587.96	\$7,937.24	\$9,719.04	\$5,624.80	\$7,311.12	\$2,057.10	
<b>TOTAL LABOR COSTS</b>			<b>\$34,237.26</b>					
Audited Overhead Rate		180%	\$61,627.06					
Subtotal			\$95,864.32	(1)				
Profit		9%	\$8,627.79	(2)				
Cost of Capital		0.35%	335.53	(3)				
<b>TOTAL (1) + (2) + (3)</b>			<b>\$104,827.63</b>					

**NON-SALARY COSTS**

A. Reimbursable Expense	Quantity	Unit	Rate	Subtotal
Mileage	260	Mile	\$0.545	\$141.70
Per Diem	1	Trip	\$56.00	\$56.00
Reproduction/Shipping	1	LS	\$304.00	\$304.00
<b>TOTAL DIRECT NON-SALARY COST:</b>				<b>\$501.70</b>

(1 Trip @ 260 mi./trip)

<b>Design &amp; Permitting Services:</b>	<b>\$105,329.33</b>
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<b>Lump Sum Amount</b>	<b>\$105,329.00</b>
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<b>PROJECT DESCRIPTION:</b> AVL - Expand Terminal Apron - South (Approx. 13,500k SY)	<b>DATE PREPARED:</b> JUNE 2, 2020
<b>PREPARED BY:</b> Parrish and Partners of North Carolina, PLLC	<b>P&amp;P PROJ NO:</b> 1217 (WA#2R(A))

TASK NUMBER	SPECIAL SERVICES ENGINEERING SERVICES TASK DESCRIPTION	Employee Classifications							Resident Project Representative Regular Time	Resident Project Representative Over Time	SUBTOTAL
		Principal	Proj. Manager/ Sr. Engineer	Engineer	Civil Associate	Technician	Technical Assistant				
TASKS											
Special / Additional Services (465 CD for RPR)											
RPR Services											
1	Attend Pre Construction Conference (1)								12		12
2	Project Initiation and Mobilize to Project Site								24		24
3	Project Inspection - Contract time 465 Days										0
3a	=> initial 30 Weeks (@ 50 hrs / Week)								1200	300	1500
3b	=> additional 36.5 Weeks (@ 50 hrs / Week)								1460	365	1825
4	Project Closeout (1 Week)								40		40
5	Demobilize from Project Site								12		12
SUBTOTAL HOURS/CLASSIFICATION:		0	0	0	0	0	0	0	2748	665	
BASIC HOURLY RATE									\$39.02	\$47.15	
TOTAL PER CLASSIFICATION		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$107,226.96	\$31,354.75	
<b>TOTAL LABOR COSTS</b>											<b>\$138,581.71</b>

Audited Overhead Rate	125%	\$173,227.14
Subtotal		\$311,808.85 (1)
Profit	9%	\$28,062.80 (2)
Cost of Capital	0.35%	1091.33 (3)
<b>TOTAL (1) + (2) + (3)</b>		<b>\$340,962.97</b>

**NON-SALARY COSTS**

A. Reimbursable Expense	Quantity	Unit	Rate	Subtotal
Gas Reimb; 4WD Truck (20 mi/day @ 471 days)	9,420	Mile	\$0.20	\$1,884.00
Gas Reimb; 4WD Truck (mob/de-mob)	260	Mile	\$0.20	\$52.00
CEI - 4WD Truck (465 + 3 pre + 3 post)	471	Days	\$50.00	\$23,550.00
GSA Per Diem (465 + 3 pre + 3 post)	471	Days	\$178.00	\$83,838.00
Printing/Reproduction	1	LS	\$300.00	\$300.00
Supplies	1	LS	\$600.00	\$600.00
<b>TOTAL DIRECT NON-SALARY COST:</b>				<b>\$110,224.00</b>

<b>RPR Services:</b>	<b>\$451,186.97</b>
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Subconsultant and Additional Services										
1	Coordinate Pre-Design Surveying Sub	Included with Basic Services								0
2	Coordinate Pre-Design Geotechnical Sub	Included with Basic Services								0
3	Coordinate Wetland/Stream Permitting Sub	Included with Basic Services								0
3a	Attend On-Site Mtgs w/ Permit Agency & Sub (2 Trips)	16		16						32
4	Prepare Construction Management Plan	6	2	16	6					30
5	Prepare Record Drawings (As-Builts)	6	8	12	36	8				70
SUBTOTAL HOURS/CLASSIFICATION:		0	28	10	44	42	8	0	0	
BASIC HOURLY RATE		\$72.18	\$64.01	\$50.62	\$35.60	\$29.72	\$21.88			
TOTAL PER CLASSIFICATION		\$0.00	\$1,792.28	\$506.20	\$1,566.40	\$1,248.24	\$175.07	\$0.00	\$0.00	
<b>TOTAL LABOR COSTS</b>										<b>\$5,288.19</b>

Audited Overhead Rate	180%	\$9,518.75
Subtotal		\$14,806.94 (1)
Profit	9%	\$1,332.62 (2)
Cost of Capital	0.35%	51.82 (3)
<b>TOTAL (1) + (2) + (3)</b>		<b>\$16,191.39</b>

**NON-SALARY COSTS**

A. Reimbursable Expense	Quantity	Unit	Rate	Subtotal
Mileage	520	Mile	\$0.545	\$283.40
Per Diem	2	Trip	\$56.00	\$112.00
Reproduction/Shipping	1	LS	\$200.00	\$200.00
<b>B. Subconsultant Fees</b>				
Pre-Design Surveying - Blue Ridge Land Surveying	1	LS	\$8,570.00	\$8,570.00
Pre-Design Geotech - Terracon	1	LS	\$36,995.00	\$36,995.00
Wetland/Stream Permitting - ClearWater Enviro	1	LS	\$20,000.00	\$20,000.00
As-Built Survey - Blue Ridge Land Surveying	1	LS	\$5,730.00	\$5,730.00
QA Testing Services - S&ME	1	LS	\$155,250.00	\$155,250.00
Spec. Ret. Wall Insp. & Stabilization Serv. - S&ME	1	LS	\$63,510.00	\$63,510.00
Subconsultant Fixed Fee	1	LS	\$29,005.50	\$29,005.50
<b>TOTAL DIRECT NON-SALARY COST:</b>				<b>\$319,655.90</b>

(2 Trips @ 260 mi./trip)

(\$51,355 Ret. Wall Insp; \$12,155 Stabilization)

<b>Subconsultant / Additional Services:</b>	<b>\$335,847.29</b>
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<b>Lump Sum Amount</b>	<b>\$787,034.00</b>
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**ATTACHMENT C revised (A)**

**Subconsultant Proposals:**

Terracon

Blue Ridge Land surveying

CLearWater Environmental

S&ME

*25 Pages*

October 9, 2018



Parrish and Partners, LLC  
11325 N. Community House Road, Suite 260  
Charlotte, NC 28277

Attn: Mr. Jon M. McCalmont, P.E. – Senior Project Manager  
P: (980) 819 0440  
E: [jmccalmont@parrishandpartners.com](mailto:jmccalmont@parrishandpartners.com)

Re: Proposal for Geotechnical Engineering Services  
Asheville Airport Apron Expansion  
61 Terminal Drive  
Fletcher, North Carolina  
Terracon Proposal No. P71185182

Dear Mr. McCalmont:

We appreciate the opportunity to submit this proposal to Parrish and Partners, LLC (Parrish) to provide Geotechnical Engineering services for the above referenced project. The following are exhibits to the attached Agreement for Services.

Exhibit A	Project Understanding
Exhibit B	Scope of Services
Exhibit C	Compensation and Project Schedule
Exhibit D	Site Location
Exhibit E	Anticipated Exploration Plan

Our base fee to perform the Scope of Services described in this proposal is \$36,995. See Exhibit C for more details of our fees and consideration of additional services.

Your authorization for Terracon to proceed in accordance with this proposal can be issued by signing and returning a copy of the attached Agreement for Services to our office.

Sincerely,  
**Terracon Consultants, Inc.**

  
Preston D. McCloud, P.E.  
Project Engineer

  
David J. Corley, P.E.  
Regional Services Manager

Terracon Consultants, Inc. 2701 Westport Road Charlotte, NC 28208  
P (704) 509-1777 F (704) 509-1888 [terracon.com](http://terracon.com)

Environmental

Facilities

Geotechnical

Materials

## EXHIBIT A - PROJECT UNDERSTANDING

Our Scope of Services is based on our understanding of the project as described by Parrish and the expected subsurface conditions as described below. We have not visited the project site to confirm the information provided. Aspects of the project, undefined or assumed, are highlighted as shown below. We request the design team verify all information prior to our initiation of field exploration activities.

### Site Location and Anticipated Conditions

Item	Description
Parcel Information	The project is located at 61 Terminal Drive in Fletcher, North Carolina. (See Exhibit D)
Existing Improvements	Parking and drive areas, taxiways, and aprons
Current Ground Cover	Asphalt paving and grass
Site Access	We expect the site, and all exploration locations, are accessible with our ATV-mounted drilling equipment.
Expected Subsurface Conditions	Our experience near the vicinity of the proposed development indicates subsurface conditions consist of residual soils typical of the Blue Ridge Physiographic Province of North Carolina.

### Planned Construction

Item	Description
Information Provided	Site layout provided via email on October 3, 2018.
Project Description	The proposed project consists of the extension of the existing apron to the south and the construction of a retaining wall.
Grading/Slopes	We anticipate the apron expansion will be at the same grade as the existing apron, approximately 2,140 feet MSL. Up to approximately 30 feet of fill will be required to develop final grade.
Free-Standing Retaining Walls	Retaining walls are expected to be constructed as part of site development to achieve final grades. Wall heights of up to 30 feet are anticipated. Final heights and locations were not available at the time of this proposal. We anticipate the wall will consist of a mechanically stabilized earth wall.

## EXHIBIT B - SCOPE OF SERVICES

Our proposed Scope of Services consists of field exploration, laboratory testing, and engineering/project delivery. These services are described in the following sections.

### Field Exploration

Parrish prescribed the following number of borings. Terracon proposes the following locations and depths:

Number of Borings	Planned Boring Depth (feet) <sup>1</sup>	Planned Location
10	10 to 60 or auger refusal	Proposed apron expansion area
4	60 or auger refusal	Proposed retaining wall area

1. Below ground surface.

**Boring Layout and Elevations:** We will use handheld GPS equipment to locate borings with an estimated horizontal accuracy of +/-20 feet. Field measurements from existing site features may be utilized. If available, approximate elevations will be obtained by interpolation from a site specific, surveyed topographic map.

**Subsurface Exploration Procedures:** We will advance soil borings with an ATV-mounted drill rig using continuous flight augers. Four samples will be obtained in the upper 10 feet of each boring and at intervals of 5 feet thereafter. Soil sampling is typically performed using split-barrel sampling procedures. The split-barrel samplers are driven in accordance with the standard penetration test (SPT). The samples will be placed in appropriate containers, taken to our soil laboratory for testing, and classified by a Geotechnical Engineer. In addition, we will observe and record groundwater levels during drilling and sampling.

Our field engineer will prepare field boring logs as part of standard drilling operations including sampling depths, penetration distances, and other relevant sampling information. Field logs include visual classifications of materials encountered during drilling, and our interpretation of subsurface conditions between samples. Final boring logs, prepared from field logs, represent the Geotechnical Engineer's interpretation, and include modifications based on observations and laboratory tests.

**Property Disturbance:** We will backfill borings with auger cuttings upon completion. Pavements will be patched with cold-mix asphalt. Our services do not include repair of the site beyond backfilling our boreholes, and cold patching existing pavements. Excess auger cuttings will be dispersed in the general vicinity of the borehole. Because backfill material often settles below the surface after a period, we recommend boreholes to be periodically checked and backfilled, if necessary. For additional fees, we can provide this service, or grout the boreholes, at your request.

## **Safety**

Terracon is not aware of environmental concerns at this project site that would create health or safety hazards associated with our exploration program; thus, our Scope considers standard OSHA Level D Personal Protection Equipment (PPE) appropriate. Our Scope of Services does not include environmental site assessment services, but identification of unusual or unnatural materials encountered while drilling will be noted on our logs and discussed in our report.

Exploration efforts require borings into the subsurface, therefore Terracon will comply with local regulations to request a utility location service through NC811's One-Call service. We will consult with the owner/client regarding potential utilities, or other unmarked underground hazards. Based upon the results of this consultation, we will consider the need for alternative subsurface exploration methods, as the safety of our field crew is a priority.

Private utilities should be marked by the owner/client prior to commencement of field exploration. Terracon will not be responsible for damage to private utilities that are not made aware to us. Terracon will contract with a private utility locator to assist with the location of private utilities on site. Fees associated with the additional services are included in our proposed scope of services. The detection of underground utilities is dependent upon the composition and construction of the utility line; some utilities are comprised of non-electrically conductive materials and may not be readily detected. The use of a private utility locate service would not relieve the owner of their responsibilities in identifying private underground utilities.

**Site Access:** Terracon must be granted access to the site by the property owner. By acceptance of this proposal, without information to the contrary, we consider this as authorization to access the property for conducting field exploration in accordance with the Scope of Services.

## **Laboratory Testing**

The project engineer will review field data and assign laboratory tests to understand the engineering properties of various soil strata. Exact types and number of tests cannot be defined until completion of field work. The anticipated laboratory testing may include the following:

- Water content
- Atterberg limits
- CU triaxial testing
- Grain size analysis
- Standard proctor
- California bearing ratio (CBR)

Our laboratory testing program often includes examination of soil samples by an engineer. Based on the material's texture and plasticity, we will describe and classify soil samples in accordance with the Unified Soil Classification System (USCS).

## Engineering and Project Delivery

Results of our field and laboratory programs will be evaluated by a professional engineer. The engineer will develop a geotechnical site characterization, perform the engineering calculations necessary to evaluate foundation alternatives, and develop appropriate geotechnical engineering design criteria for earth-related phases of the project.

Your project will be delivered using our **GeoReport®** system. Upon initiation, we provide you and your design team the necessary link and password to access the website (if not previously registered). Each project includes a calendar to track the schedule, an interactive site map, a listing of team members, access to the project documents as they are uploaded to the site, and a collaboration portal. The typical delivery process includes the following:

- Project Planning – Proposal information, schedule and anticipated exploration plan will be posted for review and verification
- Site Characterization – Findings of the site exploration
- Geotechnical Engineering – Recommendations and geotechnical engineering report

When utilized, our collaboration portal documents communication, eliminating the need for long email threads. This collaborative effort allows prompt evaluation and discussion of options related to the design and associated benefits and risks of each option. With the ability to inform all parties as the work progresses, decisions and consensus can be reached faster. In some cases, only minimal uploads and collaboration will be required, because options for design and construction are limited or unnecessary. This is typically the case for uncomplicated projects with no anomalies found at the site.

When services are complete, we upload a printable version of our completed geotechnical engineering report, including the professional engineer's seal and signature, which documents our services. Previous submittals, collaboration and the report are maintained in our system. This allows future reference and integration into subsequent aspects of our services as the project goes through final design and construction.

The geotechnical engineering report will provide the following:

- Boring logs with field and laboratory data
- Stratification based on visual soil classification
- Groundwater levels observed during and after the completion of drilling
- Site Location and Exploration Plans
- Subsurface exploration procedures
- Description of subsurface conditions
- Estimated settlement of fills
- Recommendations for design and construction of pavements
- Subgrade preparation/earthwork recommendations
- Lateral earth pressure recommendations
- Recommendations for design and construction of retaining walls

## **Additional Services**

In addition to the services noted above, the following are often associated with geotechnical engineering services. Fees for services noted above do not include the following:

**Observation and Testing of Pertinent Construction Materials:** Development of our geotechnical engineering recommendations and report relies on an interpretation of soil conditions. This is based on widely spaced exploration locations, and assuming construction methods will be performed in a manner sufficient to meet our expectations, and is consistent with recommendations made at the time the geotechnical engineering report is issued. We should be retained to conduct construction observations, and perform/document associated materials testing, for site preparation, foundation, and pavement construction. This allows a more comprehensive understanding of subsurface conditions and necessary documentation of construction, to confirm and/or modify (when necessary) the assumptions and recommendations made by our engineers.

## EXHIBIT C - COMPENSATION AND PROJECT SCHEDULE

### Compensation

Based upon our understanding of the site, the project as summarized in Exhibit A, and our planned Scope of Services outlined in Exhibit B, our base fee is shown in the following table:

Task	Lump Sum Fee
Subsurface Exploration, Utility locate, Laboratory Testing, Geotechnical Consulting & Reporting	\$36,995

Additional services not part of the base fee include the following:

Additional Services	Estimated Fee
Construction Materials Testing Services <sup>1</sup>	\$200k – 300k

1. This fee estimate is based on the provided 7-month work schedule. If the construction schedule is anticipated to be different, we should be notified in order to re-evaluate the estimated fee.

Our Scope of Services does not include services associated with site clearing, wet ground conditions, tree or shrub clearing, or repair of/damage to existing landscape. If such services are desired by the owner/client, we should be notified so we can adjust our Scope of Services.

Unless instructed otherwise, we will submit our invoice(s) to the address shown at the beginning of this proposal. If conditions are encountered that require Scope of Services revisions and/or result in higher fees, we will contact you for approval, prior to initiating services. A supplemental proposal stating the modified Scope of Services as well as its effect on our fee will be prepared. We will not proceed without your authorization.

## Project Schedule

We developed a schedule to complete the Scope of Services based upon our existing availability and understanding of your project schedule. However, this does not account for delays in field exploration beyond our control, such as weather conditions, permit delays, or lack of permission to access the boring locations. In the event the schedule provided is inconsistent with your needs, please contact us so we may consider alternatives.

<b>GeoReport® Delivery</b>	<b>Posting Date from Notice to Proceed <sup>1, 2</sup></b>
Project Planning	2 working days
Site Characterization	20-25 working days
Geotechnical Engineering	25-30 working days

1. Upon receipt of your notice to proceed we will activate the schedule component of our **GeoReport®** website with specific, anticipated calendar days for the three delivery points noted above as well as other pertinent events such as field exploration crews on-site, etc.
2. We will maintain a current calendar of activities within our **GeoReport®** website. In the event of a need to modify the schedule, the schedule will be updated to maintain a current awareness of our plans for delivery.

**EXHIBIT D – SITE LOCATION**

Asheville Airport Apron Expansion ■ Fletcher, North Carolina  
October 9, 2018 ■ Terracon Proposal No. P71185182

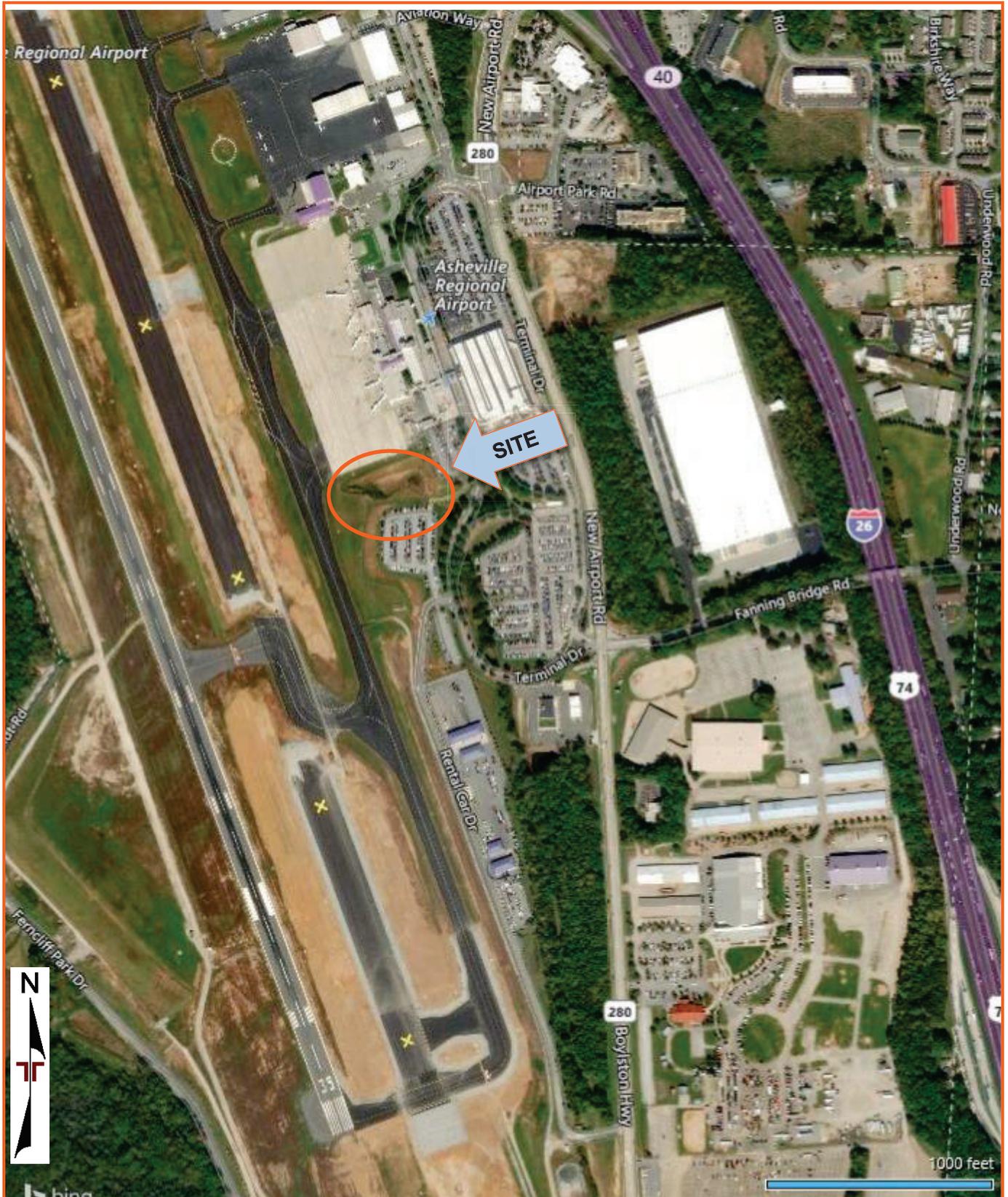


DIAGRAM IS FOR GENERAL LOCATION ONLY, AND IS NOT INTENDED FOR CONSTRUCTION PURPOSES

MAP PROVIDED BY MICROSOFT BING MAPS

**EXHIBIT E – ANTICIPATED EXPLORATION PLAN**

Asheville Airport Apron Expansion ■ Fletcher, North Carolina  
October 9, 2018 ■ Terracon Proposal No. P71185182

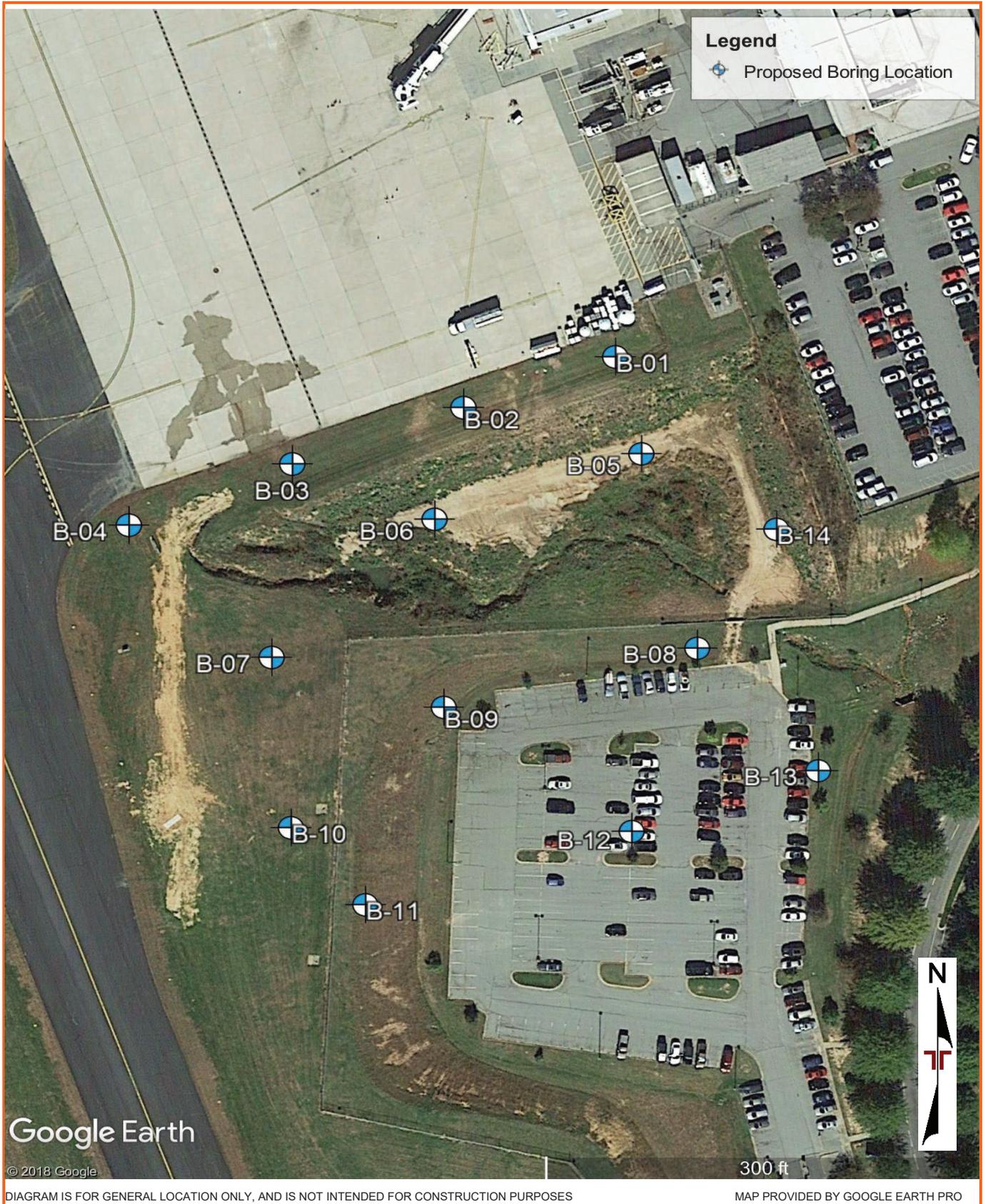


DIAGRAM IS FOR GENERAL LOCATION ONLY, AND IS NOT INTENDED FOR CONSTRUCTION PURPOSES

MAP PROVIDED BY GOOGLE EARTH PRO



**BLUE RIDGE LAND SURVEYING, inc.**

P.O. Box 3091, Asheville, North Carolina, 28802

Phone: 828-252-6092

October 12, 2018

Jon McCalmont  
Parrish & Partners  
Asheville Regional Airport

Jon,

I just finished researching the area at the Asheville Regional Airport for a topographic survey. We will be doing the following:

- Tie the topographic survey to the state plan coordinate system for northern and easting coordinates and mean sea level elevations.
- Take elevations as requested over the project area as outlines on both maps we received by e-mail.
- Locate all improvements such as pavement edges, concrete, fences, drainage features with inverts and sizes, trees, curb & gutter and other above ground features.
- Calculate the contours on 2 foot intervals.
- Show spot elevations over the flatter areas and along the 25' strip as shown at 5 foot intervals on the map we received by e-mail.
- Establish three bench marks outside the project area.
- Provide two AutoCAD files:
  - AVL\_South\_Apron-model.dwg – This will be for the topographic data.
  - AVL\_South\_Apron-Planimetrics.dwg – This will contain the 2d planimetric data.
- Deliver 3 bond copies of the maps, a PDF digital file and the AutoCAD .dwg files.

The above will cost \$ 8,570.00. We accept all credit cards by phone or a check by mail. Currently, our next opening is during the first week in November. We can hold a number of days open during the middle of November for this project. This will be invoiced when the maps are delivered.

- During construction, be available for on-call grade verification.

This will cost \$ 2,340.00. This will be invoiced at the completion of construction.

- Provide an as-built survey of the site at the completion of the construction.

This will cost \$ 3,390.00. This will be invoiced when the maps are delivered.

The North Carolina Utility Locator Service (811) will not locate underground utilities on the airport property. I would think the airport would have as-built maps showing the underground utilities. We do not have the equipment or experience to do any underground locating. All above ground visible utilities will be located.

Sanitary sewer manholes, pipes and inverts will be located. All storm water structures will be located with pipe material, sizes and inverts.

We have not worked on the Asheville Regional Airport property, this will be the first. We will need an escort while inside the airport fence

We look forward to assisting you in this project.

Sincerely,

Kenneth T. Mills, PLS  
L-2411



ClearWater Environmental Consultants, Inc.  
www.cwenv.com

October 10, 2018

Jon McCalmont  
Senior Project Manager  
Parrish and Partners of North Carolina, PLLC  
11325 N. Community House Rd., Suite 260  
Charlotte, NC 28277

**Re: Proposal for Environmental Permitting Services  
Apron Expansion  
Buncombe County, North Carolina**

Dear Mr. McCalmont,

ClearWater Environmental Consultants, Inc. (CEC) appreciates the opportunity to submit this proposal regarding environmental consulting services associated with the proposed airfield redevelopment program. CEC believes that the following tasks will be required for this project.

**Task 1 Permitting**

ClearWater Environmental Consultants, Inc. will assist the client and other project team members in preparation and submittal of necessary state and federal permit applications for the proposed impacts to streams and wetlands for this project. Specifically, ClearWater Environmental Consultants, Inc., proposes the following:

- Submitting a 404/401 permit application for the Apron Expansion.
- Attendance at preliminary meetings with the project team to discuss plans and environmental concerns.
- Coordination with project planners and engineers in preparation of a preliminary impact plan.
- Coordination of and attendance at a pre-application on-site agency meeting with the commenting state and federal agencies.
- Preparation and submittal of the necessary permit application to the US Army Corps of Engineers (USACE) and NC Division of Water Resources (DWR).
- Calculation and identification of appropriate conceptual mitigation plan based upon final impacts. (It is our understanding that final mitigation plans will be done as a separate project).

- Coordination with the various state and federal agencies throughout the permit process to an initial conclusion by NCDWR and the USACE.

As you are aware, projects that require an Individual Permit rather than a Nationwide Permit may require additional time and effort to successfully complete and it is almost impossible to determine at this time what the total jurisdictional impact will be or the number of meetings that will be required to successfully complete the permitting process. CEC proposes to complete this permitting task on a Time and Expense basis estimated at twenty thousand (\$20,000.00) dollars at our standard rates of charge, listed below. If it appears that additional effort may be required because of special circumstances or agency requests, CEC will coordinate with you regarding any additional costs.

Principal	- \$130.00 per hour
Project Manager	- \$100.00 per hour
Project Biologist	- \$85.00 per hour
Administrative	- \$25.00 per hour

## **Task 2 Cultural Resources**

As part of the Section 404 permitting process, the N.C. Department of Cultural Resources may require that a survey be conducted to determine the presence of significant cultural and/or historical resources. CEC will assist you in obtaining estimates for this work if requested.

## **Task 3 Meetings and Additional Services**

CEC personnel will attend meetings as required by you to discuss this project and matters related to environmental permitting. This task includes additional services outside the scope of the above-detailed tasks as requested by you or your authorized representatives. Services provided by CEC under Task 3 will be billed on a time and expense basis as per the above-mentioned Fee Schedule.

The N.C. Division of Water Resources (DWR) adopted fees for the 401 Water Resources certification program. Fees for "Major Water Quality Certification" (defined as those with more than one acre of wetland and/or more than 150 feet of stream impact) will have a fee of \$570.00. Your check should be made to the N.C. Division of Water Resources. Please forward this check, so that it may be included with the application.

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

Jon McCalmont  
October 10, 2018  
Page 3 of 3

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

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

Either the client or CEC may terminate this Agreement at any time with or without cause upon giving the other party three (3) calendar days prior written notice. The client shall within fifteen (15) calendar days of termination pay CEC for all services rendered and all costs incurred up to the date of termination, in accordance with the compensation provisions of this contract. This proposal is valid until December 31, 2018.

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

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

Sincerely,



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

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

DATE:

ACCEPTED BY:

PRINTED NAME:

BILLING ADDRESS:

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August 16, 2019

Parrish and Partners, LLC  
11325 N. Community House Rd., Suite 260  
Charlotte, North Carolina 28277

Attention: Mr. Jon M. McCalmont, PE

Reference: **Proposal for Quality Assurance Testing (Revision)**  
**Terminal Apron Expansion - South**  
Asheville Regional Airport  
S&ME Proposal No. 33-1800316r1

Dear Mr. McCalmont:

S&ME, Inc. (S&ME) appreciates the opportunity to submit this proposal for the above referenced project. This proposal describes our understanding of the project, discusses the intended scope of our services, and presents the associated compensation for our services. Our Agreement for Services (Form AS-071) is attached to this proposal and is incorporated as part of the proposal by reference. This revised proposal replaces the previous version dated June 26, 2019.

## ◆ Project Information

Project information was originally provided to Mr. John Weavil, P.E. of S&ME, through several emails and phone calls from Mr. Hunter Boniface of Parrish and Partners, LLC, between October 22, 2018 and May 30, 2019. Attached to one of those emails was an aerial photograph detailing the proposed location of the expansion, prepared by Parrish and Partners and provided on October 22, 2018. As indicated in the email from Mr. Boniface on October 22, 2018, we understood the project duration was originally expected to be approximately 7 months; however, based on recent correspondence, we understand the project duration has been revised to 15 months. Based on the project summary of quantities provided, unclassified embankment is planned to require 150,000 cubic yards of material (including a two-tiered modular retaining wall), requiring testing according to the FAA specifications for P-152 and/or P-154. Aggregate base course is planned to require nearly 3,500 cubic yards of material, and require FAA specifications for P-209. Cement treated base, and concrete pavements areas are anticipated to cover approximately 14,100 square yards and require FAA specifications for P-501 and P-304. As a bid alternate, we understand that per FAA specifications, 14,100 square yards of Lean Concrete Base Course (P-306) and 4,900 tons Asphalt Mix Pavement Base Course (P-403) is also being considered.

Between August 1 to August 12, 2019, we received several emails from Mr. Boniface containing links to the project drawings and addendums 1 through 4. Based on our conversations and the information provided, we have prepared this proposal for Part-Time Quality Assurance (QA) testing during construction.



## ◆ Scope of Services

Based on the information provided, we anticipate the following services may be required. Testing will be performed in general accordance with the applicable ASTM and/or FAA standards, unless noted otherwise. We understand the Contractor will be required to provide Quality Control testing as part of their work. Our Acceptance Testing will be generally more of a random sampling, and in some instances may result in fewer tests than the Contractor's Quality Control testing, and as instructed for this proposal.

### **Subgrade Evaluations and Engineered Fill Testing (Item P-152)**

Our personnel can visually evaluate subgrade soil conditions prior to proceeding with the placement of fill and/or P-209 aggregate base course for the new apron. These services can be performed to aid in identifying possible unsuitable near-surface soil conditions requiring repair prior to continued construction. The evaluations may consist of proofrolling, test pit observations, probing, and/or hand auger borings with Dynamic Cone Penetrometer testing. Recommendations for subgrade repair can also be made, if necessary. These services also include monitoring undercutting of the subgrade soils where required.

Our services during fill placement can consist of observations and the performance of field density testing in conjunction with the Quality Control testing firm to measure the degree of compaction for material placed in the following locations for compliance with the project plans and specifications:

- ◆ Proposed permanent apron;
- ◆ Utility line trenches;
- ◆ Embankments;
- ◆ Retaining wall backfill; and
- ◆ Safety Areas.

Density testing can be performed by sand cone (ASTM D1556), and/or nuclear gauge (ASTM D6938) methods. Laboratory testing can include modified Proctor (ASTM D1557) moisture-density relationships, grain size distribution, and Atterberg limits tests on the different materials used as fill as necessary.

### **Subbase Course (P-154)**

#### *Material Properties*

- Determine the laboratory compaction characteristics of the soil in accordance with ASTM D1557.

#### *Fill Placement and Testing for In-Place Density*

- Perform density testing on soil fill in accordance with ASTM D 1556, ASTM D 2167, or ASTM D 6938.

### **Crushed Aggregate Base Course (Item P-209)**

- Our services for the crushed aggregate base course can include in-place density testing in accordance with the nuclear method (ASTM D6938).



- Laboratory testing can include modified Proctor testing (ASTM D1557).

### **Cement-Treated Base Course (P-304)**

#### *Material Properties*

- Determine the laboratory compaction characteristics of the soil in accordance with ASTM D558.

#### *Sampling and Testing for In-Place Density*

- Perform in-place density testing in accordance with ASTM D 1556 and/or ASTM D 6938.

### **Lean Concrete Base Course Testing (Item P-306):**

#### *Sampling and Testing for Compressive Strength*

- Sample fresh concrete for slump, air content, temperature and unit weight tests, and preparing compressive strength test specimens for each sample.
- After initial curing on-site, the specimens will be transported to our facility for additional laboratory curing and compressive strength testing.

#### *Thickness Checks*

- Measure thickness of concrete cores at two locations for each 1200 square yards of concrete placed. Per project specifications, the contractor is responsible for coring the concrete.

### **Asphalt Base Course Testing Services (Item P-403):**

Our personnel can perform laboratory acceptance sampling and testing of hot mix asphalt (HMA) during paving operations. Laboratory testing can consist of the following:

- Random sampling of the plant-produced HMA in accordance with ASTM D979;
- Determination of air voids in accordance with ASTM D3203;
- Bulk specific gravity testing of air void specimens in accordance with ASTM D2726;
- Thickness measurements of mat cores and joint cores; and
- Bulk specific gravity testing of mat cores and joint cores in accordance with ASMT D2726.

The contractor shall obtain the cores for bulk specific gravity testing in accordance with the project specifications. Asphalt testing will be performed in accordance with Item P-403 of the project specifications.



## Portland Cement Concrete Pavement (P-501)

### *Sampling and Testing for Flexural Strength*

- One sample of fresh concrete will be obtained for each subplot of the concrete delivered to the site and tested for slump, air content, temperature and unit weight tests, and preparing two (2) flexural strength beams per sample.
- The cured concrete specimens will be weighed and measured for determination of the sample unit weight and tested for flexural strength at 28 days.

### *Thickness Checks*

- Measure thickness of concrete cores for each lot. Per project specifications, the contractor is responsible for coring the concrete.

## Mix Design Review

As requested in the Request for Proposal email, our services will also include the review of the contractor's mix designs for Cement Treated Aggregate Base Course, Lean Concrete Base Course, Asphalt Mix Pavement Base Course, and/or Cement Concrete Pavement, depending on the approval of alternates. Please note that our services will only include the review and approval in general accordance with the project specifications for each type of material and does not include the performance of any laboratory or field testing of the material or its components required for submittal with each type of mix design.

## Retaining Wall Construction Shop Drawing Review

As requested in the Request for Proposal email, our services will also include the review of the contractor's retaining wall submittal, containing the retaining wall design engineer's construction shop drawings. Please note that our services will only include the review of the shop drawings in general accordance with the industry standards and project specifications and does not include the performance of any laboratory testing, field exploration, or design calculations including global stability.

## ◆ Excluded Services

Without attempting to provide a complete list of all services or potential services that will be excluded from this proposal and not performed by S&ME, the following services are specifically excluded from this proposal. Some of these services can be performed by S&ME if desired; however, a separate or revised proposal for these services would be required.

- Directing of any contractor's or subcontractor's work;
- Any aspect of site safety other than safety of S&ME employees;
- Observation of erosion control measures;
- Coring of asphalt or concrete;
- Retaining wall inspections;
- Environmental assessments;



- Quality Control Testing;
- Surveying.

## ◆ **Client Responsibilities & Proposal Use**

We request that our Client be responsible for the following:

- Providing S&ME with a complete set of project plans and specifications prior to the performance of our services for this project;
- Providing S&ME with revised project plan sheets and/or specifications, Requests for Information (RFIs), or other items relevant to our scope of work throughout the duration of this project;
- Providing S&ME with the names and contact information for report distribution; and
- Providing the Contractor's onsite superintendent and the RPR with a copy of our scope of services, so that our services can be properly coordinated. It is the responsibility of our Client or his/her representative to schedule S&ME when our services are required, and the performance of the above-outlined services is dependent upon proper scheduling.

This proposal is solely intended for the basic services as described in the Scope of Services. The Scope of Services may not be modified or amended, unless the changes are first agreed to in writing by the Client and S&ME. Use of this proposal and resulting documents is limited to above-referenced project and Client. No other use is authorized by S&ME.

## ◆ **Assumptions**

The following assumptions have been made during the preparation of this proposal:

- The contractor will provide a curing environment for the initial 24 to 48 hours for concrete test specimens.

## ◆ **Project Scheduling**

We anticipate that our services will be required on a part-time (on-call) basis for the services outlined above. Scheduling should be made through the S&ME project manager assigned to this project who will assign the appropriate, qualified personnel to perform the requested work. We will rely on your designated project contact to let us know when an item requiring testing is upcoming, as described in the Scope of Services section included herein. It is the responsibility of your designated project contact to schedule S&ME when our services are desired.

Part-time testing means S&ME will schedule a representative to be at the site to perform specific tests only at the specific times when requested by your designated project contact. Full-time testing means that an S&ME representative will be on-site during contractor's operations to make a reasonable effort to conduct tests and observe contractor's work. We respectfully request that a minimum 24-hour notification be provided whenever our services are needed, so that we may coordinate our field personnel to meet your specific needs. We request that a minimum three-day notification be provided whenever our initial services are needed so that we may coordinate staff to meet your specific needs. If our services will be needed during off-hours (between 8:00 pm



and 5:00 am) and/or on holidays (Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Day), we require a minimum 72-hour notification.

### ◆ Compensation

Costs for testing services will be based on actual quantities of work performed and the attached unit rates. Based on the information provided, a 15-month project schedule, our services being performed on a part-time basis only, and our experience with similar projects, we have estimated a recommended budget of **\$155,250**. These costs are broken down on the attached Cost Estimate Worksheet, which also includes the alternate costs for P-306 (Lean Concrete Base Course) and P-403 (Hot Mixed Asphalt Base Course), as requested. Please note that the total costs are dependent on many factors and are significantly influenced by the actual construction schedule. If the actual construction schedule varies from that assumed, the total cost for testing services will also vary. We have also not been provided a detailed construction schedule at the time of this proposal preparation. Should the schedule be modified beyond the project information and scope provided and stated herein, we request the opportunity to modify our cost estimate accordingly.

### ◆ Authorization

Our Agreement for Services (Form Number AS-071) is attached and is incorporated as a part of this proposal. Please indicate your acceptance of our proposal by signing the form and returning it to our office. Upon receipt of the signed agreement, we will proceed with the performance of our services. If you elect to accept our proposal by issuing a purchase order, then please specifically reference this proposal number and date in the purchase order as authorization to proceed with the performance of our services. The terms and conditions included in any purchase order shall not apply, and are hereby specifically rejected, as our agreement is for services which are not compatible with purchase order agreements. If this proposal is transmitted to you via email, and if you choose to accept this proposal by email, your reply email acceptance will serve as your representation to S&ME that you have reviewed the proposal and the associated Agreement for Services (Form Number AS-071) and hereby accept both as written.

### ◆ Closure

S&ME appreciates the opportunity to submit this proposal to provide testing services during this project. If you should have any questions relative to the services we have outlined above, please do not hesitate to contact us at (828) 687-9080.

Sincerely,

Joseph D. Laps, P.E.  
Construction Services Group Leader

Gant Taylor, P.E. (SC)  
Senior Engineer

Attachments: Fee Schedule / Cost Estimate / Agreement for Services (Form AS-071)

## FEE SCHEDULE - CONSTRUCTION SERVICES

S&ME, Inc.

Asheville, North Carolina

### TECHNICIAN SERVICES

1	Engineering Technician (T1-T2), regular time, per hour.....	\$50.00
2	Senior Engineering Technician (T-3), regular time, per hour.....	\$55.00
3	Asphalt Laboratory Technician, regular time, per hour.....	\$75.00
4	Mileage, per mile.....	<b>No Charge</b>

### PROFESSIONAL SERVICES

1	Staff Professional-Engineer or Geologist (Level I), regular time, per hour.....	\$95.00
2	Staff Professional-Engineer or Geologist (Level II), regular time, per hour.....	\$105.00
3	Project Professional-Engineer or Geologist, regular time, per hour.....	\$125.00
4	Senior Professional, Special Inspector, regular time, per hour.....	\$155.00
5	Secretarial Services, regular time, per hour.....	\$50.00
6	Mileage, per mile.....	<b>No Charge</b>

### MATERIAL TESTING SERVICES

1	Standard Proctor Compaction Test (ASTM D698), each.....	\$150.00
2	Modified Proctor Compaction Test (ASTM D1557), each.....	\$250.00
3	ABC Stone Proctor Compaction Test, each.....	\$250.00
4	ABC Stone Gradation, each.....	\$250.00
5	Grain Size Tests (Wash 200 Sieve), each.....	\$85.00
6	Grain Size Tests (With Hydrometer), each.....	\$105.00
7	Atterberg Limits Test, each.....	\$85.00
8	Natural Moisture Content Test, each.....	\$15.00
9	Compressive Strength of concrete cylinders, each.....	\$15.00
10	Compressive Strength of Grout Prisms (ASTM C1019), each.....	\$30.00
11	Compressive Strength of 2" cube samples (ASTM C109), each.....	\$20.00

Note:

- A. Overtime rates will be 1.5 times the regular rate indicated for labor for engineering technicians
- B. Overtime includes all time in excess of 8 hours per day, Saturdays, Sundays & Holidays

**COST ESTIMATE WORKSHEET (REVISED)**

**Quality Assurance Testing**

**AVL Southern Apron Expansion**

**S&ME Proposal No. 33-1800316r1**

Estimate below is based on information provided by Mr. Hunter Boniface and Mr. Jon McCalmont of Parrish & Partners in email correspondence and phone conversations between October 22, 2018 and August 2, 2019. It was indicated that S&ME assume all testing will be performed on a part-time basis, including testing for the retaining wall. Please note, if the retaining wall requires special inspections, S&ME will only issue a final, sealed letter, if our personnel is onsite full-time during wall construction.

**AVL Southern Apron Expansion - QA Testing**

<< assume 15 month construction duration

	<i>Qty</i>	<i>Unit</i>	<i>Rate</i>	<i>Extended Cost</i>
<b>1.0 P-152 Excavation, Subgrade, and Embankment</b>				
<< assume one senior lead technician onsite part time for 180 days (30 weeks, 6 days/week, 5 hours per day)				
<< assume Senior Registered Professional to make 10 visits				
<< assume one soil Modified Proctor test per every 10,000 Cubic Yards of fill.				
a Lead Engineering Technician (Regular Time)	750	Hours	\$55.00	\$41,250.00
b Lead Engineering Technician (Overtime)	150	Hours	\$82.50	\$12,375.00
c Senior Registered Professional Engineer	80	Hours	\$155.00	\$12,400.00
d Soil Modified Proctor Test	18	Each	\$250.00	\$4,500.00
e Vehicle Mileage	1100	Trips	<b>\$0.00</b>	\$0.00
			<b>Subtotal</b>	<b>\$70,525.00</b>
<b>2.0 P-209 Aggregate Base Course</b>				
<< assume one senior lead technician onsite part time for 30 days (5 weeks, 5 days/week, 5 hours per day)				
a Lead Engineering Technician (Regular Time)	125	Hours	\$55.00	\$6,875.00
b ABC Stone Modified Proctor Test	2	Each	\$250.00	\$500.00
c Vehicle Mileage	150	Trips	<b>\$0.00</b>	\$0.00
			<b>Subtotal</b>	<b>\$7,375.00</b>
<b>3.0 P-304 Cement Treated Aggregate Base Course (CTB)</b>				
<< assume one senior lead technician onsite part time for 40 days (8 weeks, 5 days/week, 8 hours per day)				
a Lead Engineering Technician (Regular Time)	320	Hours	\$55.00	\$17,600.00
b CTB Modified Proctor Test	2	Each	\$250.00	\$500.00
c Mix Design Review and Approval	1	Each	\$600.00	\$600.00
d Vehicle Mileage	300	Trips	<b>\$0.00</b>	\$0.00
			<b>Subtotal</b>	<b>\$18,700.00</b>
<b>4.0 P-501 Cement Concrete Pavement</b>				
<< assume one senior lead technician onsite part time for 50 days (10 weeks, 5 days/week, 8 hours per day)				
a Lead Engineering Technician (Regular Time)	400	Hours	\$55.00	\$22,000.00
b Flexural Strength of Concrete Beams (assume sets of 8)	224	Each	\$50.00	\$11,200.00
c Mix Design Review and Approval	1	Each	\$600.00	\$600.00
d Vehicle Mileage	600	Trips	<b>\$0.00</b>	\$0.00
			<b>Subtotal</b>	<b>\$33,800.00</b>
<b>7.0 Project Management</b>				
a Assistant Project Manager (Project Professional, Level II)	95	Hours	\$105.00	\$9,975.00
b Project Manager (Senior Registered Professional)	75	Hours	\$145.00	\$10,875.00
c Retaining Wall Submittal Review (by Senior Reg. Professional)	1	Each	\$1,500.00	\$1,500.00
d Administrator	50	Hours	\$50.00	\$2,500.00
			<b>Subtotal</b>	<b>\$24,850.00</b>
<b>TOTAL COST ESTIMATE:</b>				<b>\$155,250.00</b>
<b>RECOMMENDED BUDGET:</b>				<b>\$155,250.00</b>
<b>P-306 Lean Concrete Base Course (Alternate)</b>				
<< assume one senior lead technician onsite part time for 40 days (8 weeks, 5 days/week, 6 hours per day)				
a Lead Engineering Technician (Regular Time)	240	Hours	\$55.00	\$13,200.00
c Compressive Strength Concrete Cylinders (assume sets of 5 samples)	60	Each	\$15.00	\$900.00
Mix Design Review and Approval	1	Each	\$600.00	\$600.00
d Vehicle Mileage	200	Trips	<b>\$0.00</b>	\$0.00
			<b>Subtotal</b>	<b>\$14,700.00</b>
<b>P-403 Hot Mix Asphalt Base Course (Alternate)</b>				
<< assume one senior lead technician onsite part time for 24 days (4 weeks, 6 days/week, 8 hours per day)				
a Asphalt Laboratory Technician	160	Hours	\$75.00	\$12,000.00
b Asphalt Laboratory Technician (Overtime)	32	Hours	\$112.50	\$3,600.00
c Mix Design Review and Approval	1	Each	\$600.00	\$600.00
d Vehicle Mileage	2880	Trips	<b>\$0.00</b>	\$0.00
			<b>Subtotal</b>	<b>\$16,200.00</b>

Revision Date: 8/16/19



**S&ME FEE ESTIMATE WORKSHEET**

**AVL Southern Apron Expansion - MSE Wall Special Inspections  
S&ME Project No. 3341-19-038**

The revised estimate below is based on information provided by Mr. Jon Chism with Zachry Construction via email dated May 27, 2020, which included a updated schedule on the retaining wall construction. Based on this, we understand that the proposed retaining wall construction schedule has changed from 39 working days (originally provided in December 2019) to 80 working days (addition of 41 working days). Please note, actual costs will be based on actual work performed, construction schedule, and pace of construction. No over time or weekend work has been included in this budget. If overtime is required, we request an opportunity to revise our budget estimate. We also assume that all classification laboratory testing for soils used in the MSE wall will be provided by the Contractor's QC laboratory.

Services to be performed by S&ME, Inc.	Estimated Quantity	Unit Rate	Estimated Cost
<b><u>I. MSE WALL CONSTRUCTION SPECIAL INSPECTION</u></b>			
<b>&gt; We understand that an MSE wall certification letter is required (to be provided by the Wall Designer), and therefore a Senior Engineering Technician (T3) will be required full-time (8 hours per day, 5 days per week) for the 80 days of wall construction. Additionally, we anticipate a Staff Professional (P1) for six, 6 hour visits, and a Senior Engineer (P5) will be required for 2, 6 hour visit, and a Project Professional (P4) will be required for five, 4 hour visits to attend meetings, and observe site conditions.</b>			
Senior Engineering Technician (T3), per hour	640	\$55.00	\$35,200.00
Staff Professional (P1), per hour	36	\$95.00	\$3,420.00
Project Professional (P4), per hour	20	\$125.00	\$2,500.00
Senior Engineer (P5), per hour	12	\$155.00	\$1,860.00
Vehicle Mileage (round trip assumed to be 5 miles), each	460	\$0.00	<u>\$0.00</u>
			<b>\$42,980.00</b>
<b><u>II. PROJECT MANAGEMENT AND ADMINISTRATIVE COSTS</u></b>			
<b>&gt; We anticipate that project management and administrative costs will account for approximately 15% of the project costs. This may include report review, generation, special inspection coordination, and special inspection completion reports.</b>			
Project Professional (P4), per hour	55	\$125.00	\$6,875.00
Secretarial, per hour	30	\$50.00	<u>\$1,500.00</u>
<b>SUBTOTAL:</b>			<b>\$8,375.00</b>
<b>TOTAL ESTIMATE:</b>			<b>\$51,355.00</b>

**S&ME FEE ESTIMATE WORKSHEET**

**AVL Southern Apron Expansion - Pre-Embankment Stabilization**

**S&ME Project No. 3341-19-038**

Pre-Embankment Stabilization - Additional Services - Based on the information provided during our multiple site meetings and phone conversations with Jon McCalmont, Hunter Boniface, and Ken Farrington (Parrish & Partners) between April 28, 2020 and May 28, 2020, we assume our services will be needed on a full time basis during the implementation of the Pre-Embankment Stabilization Plan. A preliminary construction schedule was provided by Mr. Farrington of approximately 3 weeks. Please note, actual costs will be based on actual work performed, construction schedule, and pace of construction. Please note that no weekend work or overtime has been included in this budget, as full time is represented as 8 hrs per day, 5 days per week. If overtime is required, we request an opportunity to revise our budget estimate.

Services to be performed by S&ME, Inc.	Estimated Quantity	Unit Rate	Estimated Cost
<b><u>I. Pre-Embankment Stabilization Services</u></b>			
<p>&gt; We assume our Senior Engineering Technician (T3) will be required full-time (8 hours per day, 5 days per week) for the 3 weeks (15 days) of pre-embankment stabilization. Additionally, we anticipate a Project Professional (P4) will be required for three, 6 hour visits, and a Senior Engineer (P5) will be required for two, 3 hour visits to attend meetings, and observe site conditions.</p>			
Senior Engineering Technician (T3), per hour	120	\$55.00	\$6,600.00
Project Professional (P4), per hour	18	\$125.00	\$2,250.00
Senior Engineer (P5), per hour	6	\$155.00	\$930.00
Vehicle Mileage (round trip assumed to be 5 miles), each	100	\$0.00	<u>\$0.00</u>
			<b>\$9,780.00</b>
<b><u>II. PROJECT MANAGEMENT AND ADMINISTRATIVE COSTS</u></b>			
<p>&gt; This may include report review and generation, project coordination and communication, and completion reports.</p>			
Project Professional (P4), per hour	15	\$125.00	\$1,875.00
Secretarial, per hour	10	\$50.00	<u>\$500.00</u>
<b>SUBTOTAL:</b>			<b>\$2,375.00</b>
<b>TOTAL ESTIMATE:</b>			<b>\$12,155.00</b>

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**

RESOLUTION NO. 061220-2

**RESOLUTION APPROVING THE USE OF CONSTRUCTION MANAGER  
AT RISK SERVICES PURSUANT TO N.C.G.S. 143-128.1**

WHEREAS, the Greater Asheville Regional Airport Authority is preparing for Terminal Modernization Project Phase II ("Project") at the Asheville Regional Airport;

WHEREAS, the proposed Project is a large and complicated construction project, which will include phased demolition and re-construction of the Asheville Regional Airport Terminal Building, including passenger concourses, a Transportation Security Administration security screening checkpoint, baggage claim, ticket lobby, a central baggage inspection system, passenger boarding bridges, and other specialized equipment and systems to support a public airport terminal, while at all times keeping the facility operational for use by airlines, passengers, concessions, and the Authority throughout phased construction activities, which will require a sophisticated level of project management and construction oversight not typical of other delivery methods; and

WHEREAS, the administrative staff of the Greater Asheville Regional Airport Authority as recommended the use of construction manager at risk services as the preferred method over the other delivery methods provided for under N.C.G.S. 143-128(a1)(1) through N.C.G.S. 143-128(a1)(3) because the Project will greatly benefit from preconstruction services, phasing strategies, logistics planning, complex scheduling and phasing, constructability reviews and subcontractor market analysis, which services are best delivered through the construction manager at risk delivery method; and

WHEREAS, Federal Aviation Administration (FAA) Airport Improvement Program funds will be utilized in part to fund this project, which requires approval by the FAA to use construction manager at risk services, which approval was received on April 28<sup>th</sup>, 2020; and

WHEREAS, N.C.G.S. 143.128.1(e) provides that construction manager at risk services may be used by a public entity only after the public entity has concluded that construction manager at risk services is in the best interest for the project, and the public entity has compared the advantages and disadvantages of using the construction manager at risk method for a given project in lieu of the delivery methods identified in N.C.G.S. 143-128(a1)(1) through N.C.G.S. 143-128(a1)(3); and

WHEREAS, the Board of the Greater Asheville Regional Airport Authority has now compared the advantages and disadvantages of the construction manager at risk project delivery method to the other delivery methods identified in N.C.G.S. 143-128.1(a1) (1) through N.C.G.S. 143-128.1(a1)(3), and has concluded, for the foregoing reasons

identified by the administrative staff, that it is in the best interests of the Project to proceed with the construction manager at risk project delivery method for the Project.

NOW, THEREFORE, BE IT RESOLVED by the Greater Asheville Regional Airport Authority Board, that for the reasons stated above, it has concluded that the delivery of the Terminal Modernization Project Phase II Project utilizing construction manager at risk services is in the best interest of the Project in lieu of the delivery methods identified in N.C.G.S. 143-128(a1)(1) through N.C.G.S. 143-128(a1)(3).

Adopted and effective this 12<sup>th</sup> day of June, 2020.

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY

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By: Matthew C. Burrell, Chair

ATTESTED BY:

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Ellen Heywood, Clerk to the Board



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## MEMORANDUM

TO: Members of the Airport Authority

FROM: Michael A. Reisman, A.A.E.  
Deputy Executive Director

DATE: June 12, 2020

### ITEM DESCRIPTION – New Business Item D

Approve GARAA Administration Policies and Procedures Section 114.01, Contractor Pre-Qualification

### BACKGROUND

While the Authority in the past has utilized a traditional design-bid-build method for construction contracts without pre-qualifying contractors, upcoming projects are intended to utilize other delivery methods that may require or benefit from the pre-qualification of contractors or sub-contractors. North Carolina General Statutes require a governmental entity to adopt an objective pre-qualification policy applicable to all construction or repair work for which the governmental entity intends to pre-qualify bidders. A Contractor Pre-Qualification policy is therefore necessary to adopt within the time frame needed to accommodate upcoming projects that are intended or required to use the pre-qualification process. The pre-qualification procedures presented are consistent with North Carolina guidelines, and the included forms for use in collecting contractor qualifications is based on the North Carolina state template.

### ISSUES

None.

### ALTERNATIVES

The Board could elect to utilize other more traditional construction delivery methods for upcoming projects, which would not require the pre-qualification of contractors.

New Business – Item D



## **FISCAL IMPACT**

There is no fiscal impact associated with this action.

## **RECOMMENDED ACTION**

It is respectfully requested that the Airport Authority Board resolve to adopt GARAA Administration Policies and Procedures Section 114.01.

**OBJECTIVE**

To describe the procedures and process to be used in the pre-qualification of contractors, sub-contractors, and/or first-tier subcontractors (for Construction Manager at Risk contracts) when it is determined that pre-qualification of such contractors is in the best interest of the Greater Asheville Regional Airport Authority (GARAA), or when required by North Carolina Statute based on the project delivery method to be utilized for a specific project.

**METHOD OF  
OPERATION**

**Act**

For Construction Manager at Risk contracts, North Carolina General Statutes require the pre-qualification of first-tier subcontractors. This policy shall be utilized in the selection of first-tier subcontractors on any project for which Construction Manager at Risk is being used as the method of project delivery. First-tier subcontractors are those company's under direct contract with the Construction Manager. For projects using other than Construction Manager at Risk as the delivery method, the utilization of these procedures for pre-qualification of contractors or subcontractors shall be determined on a case by case basis based upon what is determined to be in the best interest of the GARAA, and what is allowed under local, state and federal law.

**Requirements**

GARAA shall utilize a standard *"Pre-Qualification for Contractors, Sub-Contractors and First Tier Sub-Contractors Under CM at Risk"* form for submittal by all firms interested in pre-qualifying for any project. A standard Scoring Matrix will be utilized to grade each submittal for pre-qualification. Points awarded for each numbered item shall be determined on a case by case basis for each project, based upon the specific needs of the project. All contractors who meet the pre-qualification criteria shall be permitted to bid on construction or repair work for the specified project only. Firms that successfully pre-qualify for a specific project, shall NOT automatically be pre-qualified for any other project, unless pre-qualification for other/additional specific projects is specifically approved by GARAA.

**Review of Application**

**Pre-qualification Committee** – The GARAA (and Construction Manager for Construction Manager at Risk projects) shall appoint a Pre-Qualification Committee consisting of appropriate GARAA staff and Construction Manager representatives. A GARAA staff member will serve as the Committee Chair. The Pre-Qualification Committee will assign points to be awarded on the Scoring Matrix based upon project priorities and requirements, review pre-qualification applications submitted, and determine each firm's pre-qualification eligibility for the project.

**Review of Application** – The Pre-Qualification Committee shall use an objective process based on the information submitted on the *"Pre-Qualification for Contractors, Sub-Contractors and First Tier Sub-Contractors Under CM at Risk"* form. Both the *"Pre-Qualification for Contractors, Sub-Contractors and First Tier Sub-Contractors Under CM at Risk"* form and the objective assessment process shall require that:

- There is Uniform, consistent and transparent application to all bidders;
- All bidders who meet the pre-qualification criteria to be pre-qualified are allowed to bid on the construction or repair work project.
- The criteria is rationally related to the construction or repair work.
- Bidders are not denied pre-qualification because they have not been previously awarded a construction or repair project by the GARAA.
- Bidders are permitted to submit history or experience with projects of similar size, scope or complexity.
- Assessment process of pre-qualification is outlined in this policy.
- A process for a denied bidder to protest is outlined in this policy.
- A process for notifying a denied pre-qualified bidder is outlined in this policy.

The Pre-Qualification Committee shall approve or deny the applications in accordance with the pre-qualification criteria and Scoring Matrix determined for the specific project, based on the applicant's initial response to the solicitation for qualified bidders.

**Notice of Decision** – All firms that submitted applications for pre-qualification shall be notified of the Pre-Qualification Committee's decision. For denied applications, the notification will include the reason for denial. Such notification will be sent via email to the address provided by the applicant. . Notice shall be provided prior to the opening of bids for the project and with sufficient time for the firm to appeal a denial of pre-qualification. At the request of any firm that is denied pre-qualification, but does not appeal the denial, an informal meeting may be requested. The informal meeting will be held in person, or via telephone or other electronic means with the GARAA and/or Construction Manager to receive feedback and suggestions for improvement.

**Appeals Procedure**

A firm that is denied pre-qualification for a specific project, may appeal such denial utilizing the following procedures:

**Initial Protest** – A firm denied pre-qualification may protest the Pre-Qualification Committee's decision by filing a written appeal via hand-delivery or email to the Committee Chair within five (5) business days of notice of the Pre-Qualification Committee's decision. If emailed, it is the firm's responsibility to ensure that the email was actually received by the Committee Chair. The written appeal shall clearly articulate the reasons why the firm is contesting the denial, including how the firm satisfied all required criteria for pre-qualification in their initial response, and shall include all supporting documentation supporting the firm's position. The Pre-Qualification Committee may contact the firm regarding the information prior to ruling on the protest. The Pre-Qualification Committee shall review the written protest within five (5) business days. If the Pre-Qualification Committee is satisfied that the firm should be pre-qualified, the firm shall be notified that it is permitted to participate in the bid process. If the Pre-Qualification Committee upholds its denial, the firm shall be notified in writing via email to the address provided by the applicant. .

**Appeal** – Within three (3) business days of notice of the Pre-Qualification Committee's written protest decision, the denied firm may appeal the Pre-Qualification Committee's decision, in writing, via hand-delivery or email to the GARAA's Deputy Executive Director. If emailed, it is the firm's responsibility to ensure that the email was actually received by the Deputy Executive Director. The Deputy Executive Director, in

consultation with the Executive Director, should review the appeal within five (5) business days. In the event the Deputy Executive Director is unable to review in a timely manner, he/she may designate another representative who is not a member of the Pre-Qualification Committee to handle the appeal. In the event the Deputy Executive Director participated as a member of the Pre-Qualification Committee, then this portion of the appeal process shall be carried out solely by the Executive Director.

**Decision on Appeal** – The decision of the Deputy Executive Director, Executive Director, or representative shall be final, and the firm shall be promptly notified of the decision in writing via email to the address provided by the applicant. .

**General Rules** - In the event the Pre-Qualification Committee, Deputy Executive Director, Executive Director or (representative is unable to render a decision on either the initial protest or the appeal prior to the bid date, the firm shall be permitted to submit a bid on the project subject to a final decision on the protest or appeal. If the firm's bid is opened prior to a final decision on the protest or appeal and it is not the lowest monetary bid for the project or portion of work, the appeal shall be terminated and rendered moot. Bids received from firms who have been ruled disqualified to bid shall not be opened. A firm's failure to follow or comply with any requirements of the protest and appeals procedures outlined herein shall result in the firm's protest or appeal being terminated and rendered moot.

**APPROVAL AND  
UPDATE HISTORY**

<b>Approval</b>	June 12, 2020
<b>Supersedes</b>	None

**Greater Asheville Regional Airport Authority**  
**Pre-Qualification for Contractors, Sub-Contractors**  
**And**  
**First Tier Sub-Contractors Under CM at Risk**

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The Greater Asheville Regional Airport Authority (Authority) when necessary, may require the pre-qualification of contractors, sub-contractors and first-tier subcontractors on certain construction projects utilizing various delivery methods. The use of the pre-qualification process is required under North Carolina statutes for first-tier sub-contractors desiring to work on projects utilizing the Construction Manager at Risk delivery method. For projects utilizing other delivery methods, the requirement and/or need for pre-qualifying contractors and/or subcontractors shall be determined on a case by case basis based solely on the determination of what is in the best interest of the Authority.

The use of information collected in the pre-qualification process is done so in accordance with North Carolina Session Law 2014-42, House Bill 1043 which clarified G.S. 143-135.8 requiring a governmental entity to adopt an objective pre-qualification policy applicable to all construction... for which the governmental entity intends to pre-qualify bidders. Pursuant to the statute, this form gathers information about the contractor(s) seeking to qualify for work and provides a general format for the pre-qualification criteria.

**Completion of this questionnaire does not guarantee pre-qualification.**

PREQUALIFICATION DUE DATE AND TIME: \_\_\_\_\_ at \_\_\_\_\_.  
Date Time

Submitted To: **GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**

Attention of: \_\_\_\_\_

CM at Risk Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Owner: **GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**

Project Location/Address: \_\_\_\_\_

Project Architect/Engineer: \_\_\_\_\_

Project Phase: \_\_\_\_\_ Project Start Date: \_\_\_\_\_

Project Phase/Duration: \_\_\_\_\_ Anticipated Bid Date: \_\_\_\_\_

Total Project Budget: \_\_\_\_\_ Phase Budget: \_\_\_\_\_



**SECTION 1. GENERAL COMPANY INFORMATION**

**1.a Primary/Main Office Location:**

Company Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Primary Contact Name/Title: \_\_\_\_\_

Secondary Contact Name/Title: \_\_\_\_\_

**1.b Business Type (Check):**

Corporation  Partnership  LLC  Sole Proprietor  Joint Venture

Indicate your NC Statewide

Uniform Certification (Check):  DBE  MBE  HBE  AABE  AIBE  WBE  SDB  
 Other (Specify) \_\_\_\_\_ Certify Agency/State: \_\_\_\_\_

Is your firm registered in/with the State of North Carolina to do business?  Yes  No

Is your firm listed in Dun and Bradstreet?  Yes  No Number: \_\_\_\_\_ Rating: \_\_\_\_\_

Date founded: \_\_\_\_\_ State of Incorporation: \_\_\_\_\_ Federal ID#: \_\_\_\_\_

Is your firm owned or controlled by a parent company or other organization:  Yes  No

If yes, describe/name ownership: \_\_\_\_\_

List all other names your firm has operated under in the past 5 years: \_\_\_\_\_

**1.c Licensing Information:** (Provide all North Carolina professional licenses required for you to perform your services)

NC License No./Name of License	License Limit/Level	State/County/City Privilege License (Provide Copy)
_____	_____	_____
_____	_____	_____
_____	_____	_____

Has any license ever been denied or revoked?  Yes  No If yes, explain: \_\_\_\_\_

**1.d Type of Work Performed on a Regular Basis:**

Primary Scope of Work: \_\_\_\_\_

Secondary Scope of Work: \_\_\_\_\_

Other Scope of Work: \_\_\_\_\_

What type of work do you self-perform? \_\_\_\_\_

**1.e Bonding:**

Attach a letter dated within the last 30 days, from your surety company, signed by their Attorney in Fact, verifying their willingness to issue sufficient payment and performance bonds for this project, on behalf of your firm and the dollar limits of that bond commitment, both single and aggregate. Surety company bond rating shall be rated "A" or better under the A.M. Best Rating System of the Federal Treasury List.

Have you attached a surety letter?  Yes  No

Have any funds been expended by a Surety Company on your firm's behalf?  Yes  No

If Yes, explain: \_\_\_\_\_

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**1.f Insurance:**

The minimum insurance requirements are listed in the Contract Specifications and/or Request for Qualifications. Firms must indicate that they can provide evidence of insurance coverage, should they be the successful bidder by attaching a copy of their insurance certificate.

Have you attached a copy of your insurance certificate:  Yes  No

Is your firm willing to participate in an OCIP/CCIP insurance program if requested by the Owner/CM?  Yes  No

**1.g Financials:**

Attach latest Balance Sheet and income statement, if available, based on company type. Audited Statements preferred. If not available, attach a copy of the latest annual renewal submission to the relevant licensing board. (Firm must submit financial data and may clearly indicate a request for confidentiality to avoid this item from becoming part of a public record.)

Have you attached a Balance Sheet:  Yes  No

List, on a separate sheet, any lines of credit, including the identification of the financial institution holding the line of credit, contact name and phone number at the institution, current total line of credit, current balance available, and effective date of the stated balance (must be within the past 30 days).

Have you attached a line of credit statement?  Yes  No

**SECTION 2. GENERAL REQUIREMENTS**

**2.a Experience:**

How many full-time employees work for the company? \_\_\_\_\_

If the firm has more than one office location, how many full-time permanent employees work for the company at the location which will serve this project? \_\_\_\_\_

**2.b** List the dollar value of construction work the company has performed for each of the past three calendar years.

Year: _____	Year: _____	Year: _____
Amount: _____	Amount: _____	Amount: _____

How many projects does your firm currently have under contract or in progress and what is their total dollar value?

Number of Projects: \_\_\_\_\_

Total Amount of Contracts: \_\_\_\_\_

Amount Remaining to Bill: \_\_\_\_\_

What is your firms average job size? \_\_\_\_\_ Sqft. \$\_\_\_\_\_ Dollar Amount

What is your firms largest job completed: \_\_\_\_\_ Sqft. \$\_\_\_\_\_ Dollar Amount

Location: \_\_\_\_\_ Year Completed: \_\_\_\_\_

Current Backlog: \$\_\_\_\_\_ Dollar Amount

**2.c** Has your firm performed work in an aviation/airport environment before:  Yes  No

If yes, provide location, description, size and dollar value: \_\_\_\_\_

**2.d** List the three (3) largest contracts currently under contract or in progress, including for each, the information requested below:

Project Name	
Description of Work	
Delivery Method CM/GC	
Owner Name/Representative	
Owner Address/Phone/Email	
Architect/Engineer Name/Representative	

Architect Address/Phone/Email	
Original Contract Dollar Value or GMP	
Anticipated Dollar Value at Completion	
Percentage Complete	
Anticipated Completion Date	

Project Name	
Description of Work	
Delivery Method CM/GC	
Owner Name/Representative	
Owner Address/Phone/Email	
Architect/Engineer Name/Representative	
Architect Address/Phone/Email	
Original Contract Dollar Value or GMP	
Anticipated Dollar Value at Completion	
Percentage Complete	
Anticipated Completion Date	

Project Name	
Description of Work	
Delivery Method CM/GC	
Owner Name/Representative	
Owner Address/Phone/Email	
Architect/Engineer Name/Representative	
Architect Address/Phone/Email	
Original Contract Dollar Value or GMP	
Anticipated Dollar Value at Completion	
Percentage Complete	

Anticipated Completion Date	
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**2.e Office Locations:**

Will this project be managed and directed from an office in North Carolina? An office in North Carolina is defined as "The principal place from which the trade or business of the bidder is directed or managed".  Yes  No

If No, indicate the location from the project will be managed and directed: \_\_\_\_\_

**Litigation / Claims:**

**2.f** Has your company, or any of its parent, sister or other associated companies, been involved in any judgement, claims, arbitration, mediation or similar proceedings, or suits within the past five years, whether resolved or still pending resolution?  Yes  No If Yes, state the project name, year, case number and reason why: \_\_\_\_\_

**2.g** Are there currently any judgements, claims, arbitration, mediation or similar proceedings or suits pending or outstanding against your company, or any of its parent, sister or other associated companies, its officers, agents, or owners?  Yes  No If Yes, state the project name, year, case number and reason why: \_\_\_\_\_

**2.h** Has your company, or any of its parent, sister or other associated companies ever failed to complete work awarded to it?  Yes  No If Yes, provide project name, year and reason why: \_\_\_\_\_

**2.i** Has your company, or any of its parent, sister or other associated companies ever failed to substantially complete a project in a timely manner (more than 20% beyond the originally contracted scheduled completion date)?  Yes  No If Yes, provide project name, year and reason why: \_\_\_\_\_

**2.j** Has your company, or any of its parent, sister or other associated companies, ever paid liquidated damages on any project?  Yes  No If Yes, provide project name, year and reason why: \_\_\_\_\_

**2.k** Has the officers, owners or agents of your company, or any of its parent, sister or other associated companies, ever been convicted of charges relating to conflicts of interest, bribery, or bid rigging?  Yes  No If Yes, provide project name, year and reason why:

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**2.l** Has your company, or any of its parent, sister or other associated companies, or any of their officers, owners or agents, ever been barred from bidding public projects with any entity in any State or territory?  Yes  No If Yes, provide project name, year and reason why:

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**2.m** Has any officer, owner or agent of your company, or any parent, sister or other associated company, while holding the position of an officer, owner or agent of any company, past or present, been involved in any project for which any of the above questions in this Litigation/Claims section could have been answered "Yes"?  Yes  No If Yes, provide details the same as provided for in the relevant question above:

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**2.n Safety Record:**

List your companies Experience Modification Rating (EMR) for the past three years. Attach OSHA 300 Log for the past three years.

\_\_\_\_\_  
Present Rate

\_\_\_\_\_  
Last Rate

\_\_\_\_\_  
Year Before Rate

If these rates reflect corporate performance over a number of locations, explain to the extent possible, the performance of the location serving this project: \_\_\_\_\_

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List any OSHA fines and jobsite fatalities in the past three years with an explanation: \_\_\_\_\_

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**2.o Disadvantaged Business Enterprise Plan (DBE):**

Does your company currently have a documented plan for engaging sub-contractor participation from Disadvantaged Business Enterprises?  Yes  No If Yes, attach your companies DBE Plan.

What has been your company's average percentage level of DBE participation for public projects in North Carolina for the past five years? \_\_\_\_\_%.

### **SECTION 3. PROJECT SPECIFICS**

List three current or completed projects of similar type which most closely reflect the size and complexity of the type of work being requested for the currently proposed project, within the past ten years.

<b>3.a</b> Project Name	
Description of Work	
Delivery Method CM/GC	
Owner Name/Representative	
Owner Address/Phone/Email	
Architect/Engineer Name/Representative	
Architect Address/Phone/Email	
Original Contract Dollar Value or GMP	
Anticipated Dollar Value at Completion	
Percentage Complete	
Anticipated Completion Date	

<b>3.b</b> Project Name	
Description of Work	
Delivery Method CM/GC	
Owner Name/Representative	
Owner Address/Phone/Email	
Architect/Engineer Name/Representative	
Architect Address/Phone/Email	
Original Contract Dollar Value or GMP	
Anticipated Dollar Value at Completion	
Percentage Complete	
Anticipated Completion Date	

<b>3.c Project Name</b>	
Description of Work	
Delivery Method CM/GC	
Owner Name/Representative	
Owner Address/Phone/Email	
Architect/Engineer Name/Representative	
Architect Address/Phone/Email	
Original Contract Dollar Value or GMP	
Anticipated Dollar Value at Completion	
Percentage Complete	
Anticipated Completion Date	

**SECTION 4. SIGNATURE**

By signing this document, you are acknowledging that all answers are true to the best of your knowledge. Any answers found to be falsified may eliminate you from being pre-qualified on this project.

\_\_\_\_\_  
Company Name (as licensed in NC)

\_\_\_\_\_  
Physical Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Submitted by (print name and title of authorized person)

\_\_\_\_\_  
Authorized persons phone number and email

**NOTARY CERTIFICATION:**

NORTH CAROLINA  
\_\_\_\_\_ COUNTY

I, a Notary Public of the County and State aforesaid, certify that \_\_\_\_\_  
appeared before me this day and acknowledged the execution of the foregoing instrument.  
Witness my hand and official seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(Official Notary Seal or Stamp) \_\_\_\_\_  
Signature of Notary Public

My commission expires: \_\_\_\_\_, 20\_\_\_\_\_



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## MEMORANDUM

TO: Members of the Airport Authority

FROM: Christina M. Madsen  
Airport Properties and Contracts Manager

DATE: June 12, 2020

### ITEM DESCRIPTION – New Business Item E

Approve Property Purchase and Budget Amendment

### BACKGROUND

In 2017 the Greater Asheville Regional Airport Authority (“Authority”) undertook a massive airfield redevelopment project which required an area of land to be acquired for the runway safety area. The entire parcel of land owned by Mr. James D. Elmore (“Property Owner”) is approximately 1.65 acres and the Authority requires only a small portion of the property which is approximately 0.38 acres. The Property Owner has two residential trailers, and a shed located on the property. The trailers will not be impacted with the acquisition; however, the shed is located on the property being acquired by the Authority.

The Authority and the Property Owner have been in discussions to purchase this property for several years and recently have agreed upon the terms for the acquisition.

### ISSUES

Due to the new property line being created following acquisition, one of the trailers will be within the Buncombe County set back requirements. Therefore, the Authority will facilitate a variance exception application with Buncombe County and the Property Owner.

### ALTERNATIVES

None.

New Business Item E



## FISCAL IMPACT

The Authority will pay the Property Owner \$21,300.00 as just compensation for the fair market value of the property, determined by an independent appraisal. In addition, the Authority will pay the Property Owner a \$15,000.00 lump sum amount that will cover the cost to purchase and install a new replacement shed and any future costs that may be incurred by Property Owner for any water and sewer infrastructure relocation required for a new trailer replacement on the property that will not be acquired by Authority. The Authority will demolish the existing shed and install a boundary fence at its sole cost and expense.

The budget amendment will increase both FY19/20 budgeted revenues and expenditures by \$40,000 to cover the purchase and closing costs.

## RECOMMENDED ACTION

It is respectfully requested that the Greater Asheville Regional Airport Authority Board resolve to (1) approve the purchase and sale agreement to acquire the property as described above with Mr. James Elmore, the Property Owner, and (2) authorize the Executive Director to execute the necessary documents, and (3) resolve to amend the FY2019/2020 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, 2020:

Section 1. To amend the appropriations as follows:

### EXPENDITURES:

	<u>Decrease</u>	<u>Increase</u>
Capital Improvements		\$40,000
Totals	<hr/> <hr/>	<hr/> <hr/> \$40,000



This will result in a net increase of \$40,000 in the appropriations. Revenues will be revised as follows:

**REVENUES:**

	<u>Decrease</u>	<u>Increase</u>
Transfer from GARAA Cash		\$40,000
Totals	<hr/> <hr/>	<hr/> <hr/> \$40,000

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

Adopted this 12<sup>th</sup> day of June 2020.

\_\_\_\_\_  
Matthew Burril, Chair

Attested by:

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



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## MEMORANDUM

TO: Members of the Airport Authority

FROM: Christina M. Madsen  
Airport Properties and Contracts Manager

DATE: June 12, 2020

### ITEM DESCRIPTION – New Business Item E

Approve Property Purchase and Budget Amendment

### BACKGROUND

On March 4, 2019, Broadmoor Golf course owners, Warrior Golf Management LLC., (“Warrior”), filed a petition seeking relief under Chapter 11 of the United States Bankruptcy Code in the Southern District of Texas. The case is pending in the Bankruptcy Court. The property is contiguous to airport owned property and is located across highway 280 at 101 French Lane, Fletcher, North Carolina, and is approximately 193.31 acres, located within Henderson County.

The Airport Authority (“Authority”) was contacted by Warrior regarding the purchase of the property. Warrior and the Authority agreed to enter into an Asset Purchase Agreement to allow the Authority to complete due diligence on the property prior to July 17, 2020 and allow Warrior to obtain a Final Sale Order from the Bankruptcy Court prior to July 10, 2020. In the event the Authority determines in its sole discretion, the property is suitable for purchase, and the Final Sale Order is granted by the Bankruptcy Court, the closing would occur no later than July 31, 2020.

### ISSUES

None.

### ALTERNATIVES

None.

New Business Item E





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

Adopted this 12<sup>th</sup> day of June 2020.

\_\_\_\_\_  
Matthew Burrell, Chair

Attested by:

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



## MEMORANDUM

TO: Members of the Airport Authority

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

DATE: June 12, 2020

### ITEM DESCRIPTION – Information Section Item A

April, 2020 Traffic Report – Asheville Regional Airport

### SUMMARY

Due to the continuing pandemic and stay-at-home orders mandated by state government, April, 2020 overall passenger traffic numbers were down 98.1% compared to the same period last year. Passenger traffic numbers reflect a 98.0% decrease in passenger enplanements from April, 2019. Enplanements for Fiscal Year to Date total 599,857 which is a 10.9% increase over the same period last year.

### AIRLINE PERFORMANCE

Allegiant Airlines: Year over Year passenger enplanements for Allegiant in April 2020 were down by 99.6%. There were 238 flight cancellations for the month.

American Airlines: American's April 2020 passenger enplanements represent a 94.3% decrease over the same period last year. There were 82 flight cancellations for the month.

Delta Airlines: Enplanements for Delta in April 2020 decreased by 97.0%. There were 28 flight cancellations for the month.

Spirit Airlines: Spirit did not operate any flights for the month of April.

United Airlines: In April 2020, United Airlines saw a decrease in enplanements by 99.5% over the same period last year. SkyWest Airlines, an affiliate airline for United that typically flies the Chicago service, did not operate any flights for the month of April.

# Monthly Traffic Report Asheville Regional Airport

April 2020



Category	Apr 2020	Apr 2019	Percentage Change	*CYTD-2020	*CYTD-2019	Percentage Change	*MOV12-2020	*MOV12-2019	Percentage Change
<b>Passenger Traffic</b>									
Enplaned	1,210	61,230	-98.0%	143,391	211,512	-32.2%	740,972	634,554	16.8%
Deplaned	<u>1,158</u>	<u>61,960</u>	-98.1%	<u>141,765</u>	<u>208,249</u>	-31.9%	<u>741,185</u>	<u>630,562</u>	17.5%
<b>Total</b>	<b>2,368</b>	<b>123,190</b>	<b>-98.1%</b>	<b>285,156</b>	<b>419,761</b>	<b>-32.1%</b>	<b>1,482,157</b>	<b>1,265,116</b>	<b>17.2%</b>
<b>Aircraft Operations</b>									
Airlines	286	1,100	-74.0%	2,990	3,574	-16.3%	12,672	10,327	22.7%
Commuter/ Air Taxi	<u>166</u>	<u>598</u>	-72.2%	2,440	2,529	-3.5%	11,176	10,365	7.8%
<b>Subtotal</b>	<u>452</u>	<u>1,698</u>	-73.4%	<u>5,430</u>	<u>6,103</u>	-11.0%	<u>23,848</u>	<u>20,692</u>	15.3%
General Aviation	1,110	3,469	-68.0%	10,340	12,699	-18.6%	45,245	39,950	13.3%
Military	<u>142</u>	<u>354</u>	-59.9%	<u>640</u>	<u>912</u>	-29.8%	<u>2,787</u>	<u>3,119</u>	-10.6%
<b>Subtotal</b>	<u>1,252</u>	<u>3,823</u>	-67.3%	<u>10,980</u>	<u>13,611</u>	-19.3%	<u>48,032</u>	<u>43,069</u>	11.5%
<b>Total</b>	<b>1,704</b>	<b>5,521</b>	<b>-69.1%</b>	<b>16,410</b>	<b>19,714</b>	<b>-16.8%</b>	<b>71,880</b>	<b>63,761</b>	<b>12.7%</b>
<b>Fuel Gallons</b>									
100LL	7,963	16,206	-50.9%	32,937	48,280	-31.8%	156,701	170,206	-7.9%
Jet A (GA)	22,155	81,882	-72.9%	193,128	252,392	-23.5%	1,303,192	1,391,619	-6.4%
<b>Subtotal</b>	<u>30,118</u>	<u>98,088</u>	-69.3%	<u>226,065</u>	<u>300,672</u>	-24.8%	<u>1,459,893</u>	<u>1,561,825</u>	-6.5%
Jet A (A/L)	<u>44,472</u>	<u>502,274</u>	-91.1%	<u>1,562,368</u>	<u>1,675,363</u>	-6.7%	<u>6,800,094</u>	<u>4,883,386</u>	39.2%
<b>Total</b>	<b>74,590</b>	<b>600,362</b>	<b>-87.6%</b>	<b>1,788,433</b>	<b>1,976,035</b>	<b>-9.5%</b>	<b>8,259,987</b>	<b>6,445,211</b>	<b>28.2%</b>

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

Thursday, May 21, 2020

# Airline Enplanements, Seats, and Load Factors

## Asheville Regional Airport

April 2020



	Apr 2020	Apr 2019	Percentage Change	*CYTD-2020	*CYTD-2019	Percentage Change
<b>Allegiant Air</b>						
Enplanements	111	26,096	-99.6%	65,020	88,779	-26.8%
Seats	531	35,181	-98.5%	100,209	121,110	-17.3%
Load Factor	20.9%	74.2%	-71.8%	64.9%	73.3%	-11.5%
<b>American Airlines</b>						
Enplanements	666	11,618	-94.3%	36,368	43,092	-15.6%
Seats	7,619	14,191	-46.3%	64,224	52,418	22.5%
Load Factor	8.7%	81.9%	-89.3%	56.6%	82.2%	-31.1%
<b>Delta Air Lines</b>						
Enplanements	399	13,303	-97.0%	25,657	44,685	-42.6%
Seats	4,726	15,478	-69.5%	40,865	52,160	-21.7%
Load Factor	8.4%	85.9%	-90.2%	62.8%	85.7%	-26.7%
<b>Spirit Airlines</b>						
Enplanements	0	3,841	-100.0%	5,265	16,526	-68.1%
Seats	0	8,918	-100.0%	10,034	31,668	-68.3%
Load Factor	#Num!	43.1%	#Type!	52.5%	52.2%	0.5%
<b>United Airlines</b>						
Enplanements	34	6,372	-99.5%	11,081	18,430	-39.9%
Seats	1,500	7,558	-80.2%	18,078	23,960	-24.5%
Load Factor	2.3%	84.3%	-97.3%	61.3%	76.9%	-20.3%
<b>Totals</b>						
Enplanements	1,210	61,230	-98.0%	143,391	211,512	-32.2%
Seats	14,376	81,326	-82.3%	233,410	281,316	-17.0%
Load Factor	8.4%	75.3%	-88.8%	61.4%	75.2%	-18.3%

Thursday, May 21, 2020

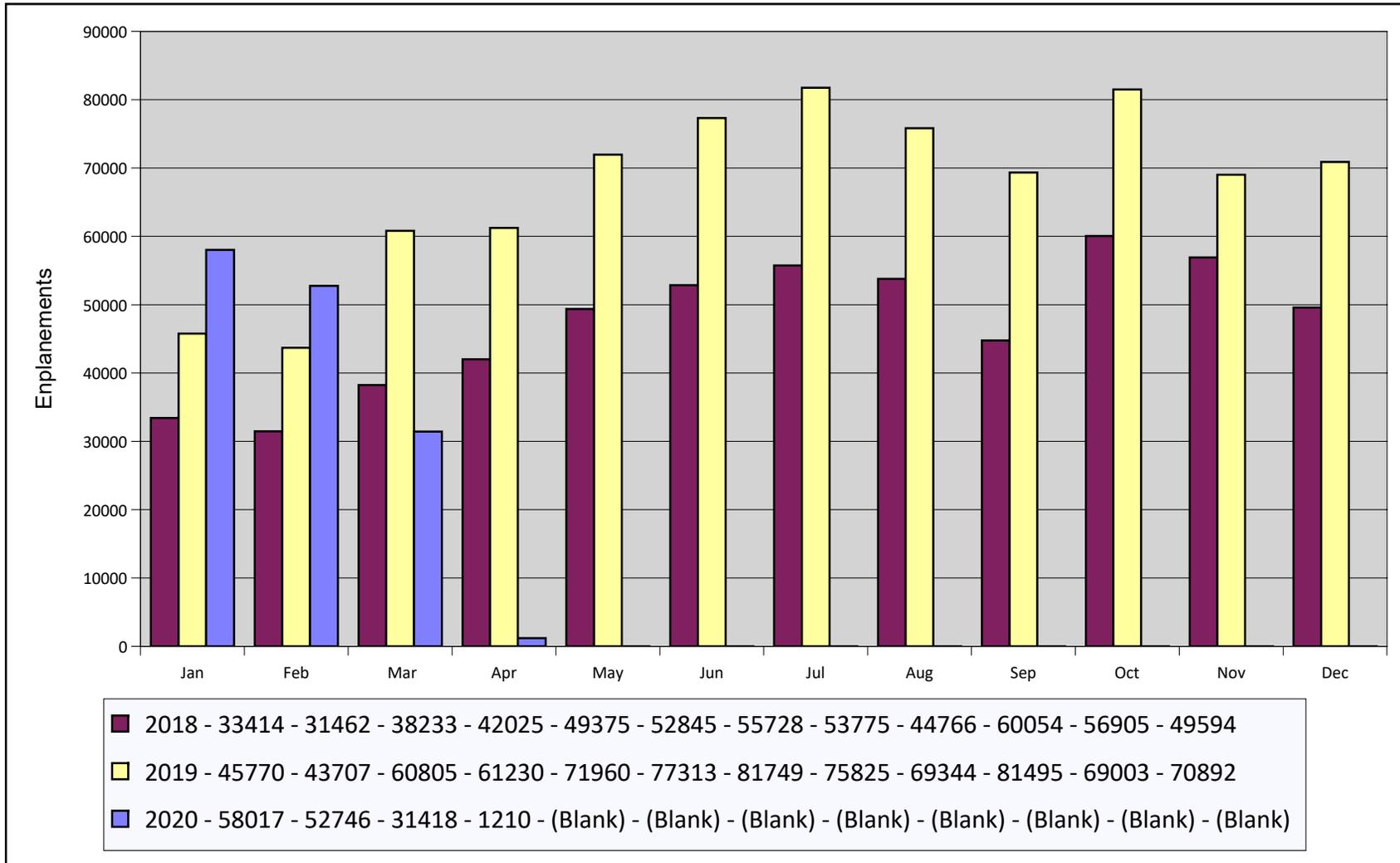
\*CTYD = Calendar Year to Date and \*Mov12 = Moving Twelve Months.

# Airline Flight Completions Asheville Regional Airport April 2020

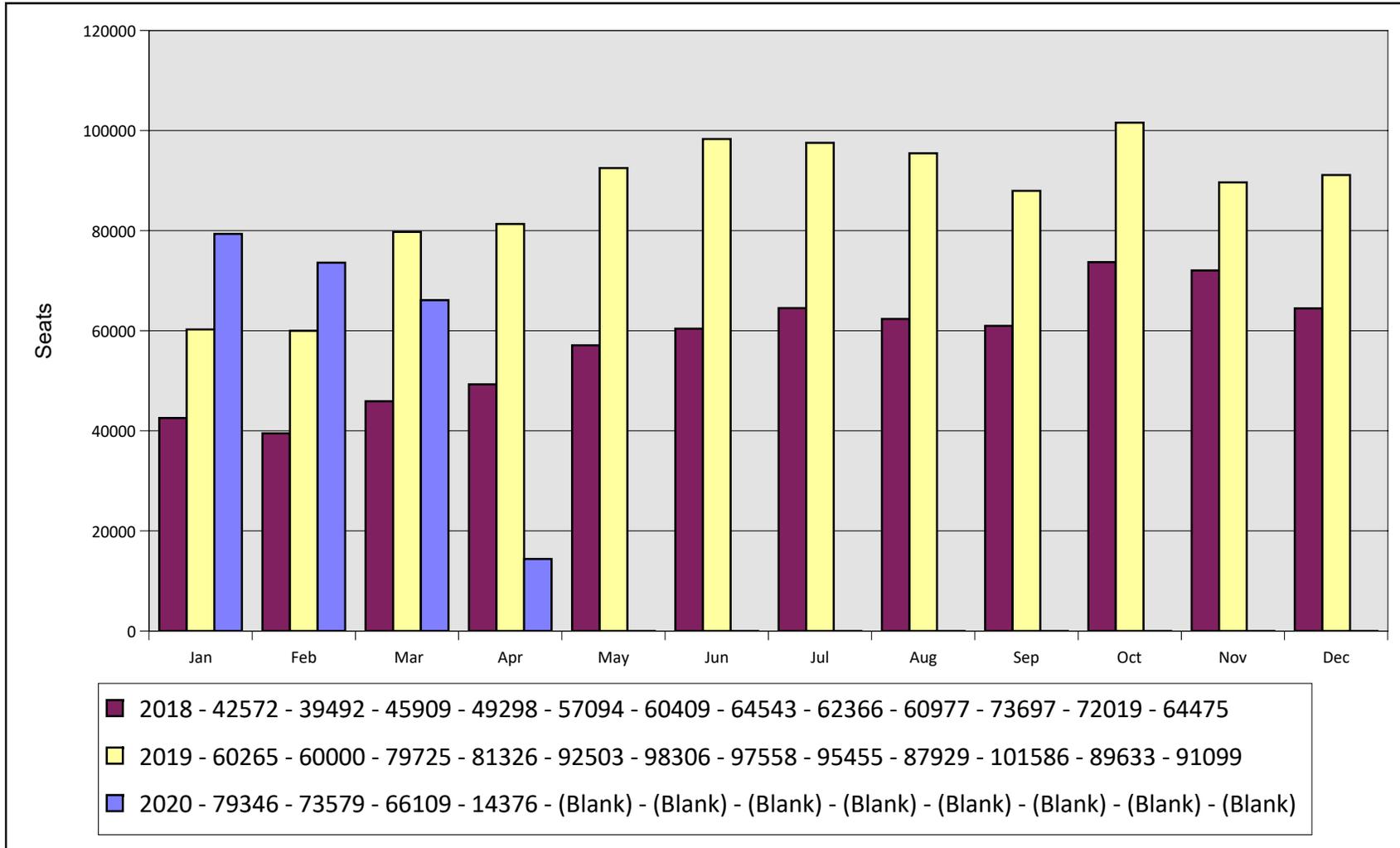


Airline	Scheduled Flights	Field	Cancellations Due To			Total Cancellations	Percentage of Completed Flights
			Mechanical	Weather	Other		
Allegiant Air	241	0	0	0	238	238	1.2%
American Airlines	195	0	0	0	82	82	54.4%
Delta Air Lines	77	0	0	0	28	28	63.6%
United Airlines	29	0	0	0	0	0	100.0%
<b>Total</b>	<b>542</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>348</b>	<b>348</b>	<b>35.8%</b>

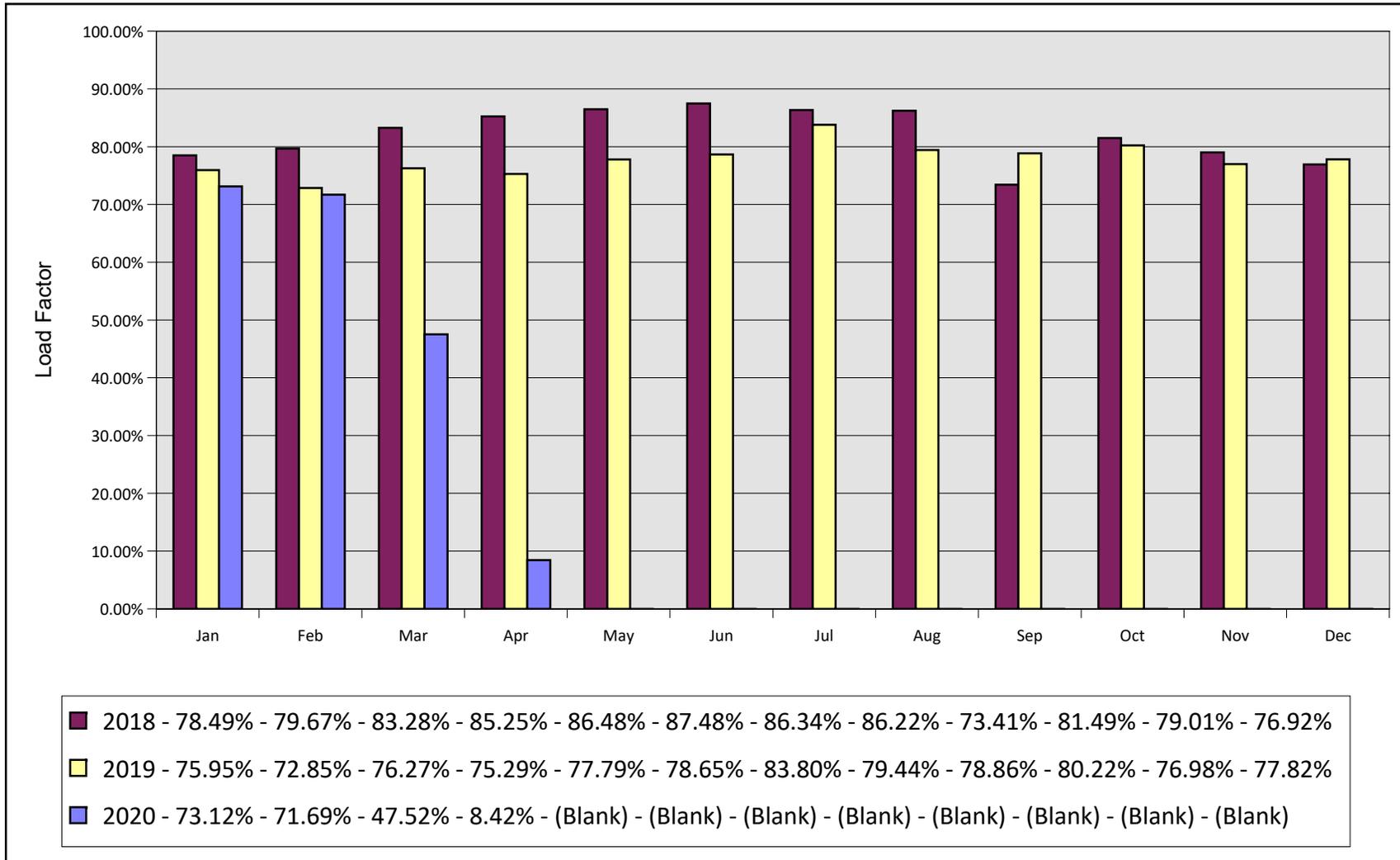
# Monthly Enplanements By Year Asheville Regional Airport



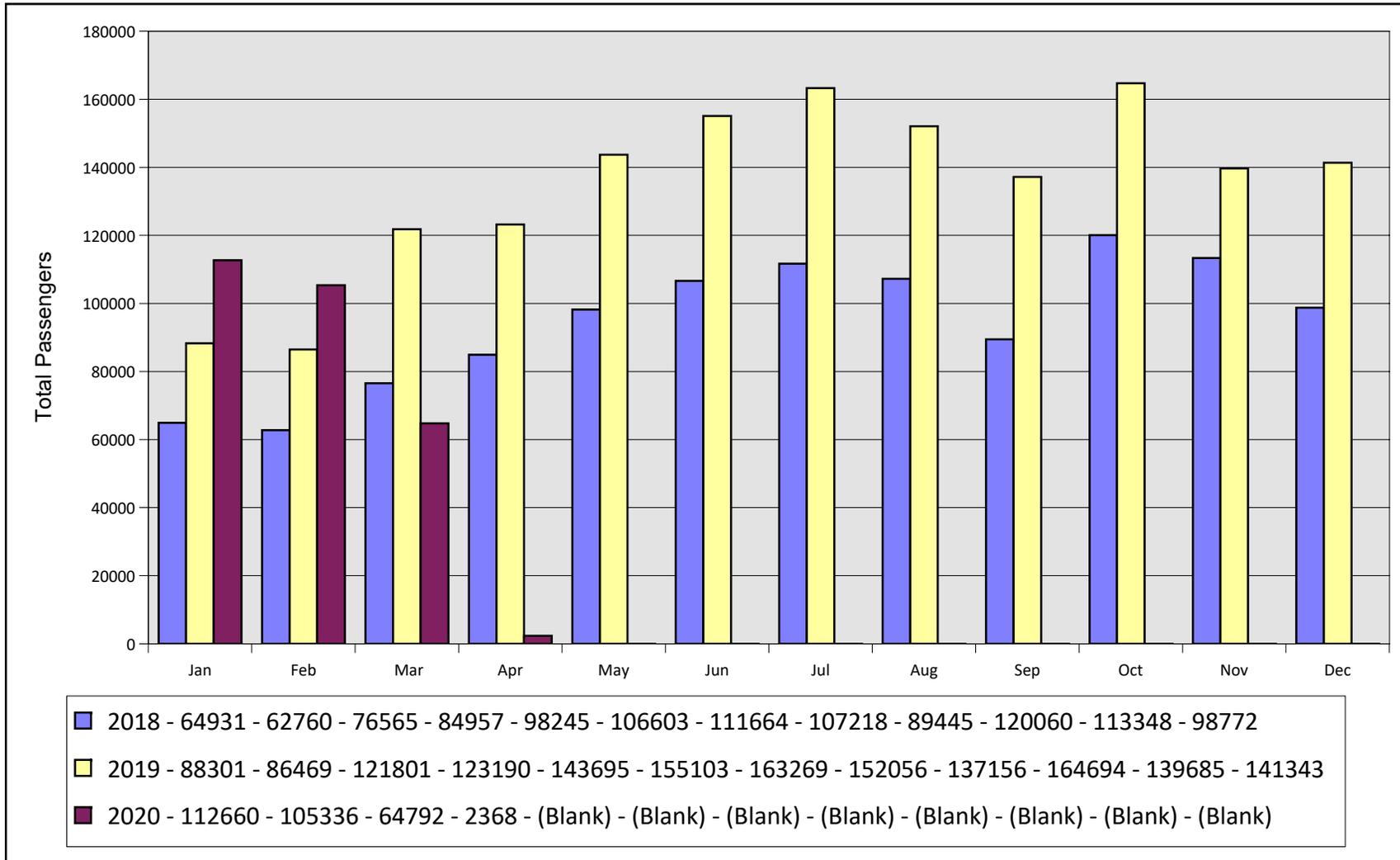
# Monthly Seats By Year Asheville Regional Airport



# Monthly Load Factors By Year Asheville Regional Airport

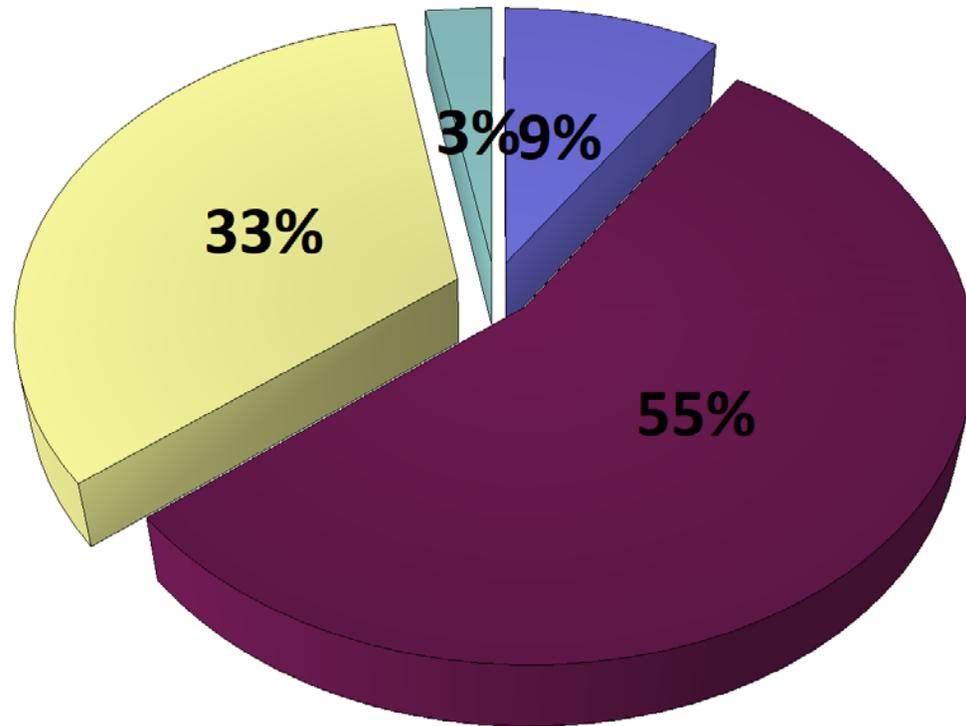


# Total Monthly Passengers By Year Asheville Regional Airport



# Airline Market Share Analysis (Enplanements) Asheville Regional Airport

Report Period From April 2020 Through April 2020






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**MEMORANDUM**

TO: Members of the Airport Authority

FROM: Janet Burnette, Director of Finance & Accounting

DATE: June 12, 2020

**ITEM DESCRIPTION – Information Section Item B**

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

**SUMMARY**

Operating Revenues for the month of April were \$305,847, 71.2% under budget. Operating Expenses for the month were \$662,302, 28.6% under budget. As a result, Net Operating Revenues before Depreciation were (\$356,455). Net Non-Operating Revenues were (\$39,753), 111.63% under budget.

Year-to-date Operating Revenues were \$13,155,422, 24.0% over budget. Year-to-date Operating Expenses were \$7,244,370, 24.3% under budget. Year-to-date Net Operating Revenues before Depreciation were \$5,911,052. Net Non-Operating Revenues for the year were \$3,060,557, 10.4% under budget.

**REVENUES**

Significant variations to budget for April were:

Terminal rent – Airlines	(\$142,305)	(70.91%)	Enplanements under budget – pandemic
Landing fees	(\$65,900)	(76.68%)	Landings under budget – pandemic
Concessions	(\$17,978)	(38.59%)	Enplanements under budget – pandemic
Auto parking	(\$366,050)	(97.61%)	Enplanements under budget – pandemic
Rental car - car rentals	(\$119,650)	(83.90%)	Enplanements under budget – pandemic
Rental car - facility rent	(\$15,942)	(29.33%)	Enplanements under budget – pandemic
Ground transportation	(\$14,529)	(92.49%)	Enplanements under budget – pandemic

Information Section – Item B



## **EXPENSES**

Significant variations to budget for April were:

Professional services	(\$20,885)	(55.54%)	Timing of invoices
Travel & training	(\$13,809)	(63.53%)	Travel reduced
Utility services	(\$26,244)	(58.33%)	No water invoiced for month
Promotional activities	(\$16,314)	(64.44%)	Reduced promotional activities
Operating supplies	(\$10,618)	(27.43%)	Less cost than anticipated

## **STATEMENT OF NET ASSETS**

Significant variations to prior month were:

Cash and Cash Equivalents – Cash and Cash Equivalents increased by \$999k mainly due to the receipt of state grant funding.

Grants Receivable – Grants Receivable increased by \$172k due to the Airfield Redevelopment project.

Construction in Progress – Construction in Progress increased by \$767k mainly due to the Airfield Redevelopment, terminal infrastructure and parking lot projects.

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

**ASHEVILLE REGIONAL AIRPORT  
INVESTMENT AND INTEREST INCOME SUMMARY  
As of April 30, 2020**

<b><u>Institution:</u></b>	<b><u>Interest Rate</u></b>	<b><u>Investment Amount</u></b>	<b><u>Monthly Interest</u></b>
Bank of America - Operating Account	0.80%	\$ 9,541,012	1,441
First Citizens - Money Market Account	0.35%	404,354	0
NC Capital Management Trust - Cash Portfolio		18,094	6
NC Capital Management Trust - Term Portfolio		9,467,042	16,851
Petty Cash		200	
 <b><u>Restricted Cash:</u></b>			
BNY Mellon		1,207,987	
Bank of America - PFC Revenue Account	0.80%	5,230,553	857
NC Capital Management Trust - Term Port - PFC		10,332,754	18,392
<b>Total</b>		<b><u>\$ 36,201,996</u></b>	<b><u>\$ 37,547</u></b>

**Investment Diversification:**

Banks	45%
NC Capital Management Trust	55%
Commercial Paper	0%
Federal Agencies	0%
US Treasuries	0%
	<u>100%</u>

**ASHEVILLE REGIONAL AIRPORT  
STATEMENT OF CHANGES IN FINANCIAL POSITION  
For the Month Ended April 30, 2020**

	<b>Current Month</b>	<b>Prior Period</b>
<b>Cash and Investments Beginning of Period</b>	<u>\$ 35,202,317</u>	<u>\$ 36,734,100</u>
Net Income/(Loss) Before Capital Contributions	(835,021)	391,634
Depreciation	438,813	438,814
Decrease/(Increase) in Receivables	55,132	3,133,385
Increase/(Decrease) in Payables	1,930,271	121,272
Decrease/(Increase) in Prepaid Expenses	-	-
Decrease/(Increase) in Fixed Assets	(767,427)	(2,722,403)
Principal Payments of Bond Maturities	-	-
Capital Contributions	172,112	(2,895,878)
Fund Balance Adjustment - Forfeiture funds	5,799	1,393
<b>Increase(Decrease) in Cash</b>	<u>999,679</u>	<u>(1,531,783)</u>
<b>Cash and Investments End of Period</b>	<u><u>\$ 36,201,996</u></u>	<u><u>\$ 35,202,317</u></u>

**ASHEVILLE REGIONAL AIRPORT  
STATEMENT OF FINANCIAL POSITION  
As of April 30, 2020**

	<b>Current Month</b>	<b>Last Month</b>
<b><u>ASSETS</u></b>		
<b>Current Assets:</b>		
<b>Unrestricted Net Assets:</b>		
Cash and Cash Equivalents	\$19,430,702	\$18,601,416
Investments	0	0
Accounts Receivable	365,626	523,701
Passenger Facility Charges Receivable	75,000	150,000
Refundable Sales Tax Receivable	129,837	124,006
Grants Receivable	(972,981)	(1,145,093)
Prepaid Expenses	150	150
Total Unrestricted Assets	19,028,334	18,254,180
<b>Restricted Assets:</b>		
Cash and Cash Equivalents	16,771,294	16,600,901
Total Restricted Assets	16,771,294	16,600,901
Total Current Assets	35,799,628	34,855,081
<b>Noncurrent Assets:</b>		
Construction in Progress	82,713,502	81,946,075
Net Pension Asset - LGERS	(1,178,625)	(1,178,625)
Benefit Payment - OPEB	50,329	50,329
Contributions in Current Year	951,989	951,989
Property and Equipment - Net	69,964,506	70,403,320
Total Noncurrent Assets	152,501,701	152,173,088
	\$188,301,329	\$187,028,169
<b><u>LIABILITIES AND NET ASSETS</u></b>		
<b>Current Liabilities:</b>		
<b>Payable from Unrestricted Assets:</b>		
Accounts Payable & Accrued Liabilities	\$18,914	\$14,634
Customer Deposits	12,785	12,785
Unearned Revenue	17,649	126,987
Unearned Revenue - Constr	4,733,674	2,733,674
Construction Contracts Payable	0	0
Construction Contract Retainages	574,507	574,507
Revenue Bond Payable - Current	1,280,000	1,280,000
Interest Payable	141,317	105,988
Total Payable from Unrestricted Assets	6,778,846	4,848,575
Total Current Liabilities	6,778,846	4,848,575
<b>Noncurrent Liabilities:</b>		
Pension Deferrals - OPEB	82,080	82,080
Other Postemployment Benefits	1,318,276	1,318,276
Compensated Absences	346,617	346,617
Net Pension Obligation-LEO Special Separation Allowance	453,052	453,052
Revenue Bond Payable - Noncurrent	16,305,000	16,305,000
Total Noncurrent Liabilities	18,505,025	18,505,025
Total Liabilities	25,283,871	23,353,600
<b>Net Assets:</b>		
Invested in Capital Assets	135,093,008	134,764,395
Restricted	16,771,294	16,600,901
Unrestricted	11,153,156	12,309,273
Total Net Assets	163,017,458	163,674,569
	\$188,301,329	\$187,028,169



# Income Statement

Through 04/30/20

Summary Listing

Classification	MTD Actual Amount	YTD Actual Amount	YTD Budget Amount	YTD Variance	Annual Budget Amount	Budget Less YTD Actual
Fund Category <b>Governmental Funds</b>						
Fund Type <b>General Fund</b>						
Fund <b>10 - General Fund</b>						
<i>Operating revenues</i>						
Terminal space rentals - non airline	21,457.42	212,829.83	210,721.67	2,108.16	252,866.00	40,036.17
Terminal space rentals - airline	58,381.64	2,054,344.03	2,006,866.67	47,477.36	2,408,240.00	353,895.97
Landing fees	20,037.09	1,051,971.26	859,371.67	192,599.59	1,031,246.00	(20,725.26)
Concessions	28,606.67	639,579.57	465,850.00	173,729.57	559,020.00	(80,559.57)
Auto parking	8,949.25	5,052,154.23	3,750,000.00	1,302,154.23	4,500,000.00	(552,154.23)
Rental car - car rentals	22,957.18	2,054,779.55	1,426,069.17	628,710.38	1,711,283.00	(343,496.55)
Rental car - facility rent	38,404.61	527,753.04	543,467.50	(15,714.46)	652,161.00	124,407.96
Commerce ground transportation	1,179.47	255,536.76	157,083.33	98,453.43	188,500.00	(67,036.76)
FBO's	81,534.14	882,566.21	880,253.33	2,312.88	1,056,304.00	173,737.79
Building leases	9,944.80	96,883.91	79,571.67	17,312.24	95,486.00	(1,397.91)
Land leases	6,157.11	70,349.54	69,027.50	1,322.04	82,833.00	12,483.46
Other leases and fees	8,237.41	256,673.58	164,000.00	92,673.58	196,800.00	(59,873.58)
<i>Operating revenues Totals</i>	<b>\$305,846.79</b>	<b>\$13,155,421.51</b>	<b>\$10,612,282.50</b>	<b>\$2,543,139.01</b>	<b>\$12,734,739.00</b>	<b>(\$420,682.51)</b>
<i>Non-operating revenue and expense</i>						
Customer facility charges	23,880.75	1,627,244.25	1,333,333.33	293,910.92	1,600,000.00	(27,244.25)
Passenger facility charges	(65,851.18)	2,506,078.42	1,875,000.00	631,078.42	2,250,000.00	(256,078.42)
Interest revenue	37,547.15	376,874.04	208,333.33	168,540.71	250,000.00	(126,874.04)
Interest expense	(35,329.29)	(353,292.90)	.00	(353,292.90)	.00	353,292.90
Reimbursable cost expenses	.00	(1,103,168.12)	.00	(1,103,168.12)	.00	1,103,168.12
Gain or loss on disposal of assets	.00	.00	.00	.00	.00	.00
P-card rebate	.00	6,821.99	.00	6,821.99	.00	(6,821.99)
<i>Non-operating revenue and expense Totals</i>	<b>(\$39,752.57)</b>	<b>\$3,060,557.68</b>	<b>\$3,416,666.67</b>	<b>(\$356,108.99)</b>	<b>\$4,100,000.00</b>	<b>\$1,039,442.32</b>
Capital contributions	172,112.00	3,630,889.77	.00	3,630,889.77	.00	(3,630,889.77)
<i>Operating expenses</i>						
Personnel services	433,762.39	4,569,875.80	5,551,475.83	(981,600.03)	6,661,771.00	2,091,895.20



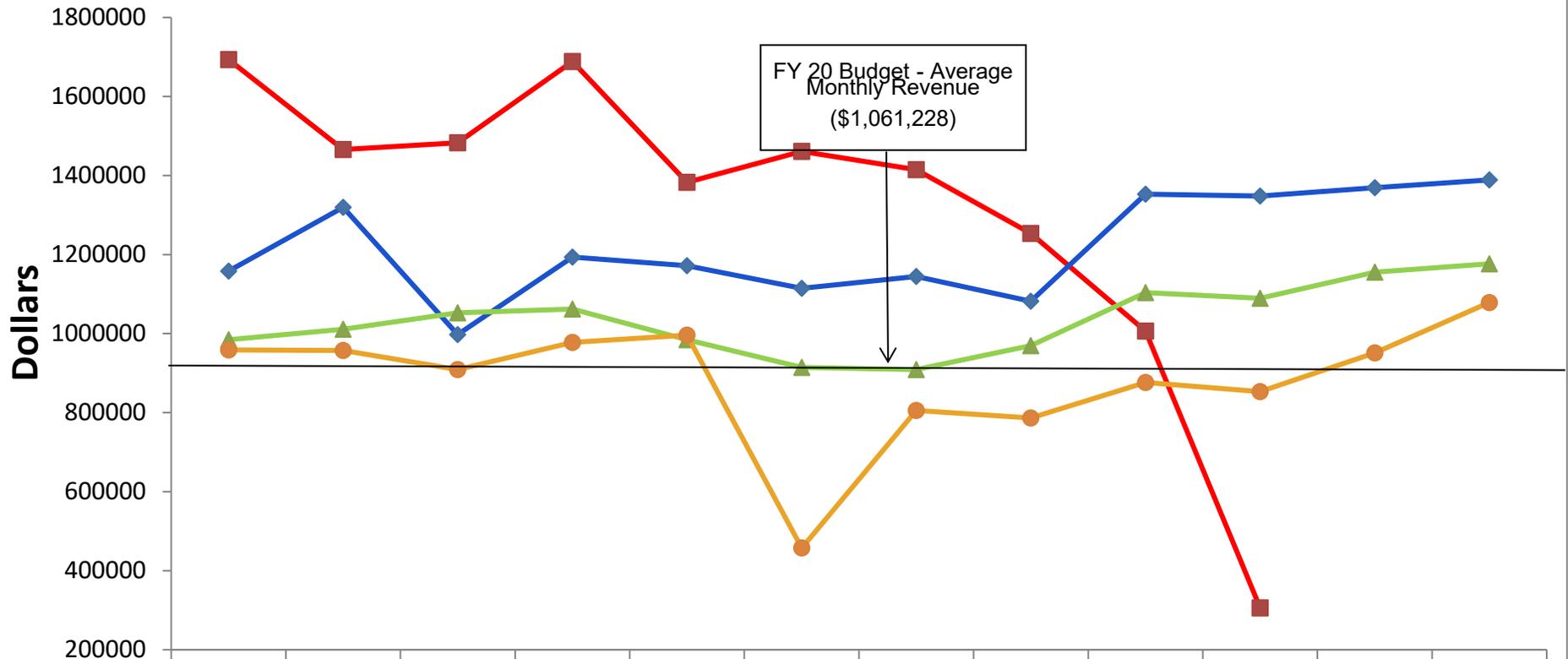
# Income Statement

Through 04/30/20

Summary Listing

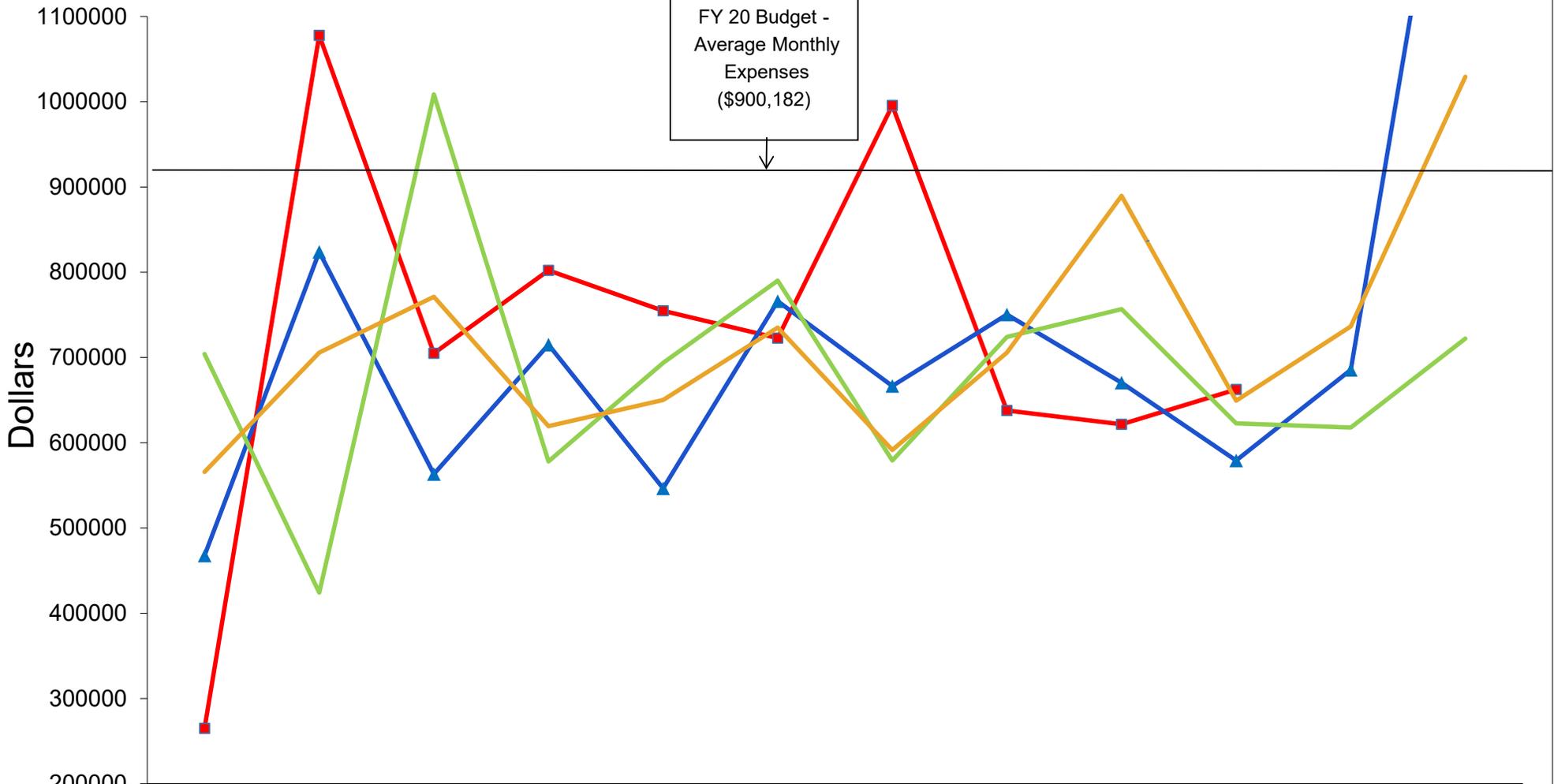
Classification	MTD Actual Amount	YTD Actual Amount	YTD Budget Amount	YTD Variance	Annual Budget Amount	Budget Less YTD Actual
Professional services	16,719.57	272,865.98	376,041.67	(103,175.69)	451,250.00	178,384.02
Other contractual services	115,774.78	726,302.89	1,136,585.83	(410,282.94)	1,363,903.00	637,600.11
Travel and training	7,928.23	114,792.77	217,375.00	(102,582.23)	260,850.00	146,057.23
Communiations	4,996.89	44,732.78	54,658.33	(9,925.55)	65,590.00	20,857.22
Utility services	18,745.28	321,825.05	449,889.17	(128,064.12)	539,867.00	218,041.95
Rentals and leases	1,275.26	11,379.71	11,750.00	(370.29)	14,100.00	2,720.29
Insurance	276.00	277,508.59	290,600.00	(13,091.41)	290,600.00	13,091.41
Advertising, printing and binding	1,897.35	6,895.99	16,000.00	(9,104.01)	19,200.00	12,304.01
Promotional activities	9,002.80	136,485.85	253,166.67	(116,680.82)	303,800.00	167,314.15
Other current charges and obligations	9,515.30	52,444.58	70,916.67	(18,472.09)	85,100.00	32,655.42
Operating supplies	28,099.05	274,159.32	387,175.00	(113,015.68)	464,610.00	190,450.68
Publications, subscriptions, memberships, etc.	1,700.69	62,353.44	51,583.33	10,770.11	61,900.00	(453.44)
Repairs and maintenance	12,243.04	124,284.14	145,583.33	(21,299.19)	174,700.00	50,415.86
Small equipment	365.45	75,303.67	67,083.33	8,220.34	80,500.00	5,196.33
Contingency	.00	.00	28,083.33	(28,083.33)	33,700.00	33,700.00
Emergency repairs	.00	23,159.34	41,666.67	(18,507.33)	50,000.00	26,840.66
Business development	.00	150,000.00	416,666.67	(266,666.67)	500,000.00	350,000.00
<i>Operating expenses Totals</i>	<u>\$662,302.08</u>	<u>\$7,244,369.90</u>	<u>\$9,566,300.83</u>	<u>(\$2,321,930.93)</u>	<u>\$11,421,441.00</u>	<u>\$4,177,071.10</u>
<i>Depreciation</i>						
Depreciation	438,813.58	4,388,135.80	.00	4,388,135.80	.0000	(4,388,135.80)
<i>Depreciation Totals</i>	<u>\$438,813.58</u>	<u>\$4,388,135.80</u>	<u>\$0.00</u>	<u>\$4,388,135.80</u>	<u>-</u>	<u>(\$4,388,135.80)</u>
Grand Totals						
<b>REVENUE TOTALS</b>	438,206.22	19,846,868.96	14,028,949.17	5,817,919.79	16,834,739.00	(3,012,129.96)
<b>EXPENSE TOTALS</b>	1,101,115.66	11,632,505.70	9,566,300.83	2,066,204.87	11,421,441.00	(211,064.70)
Grand Total Net Gain (Loss)	<u>(\$662,909.44)</u>	<u>\$8,214,363.26</u>	<u>(\$14,028,949.17)</u>	<u>(\$5,817,919.79)</u>	<u>\$5,413,298.00</u>	<u>\$2,801,065.26</u>

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



	1	2	3	4	5	6	7	8	9	10	11	12
2020	1693639	1465826	1482983	1688471	1382894	1461166	1414955	1253245	1006396	305847		
2019	1157880	1319448	997702	1193707	1171956	1114742	1144401	1081933	1352795	1348310	1369108	1388974
2018	984749	1011431	1052878	1062064	984291	914297	909078	969671	1103476	1089449	1155693	1176670
2017	958743	957359	909258	977579	996133	457472	805436	786217	876033	852930	950921	1078756

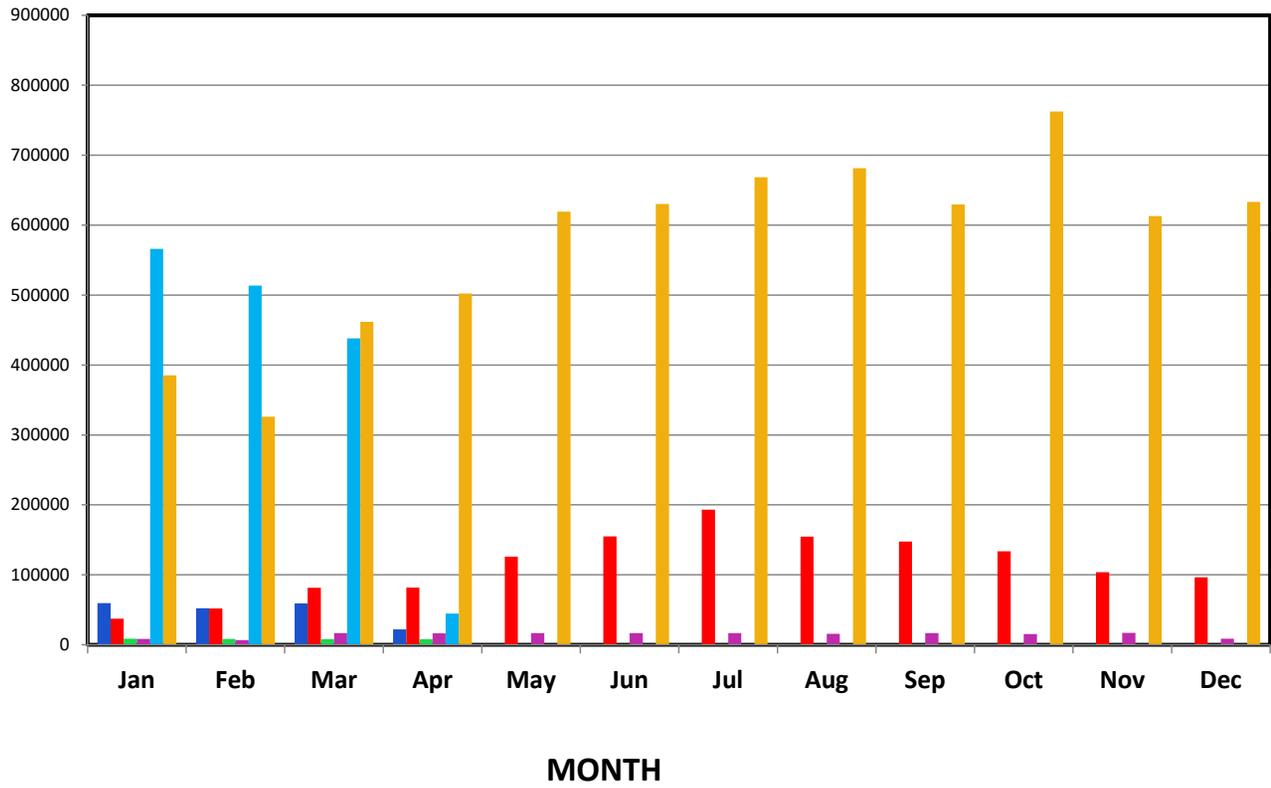
## ASHEVILLE REGIONAL AIRPORT Annual Operating Expenses by Month April 2020



	1	2	3	4	5	6	7	8	9	10	11	12
2020	264978	1077831	704819	802144	754800	722727	995620	637669	621479	662302		
2019	467701	823824	563350	714938	546502	766012	666544	750376	670406	579071	685414	1480804
2018	704085	424161	1008520	578153	693612	790093	579052	724027	756743	622562	617623	722128
2017	565737	705715	771249	619423	649959	734910	591499	705568	889485	649186	736270	1029219

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

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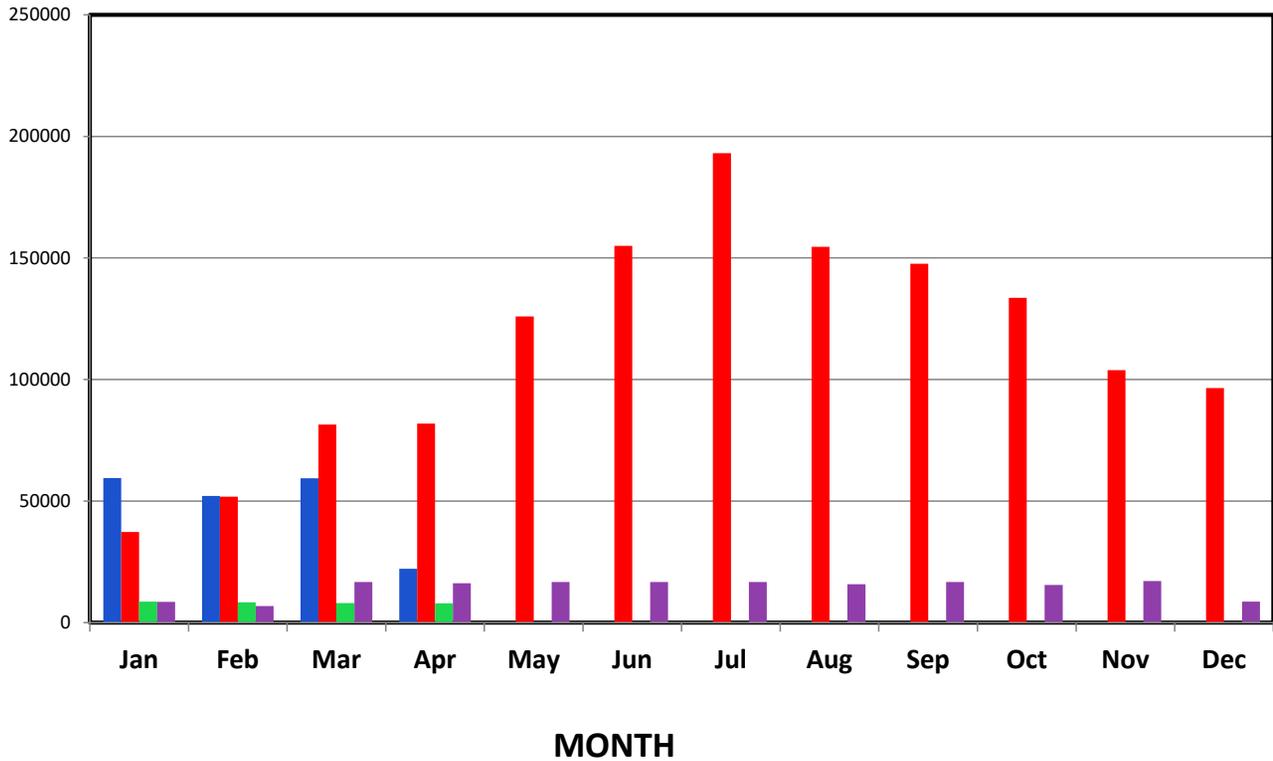


- Jet A - 2020
- Jet A - 2019
- 100LL - 2020
- 100LL - 2019
- Airline - 2020
- Airline - 2019

Jet A - 22,155 Gallons  
100LL - 7,963 Gallons  
Airline - 44,472 Gallons

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

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■ Jet A - 2020  
■ Jet A - 2019  
■ 100LL - 2020  
■ 100LL - 2019  
  
 Jet A - 22,155 Gallons  
 100LL - 7,963 Gallons

Design Phase														
Project Number	Project Name	Project Description	Professional Services Consultant	Professional Services Contract	General Contractor	Original Construction Contract	Change Orders (thru 06/01/2020)	Percent of Original Contract	Board Approved Project Cost	Percent Complete	Expensed to Date (thru 06/01/2020)	Start Date	End Date	Current Project Status (as of 06/01/2020)
1	Airfield Re-Development Project	Budget for the complete project				\$64,100,000.00	\$50,900,000.00		\$115,000,000.00	59.1%	\$68,021,008			All Engineer contracts, completed construction contracts and expenses will be inclusive of budget.
1B	Airfield Re-Development Project	Phase III and IV - Design Services and Project Management.	RS&H	\$2,399,826.00	N/A	N/A	\$4,417,146.00	65.90%	(Overall total included in above number)	34%	\$2,311,996	Dec-14	May-21	Phase IV Project Management continues.
1C	Airfield Re-Development Project	Phase III and IV - Design Services and Project Management. Vol 2	RS&H	\$1,460,329.00	N/A	N/A	\$0.00	0.00%	(Overall total included in above number)	74.0%	\$1,052,055	Aug-19	Dec-20	Phase IV Project Management continues.
1D	Airfield Re-Development Project	Phase III and IV - Design Services and Project Management. Vol 3	RS&H	\$1,487,205.00	N/A	N/A	\$0.00	0.00%	(Overall total included in above number)	0%	\$0	Aug-19	May-21	Phase IV Project Management continues.
1E	Airfield Re-Development Project	New Runway Design Vol2 and Vol3 rebid package.	AVCON	\$330,614.00	N/A	N/A	\$0.00	0.00%	(Overall total included in above number)	22.7%	\$75,215	Jan-20	Dec-20	Project stopped, pending final invoice.
1F	Airfield Re-Development Project	New Runway Design Vol3	AVCON	\$99,271.00	N/A	N/A	\$0.00	0.00%	(Overall total included in above number)	66.7%	\$66,221	Aug-19	Dec-20	Phase IV Project Management continues.
1G	Airfield Re-Development Project	Miscellaneous and Administrative Expenses			N/A	N/A	\$0.00	0.0%	(Overall total included in above number)	0.0%	\$4,042,174	Jan-13	Dec-19	Miscellaneous Administrative Expenses, Reimbursable Agreement and Land Acquisition
2	Airport Security and Identity Management	Security system, ID badging and CCTV camera equipment	Faith Group LLC	\$327,486.27	N/A	N/A	\$0.00	0.0%	\$327,486.27	84.5%	\$276,923.00	Aug-18	May-20	Project closeout pending.
3	Apron Expansion South	Terminal apron to be expanded and added for aircraft use.	Parrish and Partners	\$821,196.00	N/A	N/A	\$158,253.00	19.3%	\$979,449.00	73.4%	\$718,692.00	Nov-18	Feb-21	Project Management in process.
4	Terminal Building Renovations	Phase 1 - Utility Modernization of Water and Sewer	Gresham Smith	\$168,820.00	N/A	N/A	\$0.00	0.0%	\$168,820.00	76.8%	\$129,676.00	Jan-19	Jun-20	Project Management in process.
5	Terminal Building Renovations	Phase 2 - Terminal Building Modernization Design	Gresham Smith	\$12,608,794.00	N/A	N/A	\$0.00	0.0%	\$12,608,794.00	9.4%	\$1,187,848.00	Nov-19	Apr-21	NTP reissued in May 2020.
7	Parking Lots	Design of additional parking areas across Highway 280	AVCON	\$189,962.00	N/A	N/A	\$103,796.00	54.6%	\$293,758.00	86.9%	\$255,314.00	May-19	May-20	Project Management in process.
Construction Phase														
Project Number	Project Name	Project Description	Professional Services Consultant	Professional Services Contract	General Contractor	Original Construction Contract	Change Orders (thru 06/01/2020)	Percent of Original Contract	Board Approved Project Cost	Percent Complete	Expensed to Date (thru 06/01/2020)	Start Date	End Date	Current Project Status (as of 06/01/2020)
1	Permanent Runway 17-35 Construction, NAVAIDS and Taxiway Conversion	Construct new runway and convert temporary runway to a taxiway	RS&H and AVCON Inc.	Amount Included in Phase 3 Design Fees	Travelers	\$22,222,792.84	\$0.00	0.0%	\$22,222,792.84	19.7%	\$4,382,051.00	Apr-20	May-21	Errosion control maintenance, grading and electrical work continues.
2	Permanent Runway 17-35 Construction, NAVAIDS and Taxiway	Construct new runway and convert temporary runway to a taxiway	RS&H and AVCON Inc.	Amount Included in Phase 3 Design Fees	APAC/Harrison Construction	\$11,988,517.25	\$0.00	0.0%	\$11,988,517.25	0%	\$0.00	Apr-20	Dec-20	Taxiways and shoulders prepped for paving beginning June.
3	Airport Security & Identity Management System	Replace, Upgrade and Install new Security System	Faith Group	Amount in Design Fees	Johnson Control, Inc.	\$2,197,707.00	\$69,993.15	3.2%	\$2,605,672.28	79.5%	\$1,803,787.00	May-19	May-20	Project is substantially complete. Close out to follow.
4	Apron Expansion South	Terminal apron to be expanded and added for aircraft use.	Parrish and Partners	Amount in Design Fees	Zachary Construction	\$9,087,857.00	\$232,151.00	2.6%	\$9,542,250.00	17.2%	\$1,645,812.00	Sep-19	Dec-20	Employee Parking prepped with stone layer with paving weather permitting.
6	Parking Lots	Additional parking lots to be constructed and paved for public use.	AVCON Inc	Amount in Design Fees	Chatham Civil Contracting	\$1,905,330.90	-\$59,340.00	-3.1%	\$2,095,863.90	58.8%	\$1,085,290.00	Nov-19	May-20	Lot A North/South lighting, curbs, fencing, Lot C signs scheduled to be installed.
7	Terminal Building Phase 1 - Utility Modernization	Update current utilities in front of the terminal.	Gresham Smith	Amount in Design Fees	Patton Construction Group	\$1,868,160.00	\$0.00	0.0%	\$2,054,976.00	52.6%	\$982,355.00	Nov-19	May-20	Water and Sewer connections continue down Terminal Dr.

# Key strategic priorities

**Governance vs. Management** : Focus on setting governing direction (“guard rails”) for the organizational and holding management accountable for the execution of operational tactics. Pursue continuous educational opportunities for Authority Member development.

1. **Organizational Relevance**: Remaining relevant in an era of airport consolidation
2. **Financial Stewardship**: Sustainability/Operating Performance/Audit & Compliance
3. **Municipal Relations**: Positive relationships with all municipalities surrounding the airport
4. **Stakeholder Relations**: Positive relationships with neighbors and other community organizations
5. **Community Image**: Public Perception/Public Relations/Customer Service/Legal Entity
6. **Facilities Stewardship**: Future Master Facilities Plan
7. **Environmental Stewardship**: Accountability/Awareness of Environmental Issues
8. **Economic Development**: Engage Community Partners/Airline Service Development
9. **Vendor-Partner Relations**: General Aviation/Rental Car Agencies/Vendors
10. **Public Safety**: Airport Emergency Safety/TSA Relations/Municipal Partners
11. **Organizational Accountability**: Executive Director Supervision