



AGENDA

Asheville Regional Airport Authority Regular Meeting
Friday, April 15, 2011, 8:30 a.m.
Conference Room at Administrative Offices

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

- I. CALL TO ORDER:
- II. APPEARANCES: None
- III. SERVICE AWARD PRESENTATION:
 - A. Kevan Smith – 20 Years
- IV. PRESENTATIONS: None
- V. FINANCIAL REPORT ([document](#))
- VI. CONSENT AGENDA:
 - A. Approval of the Asheville Regional Airport Authority March 11, 2011 Regular Meeting Minutes ([document](#))
 - B. Approval of the Asheville Regional Airport Authority March 11, 2011 Closed Session Minutes
 - C. Approval of Scope of Services No. 12 and Fees for Site Preparation (Phase 2), Design and Construction Phase Services, and related additional design services for the Westside Site Development Project with AVCON Engineers and Planners, Inc. ([document](#))



VII. OLD BUSINESS:

- A. Approval of Policy for Unsealing of Closed Session Minutes ([document](#))
- B. Public Hearing and Final Adoption of the Authority's Fiscal Year 2011/2012 Budget ([document](#))

VIII. NEW BUSINESS:

- A. Approval of Proposed Salary Levels and Pay Classification Plan ([document](#))
- B. Approval of Audit Contract for Fiscal Year Ending June 30, 2011 ([document](#))
- C. Approval of New Banking Relationship With Wells Fargo Bank ([document](#))
- D. Approve Runway Maintenance and Rejuvenation Project ([document](#))
- E. Approve Consultant Scope of Services No. 4 and Fee with LPA Group of North Carolina, p.a. for Design and Engineering Services for a New Public Safety Building ([document](#))

IX. DIRECTOR'S REPORT:

- A. Contingency Expenditures
- B. Grant Award

X. INFORMATION SECTION:

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

- A. February, 2011 Traffic Report ([document](#))
- B. February, 2011 Monthly Financial Report ([document](#))
- C. April, 2011 Development/Project Status Report ([document](#))



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

- Approval of Contract for Master Plan
- Approval of Record Retention Policy
- Approval of Contract for ARFF Truck

XI. AUTHORITY MEMBERS' REPORTS:

A. Friends of Smokies

B. Tucson Conference

XII. PUBLIC AND TENANTS' COMMENTS:

XIII. CLOSED SESSION:

Pursuant to Subsection 143-318.11 (a) (1) of the General Statutes of North Carolina in order to prevent the disclosure of information that is privileged or confidential.

XIV. CALL FOR NEXT MEETING.

XV. ADJOURNMENT.

Respectfully submitted,

Lew Bleiweis, A.A.E.
Airport Director

Approved:

David Hillier
Chairman

This agenda of the 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 to this agenda, the Authority does not warrant or guarantee its accuracy or completeness for any purpose. The agenda is subject to change before or at the Board meeting.

**Asheville Regional Airport Authority
Executive Summary
February-11**

AIRPORT ACTIVITY

	Month	Variance to Prior Year	Calendar Year to Date	Variance to Prior Year
Passenger Enplanements	18,705	2.8%	39,448	8.2%
Aircraft Operations				
Commercial	1,362	10.3%	2,769	6.5%
Scheduled Flights	642	1.4%		
Flight Cancellations	25			
Seats	31,369	5.7%	64,013	7.0%
Load Factor	59.6%	(2.7%)	61.6%	3.4%
General Aviation	2,325	(8.3%)	4,501	(13.9%)
Military	151	(42.4%)	288	(46.3%)

FINANCIAL RESULTS

	Month	Variance to Budget	Fiscal Year to Date	Variance to Budget
Operating Revenues	\$ 588,069	2.6%	\$ 5,340,365	4.8%
Operating Expenses	491,206	(25.9%)	3,984,168	(16.9%)
Net Operating Revenues before Depreciation	<u>\$ 96,863</u>	208.3%	<u>\$ 1,356,197</u>	350.7%
Net Non-Operating Revenues	<u>\$ 119,543</u>	22.0%	<u>\$ 1,484,164</u>	37.3%
Grants:				
FAA AIP Grants	\$ 106,677		\$ 3,808,733	
NC Dept of Transportation Grants	-		-	
Total	<u>\$ 106,677</u>		<u>\$ 3,808,733</u>	

CASH

Restricted	\$ 309,143
Designated for O&M Reserve	3,224,433
Unrestricted, Undesignated	6,611,511
Total	<u>\$ 10,145,087</u>

RECEIVABLES PAST DUE

	Total	1-30 Days	31-60 Days	Over 60 Days
Comair, Inc.	\$ 2,557	\$ 1,057	\$ 1,500	
FAA/TSA	41,157	13,868	13,421	13,868
Express Jet	567			567
Northwest Airlines	4,410	4,410		
Piedmont Airlines	446			446
United Airlines	567			567
Miscellaneous	40		20	20
Total	<u>\$ 49,744</u>	<u>\$ 19,335</u>	<u>\$ 14,941</u>	<u>\$ 15,468</u>
% of Total Receivables	<u>10.62%</u>			

Note: Excludes balances paid subsequent to month-end.

REVENUE BONDS PAYABLE

Rental Car Facilities Taxable Revenue Bond, Series 2007	
Original Amount	\$ 4,750,000
Current Balance	\$ 3,635,115

CAPITAL EXPENDITURES

Annual Budget	\$ 8,325,778
Year-to-Date Spending	\$ 4,043,688

REGULAR MEETING
ASHEVILLE REGIONAL AIRPORT AUTHORITY
March 11, 2011
8:30 a.m.

The Asheville Regional Airport Authority ("Authority") met on Friday, March 11, 2011 at 8:30 a.m. in the Conference Room at the Authority's Administrative Offices, Asheville Regional Airport ("Airport"), 61 Terminal Drive, Suite 1, Asheville, NC 28732.

MEMBERS PRESENT: David R. Hillier, Chairman; Jeffrey A. Piccirillo, Secretary-Treasurer; Brownie Newman; Bob Roberts; Martha W. Thompson and Bill Moyer

MEMBERS ABSENT: David Gantt, Vice-Chairman

STAFF AND LEGAL COUNSEL PRESENT: Vic Buchanan, Authority Legal Counsel; Lew Bleiweis, Airport Director; Michael Reisman, Deputy Airport Director of Development and Operations; C. Jeffrey Augram, Chief of Public Safety; David Nantz, Director of Operations and Maintenance; Royce Holden, IT Director; Vickie Thomas, Director of Finance and Accounting; Tina Kinsey, Director of Marketing and Public Relations; Suzie Baker, Director of Administration; Kevan Smith, Public Safety Captain; Amy Burritt, Marketing and Public Relations Supervisor; Ron Mundy, Maintenance Supervisor; Mike Foster, Maintenance Technician; and Ellen Heywood, Recording Secretary

ALSO PRESENT: Bill Sandifer, RS&H; Nayhal Adhyaru, RS&H; Mike Darcangelo, Avcon; David Carr, Montreat College

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

APPEARANCES: Bill Sandifer of RS&H presented each of the Board Members with a memento, designed by Nayhal Adhyaru of RS&H, of the terminal renovation project. Mr. Sandifer thanked the Board for the opportunity to work on the project.

SERVICE AWARD PRESENTATION: The Chairman recognized Mike Foster with a service recognition award and gift for his 30 years of service with the Authority.

PRESENTATIONS:

A. Department of Public Safety: Jeff Augram, Chief of Public Safety, presented a recap of services and training performed by the Department of Public Safety (DPS) during 2010. Chief Augram reviewed the call volume for 2010 including types of calls and numbers of calls by month noting almost 12,000 calls for service over the course of the year. Chief Augram also gave an overview of other duties performed by DPS including completion of background checks, issuance of visitor badges and monitoring of 78 doors and gates and 77 cameras throughout the airport property. Training conducted annually by the DPS employees including firearm qualifications and firefighting was also reviewed.

Mr. Roberts asked about the relationship between DPS and TSA and how it works. Chief Augram responded that DPS has an excellent working relationship with the local TSA staff. Chief Augram further stated that DPS is under contract to provide law enforcement support to the TSA but DPS can also act as an advocate for passengers when called upon by TSA for an issue.

Mr. Piccirillo asked if the fires at the airport were categorized. Chief Augram replied that most of the fires experienced in 2010 were small such as vehicle fires. Chief Augram also noted that the average time taken to remove a disabled aircraft from the runway is 50 minutes to an hour.

The Board thanked Chief Augram for his presentation.

FINANCIAL REPORT: The Director reviewed the airport activity section of the Executive Summary for the month of January noting 20,743 enplanements which was a 13.7% increase over the same period last year. The Director further reviewed aircraft operations and flights as well as general aviation activity and military operations. Mrs. Thomas reported on the financial results for the month of January informing the Board that January was the start of the slower time of the year. However, the financials were still above budget with operating revenue 11.7% over budget and operating expenses 14.4% below budget.

CONSENT AGENDA:

The Chairman advised the Board that Consent Agenda items B and D would be pulled for review in Closed Session.

A. Approval of the Asheville Regional Airport Authority February 11, 2011 Regular Meeting Minutes:

B. Approval of the Asheville Regional Airport Authority February 21, 2011 Closed Session Minutes:

C. Approval of the Asheville Regional Airport Authority February 25, 2011 Budget Workshop/Retreat Minutes:

D. Approval of the Asheville Regional Airport Authority February 25, 2011 Closed Session Minutes:

Mr. Piccirillo moved to approve Consent Agenda Items A & C. Ms. Thompson seconded the motion and it carried unanimously.

OLD BUSINESS: None

NEW BUSINESS:

A. Approval of Preliminary Fiscal Year 2011/2012 Budget: The Director reminded the Board that at the February 25 Budget Workshop/Retreat, staff advised the Board that a salary survey had been completed but the data had not been fully analyzed. Staff did request at that meeting that an additional \$130,000 be included in the budget for salary increases. Staff had already put \$117,000 in the proposed budget for raises but the additional \$130,000 would be needed to increase the salaries to the pay levels determined by the survey. The Director informed the Board that staff finished studying the data and Mrs. Baker was prepared to share the survey results with the Board.

Mrs. Baker presented an overview of a salary survey including the purpose, what it accomplishes, the process, and the recommendations for salary levels as determined by the survey. The Director informed the Board that a new recommended pay structure was available at their seats. The new pay structure would bring the Authority salaries to where they should be in the marketplace. The Director also informed the Board that if the market begins to turn to the detriment of the airport, staff can scale back or make changes to the salaries before the new levels are implemented on July 1st.

The Chairman congratulated Mrs. Baker on her promotion to Director of Administration and thanked her for the presentation.

Mr. Roberts noted that from the 07/08 Fiscal Year to the Proposed Budget, salaries were brought up by approximately 37% which he did not consider a huge increase. Mr. Roberts further stated that the 65% increase in benefits over this timeframe gave him cause for concern. The Director advised the Board that staff has been notified by the North Carolina County Commissioners Pool that they are discontinuing health insurance coverage and the Authority's coverage will end on June 30th. Staff will be meeting with brokers over the course of the next few days as well as possibly working directly with

CIGNA, the current provider, to continue the health insurance coverage through them directly. If staff determines that there will be significant increases for health insurance coverage, the salary adjustment pool will be modified to accommodate the increase.

Mrs. Thomas reviewed the sections of the budget that had been revised due to an increase in the budget for the salary adjustments. The increase for the salaries turned out to be an additional \$91,000 rather than the \$130,000 originally requested by staff. Mrs. Thomas advised the Board that the preliminary FY11/12 Budget had to sit for 30 days for public comment once accepted by the Board and the final budget would be presented for approval at the next meeting of the Authority Board.

The Director informed the Board that currently the Authority pays for 100% of the individual health insurance coverage and approximately 80% of family coverage. With the new salaries in place, staff is looking to change some of the benefits by having some of the responsibility going back to the employees. Employees may be required to contribute a portion of the premium for individual coverage.

Mr. Newman inquired if the salary survey that was done takes into consideration the organizations that are larger in size that might have a different level of compensation for the same position in a smaller organization. Mrs. Baker responded that the survey does take into consideration the size of the organization, the number of employees, as well as the number of employees reporting to each position.

Mr. Piccirillo noted that the lower tier of salaries were adjusted to reach a living wage and felt this needed serious consideration for when the economy changes, something would need to be done to retain those employees and felt the same was true for the top tier of salaries. The Director stated that there were various levels of increases but that the average increase was \$3,500 among all employees and the survey took into consideration all components of benchmarking the salaries to other organizations, both locally and with other airports of similar size.

Mr. Newman commented that the information was great and felt it was helpful. However, due to the uncertainties facing the Authority with the runway project looming, the Southwest Airlines service at GSP, and the acquisition of AirTran by Southwest, Mr. Newman had concern with increasing salaries as this is a long-term recurring expense. The Chairman stated that the Authority Board has always been very conservative and felt this increase was long overdue. The Director thanked Mr. Newman for his comments but wanted to stress that there will always be big projects and the aviation market is cyclical, always changing. It is difficult to operate as a business if things keep getting put on hold. The Director reiterated that the salary adjustments are contingent

upon what happens between now and July, however, at this time the Authority is in the position to offer increases for the employees.

Ms. Thompson noted that some of the salaries appear to be 20+% below what is considered normal based on the survey and wondered what type of employees the Authority would attract if the salaries were not up to par. Ms. Thompson also thought offering compensation through bonuses based on performance would be one way to retain good employees.

Mr. Roberts affirmed that there were some increases on the revenue side of the proposed budget but not all increases. The Director responded that this was correct and was based on projected revenues. Part of the budget proposes to increase parking rates although that is not included in the revenue budget as staff has not yet decided to implement an increase. Staff wanted to make sure the budget allowed for the increases and still be able to bring close to \$1 million to the fund balance so the revenues are on the conservative side. Staff has also projected a lower number of enplanements due to uncertainty over Southwest serving GSP.

Mr. Roberts moved to approve the Proposed Preliminary Fiscal Year 2011/2012 Budget and accept public comments on the Proposed Fiscal Year 2011/2012 Budget during the next 30 days. Mr. Piccirillo seconded the motion and it carried by a 5 to 1 vote with Mr. Newman voting against the motion.

B. Approval of Draft Policy for Unsealing of Closed Session Minutes: The Director stated that a draft policy for the unsealing of closed session minutes was before the Board for consideration. From time to time the Authority Board conducts closed sessions to discuss matters not allowed during open session. The minutes, once approved and sealed, are usually kept closed. Items such as legal or personnel issues would always remain closed but business matters could be opened once the issues are resolved. The draft policy proposes for the Director to review the closed session minutes each December and bring to the Board for consideration any minutes that have the potential for being unsealed.

The Director recommended the Board test the policy at the next meeting of the Board. The Director would bring 4 to 6 sets of minutes for the Board to consider unsealing. If there are items the Board feels need to be discussed, the Board could go into Closed Session to review. If the process works, the Board could adopt the policy at that meeting. The Chairman inquired if the closed session minutes could be distributed to the Board for review the week before the Board meeting. Mr. Buchanan did not foresee any problems with that procedure.

Mr. Newman questioned the need to wait almost a year to unseal a set of minutes if the matter had been discussed and approved in open session earlier in the year. Mr. Buchanan said a motion to suspend the rules and consider individual sets of minutes could be made if the Board felt that was appropriate. If an emergency came up, a special meeting could be held to consider the minutes at that time to determine if the minutes should be opened. Mr. Buchanan further stated that this is a policy of the Board that can be altered at any time. Mr. Buchanan felt the Director was trying to come up with a mechanism to see what would work and be convenient. Mr. Newman liked the idea of looking at the minutes at least annually but was open to the idea of unsealing closed session minutes as soon as a matter was resolved. Mr. Buchanan stated that the policy could say the minutes will be reviewed annually or any such time the Board deems appropriate. The Chairman agreed and instructed the Director to include that in the policy.

C. Approval of Airport Authority Business Development Funds for AirTran Service Development:

Tina Kinsey reported that AirTran's service to Orlando has been a successful low cost service for the airport. Service to Tampa is returning in May and AirTran plans for it to remain as year round service. Southwest Airlines has announced that they plan to acquire AirTran by May of 2011. By 2012 Southwest will assume all operations and changes will most likely occur. Southwest begins service to five non-stop destinations from GSP this month and has advertised this service heavily in Western North Carolina. If Southwest decides to drop the AirTran service from Asheville, enplanements would drop significantly. The goal is to keep the service in Asheville once Southwest takes over and hopefully grow the service. Staff hopes to obtain this goal by spending additional air service development funds to market the AirTran service and show strong service over the next year. Mrs. Kinsey advised the Board that the current policy dictates use of business development funds for new service or airlines. The request for additional Business Development funds is directly related to air service development but also specific to the unique situation in retaining the service. There are funds remaining in the current fiscal year Business Development line item. Staff is requesting up to \$100,000 from the Business Development fund to market the AirTran service.

The Chairman requested the Director share with the rest of the Board the operational impact of having three departures from an airport. The Director informed the Board that the intention is to keep AirTran service through 2011. Southwest is very heavily unionized and their union contract does not allow for third-party handlers for their service. When there is less than daily service, most airlines contract with another airline to handle the flights. With the Tampa service beginning this spring on alternating days from the Orlando service, Asheville will have daily service to Florida, however only one

flight per day. Most airlines need three flights per day to remain profitable to have their own personnel and under three flights per day it is more economical to contract out the service to a third party. Having the one flight per day for AirTran is the challenge in Asheville.

Spending marketing funds, improving the airport's marketing focus, filling the seats, showing that the routes are profitable, will hopefully put Asheville in a favorable position with Southwest for them to keep us as a city and work around the union issues. The Director further stated that he has had conversations with Southwest, they like the numbers and the outlook is positive. The earliest staff would be made aware that the AirTran service will be staying in 2012 would be this fall.

Mr. Moyer inquired if there was a specific budget on how the money would be spent. Mrs. Kinsey responded that the marketing plan would be used as a base but then would have another branch of the marketing plan as a specific plan for this effort. Staff is looking for more repetition and penetration in the market and also some tactical messages about the airport's fares and routes by utilizing television, newspaper, radio and internet advertising. Mr. Newman questioned if the money would be spent in Western North Carolina promoting to the home market and Mrs. Kinsey replied that this would be the plan.

Mr. Newman moved to approve the use of up to \$100,000 in Business Development funds as recommended and authorize the Airport Director to expend such funds. Mr. Roberts seconded the motion and it carried unanimously.

D. Approval of Amended Retiree Health and Life Insurance Policy: Suzie Baker informed the Board that staff was seeking to amend the current Retiree Health and Life Insurance policy. The amended policy would read Retiree Medical Insurance Policy and would assist retirees with the payment of their post-retirement medical insurance premium only. Current employees would retain this benefit, however, employees hired July 1, 2011 or after would not be eligible for the Retiree Medical Insurance plan. The cost of providing this benefit will become prohibitive to the Authority. Amending the Retiree Health and Life Insurance Benefits policy will reduce the Authority's liability and be limited to amounts required to provide the benefit to current employees only.

The Director stated that the amended policy will remove the \$2,000.00 life insurance policy for retirees as the Authority can no longer obtain this coverage. Staff is trying to clean up the policy to match current practice.

Mr. Moyer moved to approve the amended Retiree Health and Life Insurance Benefits Policy and authorize the Airport Director to implement such changes effective March 11, 2011. Mr. Roberts seconded the motion and it carried unanimously.

DIRECTOR'S REPORT:

The Director advised the Board that he had a couple of items to report that were not on the agenda.

A. AIP Update: The Director informed the Board that in the middle of February the Senate approved a bill for the AIP authorization. The House considered a bill that went into the House Transportation and Infrastructure Sub-Committee which passed it, but the bill did not make it off the House floor.

The Director further stated that one of the big contentious items being discussed the last several years was the increase of ARFF standards. Congress wanted to increase firefighter equipment and personnel in airports and this issue is no longer in either the House or Senate bills.

The Director also advised the Board that the current PFC is set at \$4.50 and airports have been lobbying to get that raised. The Senate bill would allow for 6 airports to impose unlimited PFC's however they would have to collect those fees directly from the passengers rather than the current airline collection of the PFCs.

The Senate bill for AIP funding is for \$4 billion in FY2010 and \$4.1 billion in FY2011. The House bill has \$3.1 billion in FY2011 and \$3 billion in FY 2012, 2013 and 2014.

The Senate bill for AIP matching funds, is currently 95% funding for our projects. The Senate bill would maintain this but the House proposal reduces federal match to 90% for small airports. Both the House and Senate are hoping to pass a bill by the end of March to send to the President's desk. Both the Senate and House did give a two week extension bringing funding through the end of March.

B. PFC Application Update: The Director advised the Board that a meeting was held with the airlines on February 15 regarding the PFC Application. The application must sit for 30 days for public comment before submitting to the FAA. The airlines were not overly objective to any projects on the PFC application. Once the 30 day public comment period is over, the application will be submitted to the FAA. Staff is hoping to collect the new PFCs beginning on May 1.

C. **LOI Update:** The LOI was submitted to the FAA on February 25 requesting \$59,900,000. This breaks down to \$3.6 million of federal entitlement money and \$50,600,000 for discretionary money over a 7 or 8 year period for a total of \$54.2 million in FAA funds. The State funding would be \$1.8 million, PFC funding would be \$2.1 million, and the Authority funds would be \$1.8 million. The Director had some discussions with the FAA off the record, however staff won't know their decision until November 1st.

The Chairman inquired if the \$1.8 million in Authority funds would be spread over the life of the project. The Director responded that this was correct and the breakdown is shown in the CIP.

D. **FAA Grant:** Staff received notice from the FAA that the Authority will be receiving the first part of the 2011 entitlement grants in the amount of \$514,139 which is reimbursement for the terminal renovation project, alt. 2 and 3. Staff hopes to receive more of the entitlement money before the end of the fiscal year.

E. **ARFF Truck/Master Plan:** The Director informed the Board that Mike Reisman was working on the ARFF truck bid as well as the Master Plan RFP. Staff will come to the Board for approval of each contract once the bid process is complete.

F. **Audit:** The Director advised the Board that the office of the Inspector General just finished conducting an audit of the stimulus money received for the terminal renovation project. RS&H staff and Vickie Thomas worked with the auditor to provide the requested information. The auditor did not find anything amiss from the Authority's records and also focused on the FAA procedures for this project. The FAA inspector was also here to conduct the final inspection of the terminal renovation project including alt. 2 and 3. He was very impressed and did not foresee any issues with the grant money that was spent.

INFORMATION SECTION: Mr. Roberts asked what the terms were on the \$3.2 million revenue bond and the Director responded that it was a 10 year bond which began in 2007. Mr. Roberts also inquired about the net pension obligation LEO special separation allowance. Mrs. Thomas replied that this is a plan that is a state law whereby if you have law enforcement officers you provide a benefit called special separation allowance.

The Director also noted that at the February 25 Board Budget Workshop/Retreat there was mention of \$5.5 million in bonds still on the County's books. The Director wanted to advise the Board that those bonds have been retired. However, there was another

\$2 million bond issued and there is \$200,000 remaining to be paid on that bond. All bonds that the County took out for the Authority will be paid in 2012.

AUTHORITY MEMBERS' REPORTS: The Chairman noted that at the February 25 Retreat, the topic of an independent Authority was discussed. The Chairman asked Mr. Newman if he had any insight on what the City thought about this issue. Mr. Newman did not believe anything had been discussed by the City since 2007 when the City last discussed this issue. There is a new council now but Mr. Newman was not aware that the City had any formal ideas. Mr. Newman suggested that before a bill is introduced to legislature, the Board discuss this with the City Council for their support of this issue. The Chairman commented that conversations will be taking place with Representative Moffitt and Representative McGrady has already offered to support this. Due to the timing of this possible legislation, the Chairman did not believe there was time to go before City Council for their support. The Director stated that he would try to speak with the mayor to inform her of this pending issue.

PUBLIC AND TENANTS' COMMENTS: None

CALL FOR NEXT MEETING:

The Chairman stated that the next regular meeting of the Board was set for April 15, 2011 at 8:30 a.m. in the Authority Conference Room.

The Chairman called for a break at 10:23 a.m.

The Board reconvened at 10:30 a.m.

CLOSED SESSION: At 10:30 a.m. Mr. Piccirillo moved to go into Closed Session pursuant to Subsections 143-318.11(a)(3) and (6) of the General Statutes of North Carolina, to consult with legal counsel in order to preserve the attorney-client privilege and to consider personnel matters. Ms. Thompson seconded the motion and it carried unanimously.

Open Session resumed at 11:05 a.m.

Approval of the Asheville Regional Airport Authority February 21, 2011 Closed Session Minutes and February 25, 2011 Closed Session Minutes: Mr. Newman moved to approve the minutes for the February 11, 2011 Closed Session and the February 25, 2011 Closed Session, and to seal and withhold the minutes for such

closed sessions from public inspection so long as public inspection would frustrate their respective purpose or purposes. Mr. Roberts seconded the motion.

Mr. Roberts moved to excuse Mr. Moyer from voting on that portion of the motion concerning the approval and sealing of the minutes for the February 11, 2011 closed session. Ms. Thomas seconded the motion and it carried unanimously.

The motion carried by a qualified unanimous vote, with Mr. Moyer's vote being limited to the approval and sealing of the minutes for the February 25, 2011, closed session, and with no vote by him concerning the approval and sealing of the minutes for the February 11, 2011, closed session.

SUMMARY OF TEAM BUILDING EXERCISE WITH THE FACILITATOR: Mr. David Carr from Montreat College met with the Board to discuss the team building activities from the February 25 Budget Workshop/Retreat. Mr. Carr also provided some additional training for Mr. Newman and Mr. Piccirillo since they were not present on the 25th.

ADJOURNMENT: Mr. Roberts moved to adjourn the meeting at 12:05 p.m. Mr. Piccirillo seconded the motion and it carried unanimously.

The next regular meeting of the Authority will be on Friday, April 15, 2011 at 8:30 a.m. in the Conference Room at the Authority's Administrative Offices, Asheville Regional Airport, 61 Terminal Drive, Suite 1, Asheville, NC 28732.

Respectfully submitted,

Jeffrey A. Piccirillo
Secretary-Treasurer

Approved:

David R. Hillier
Chairman



MEMORANDUM

TO: Members of the Airport Authority

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

DATE: April 15, 2011

ITEM DESCRIPTION – Consent Agenda Item C

Approval of Scope of Services No. 12 and Fees for Site Preparation (Phase 2), Design and Construction Phase Services, and related additional design services for the Westside Site Development Project with AVCON Engineers and Planners, Inc.

BACKGROUND

On June 12, 2009, the Airport Board approved an addition to the existing contract with Charah, Inc. for the filling of low lying areas of the airport with suitable fill material, which would allow for future development west of Runway 16/34. At the February 12, 2010 Board Meeting, the Board approved Task Order No. 9 with AVCON Engineers and Planners, Inc. for design services for the Westside Site Development Project at a cost not to exceed \$250,000. At the August 13, 2010 Board Meeting, the Board approved Task Order No. 11 for additional engineering services for the continuance of the Westside Site Development project at a not to exceed cost of \$325,000. Task Order No. 11 was amended by the Board on December 10, 2010 to include environmental permitting for the subject project, adding \$42,750 to the Task Order No. 11 contract fee.

Charah, Inc. has been responsible for all costs associated with these projects under the above noted agreement. To date, Charah, Inc. has met all of its obligations for payment for services rendered by AVCON for which they are responsible.

The scope of services for this agreement includes tasks for the next phase of the Westside Development Project (Phase 2), including design services, project management, field inspection and testing, and environmental work. It also includes design associated with a new borrow source located on the airport, west of Runway 16/34, which will be used to complete work in the Phase 2 area.

Consent Agenda – Item C



Staff feels it is important to continue utilizing AVCON, one of our current airport engineering consultants on this project. It is also considered important that AVCON be under contract directly with the Authority in order to ensure that its interests are properly supervised during the course of the project. Charah, Inc. has been pleased with the services provided by AVCON and wishes to continue this relationship.

Staff has worked with AVCON to develop the attached scope of services and fee for the proposed work.

ISSUES

The proposed fee by AVCON is based on a not to exceed method. In accordance with Authority policy, all professional consulting agreements greater than \$50,000 require the approval of the Airport Authority Board prior to execution. This professional service agreement requires such approval by the Airport Authority Board.

ALTERNATIVES

Although not recommended, the Board could decide to not approve the Scope of Services and Fee. As stated above, Staff feels it is in the best interest of the Asheville Regional Airport and Authority for AVCON to be under direct contract with the Authority for this project.

FISCAL IMPACT

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

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



ASHEVILLE REGIONAL AIRPORT AUTHORITY

Consent Agenda Item C

Approval of Scope of Services No. 12 and Fees for Site Preparation (Phase 2), Design and Construction Phase Services, and related additional design services for the Westside Site Development Project with AVCON Engineers and Planners, Inc.

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RECOMMENDED ACTION

It is respectfully requested that the Authority Board resolve to (1) approve the Scope of Services and Fee Proposal with AVCON Engineers & Planners, Inc. not to exceed the amount of \$349,732.00; and (2) authorize the Airport Director to execute the necessary documents.

Attachment

Consultant Scope of Services

Asheville Regional Airport Authority

Scope of Services Number **12** for Professional Consulting Services, as referenced in the Professional Consulting Agreement between the Asheville Regional Airport Authority and **AVCON Engineers & Planners, Inc.**, dated **August 26, 2008**.

Project: West Side Development – Site Preparation (Phase 2): Design and Construction Phase Services for Phase 2 Area and Related Additional Design Services

Scope of Services: Site Preparation for Phase 2 of the West Side Development Project, located in the southwest quadrant of the airport, west of the Runway 34 and Phase 1/1A, and east of Old Fanning Bridge Road. The project consists of the installation of erosion and sediment control measures and devices, undercut excavation of the site, engineered ash fill and soil embankment/cap; and establishing vegetation upon completion of the work. Construction is expected to take approximately 15 months to complete as estimated by Charah. The Consultant will provide design services for preparation of erosion, sediment control and construction plans for the Phase 2 Area as indicated on the Progress Drawings provided by Charah on February 9, 2011. The Consultant will prepare, submit and coordinate, on behalf of AVL, an erosion and sediment control permit application for the Phase 2 Area for submittal to, and approval from, NCDENR. The erosion and sediment control application fee for the Phase 2 Area will be paid directly by AVL.

The Consultant will provide additional design services to support Charah and AVL requested revisions to the drainage in the glide slope area at the south end of Phase 1A Area, as well as grading, drainage and erosion control for a newly proposed on-site borrow source west of Runway 16-34. The erosion and sediment control application fee for the proposed on-site borrow source will be paid directly by AVL.

The Consultant will provide resident project representative (RPR) services using part-time inspection (averaging 35 hours per week) and part-time construction management/oversight services (averaging 16 hours per week), as well as construction administration services during construction.

The Consultant's Fees for additional design services, part-time inspection and resident project representative (RPR) services, and construction administration services during construction have been developed for the following project tasks:

Additional Design Services. Provide additional requested design services for grading, drainage, erosion and sediment control plans, construction plans and permit application to NCDENR for Phase 2 Area; requested revisions to the drainage and grading schemes in the Phase 1A glide slope area; and grading, drainage, erosion and sediment control plans, construction plans and permit application to NCDENR for a proposed on-site borrow source for use in securing soil cap material for the Phase 2 Area.

Site Visit/Review with Authority and Contractor. Conduct a site review and on-site meeting with the Contractor and AVL of project areas.

Resident Project Representative (RPR). The Consultant will provide resident project representative (RPR) services using part-time inspection (35 hrs/wk avg.), and part-time construction management/oversight services (16 hrs/wk avg.). As used herein, the term Resident Project Representative includes any assistants of Resident Project Representative agreed to by the Authority. The duties and responsibilities of the Resident Project Representative are as set forth in Exhibit E of the Agreement.

Visits to Site and Observation of Construction. Provide on-site construction observation services (RPR, full-time and part-time) during the construction phase of the subject project. Observations will vary depending on the type of work being performed by the contractor, the location, and the contractors' schedule.

Make visits to the Site at intervals as deemed reasonable by the Consultant and Authority in order to observe the progress of the Work. Such visits and observations by the Consultant are not intended to be exhaustive or to extend to every aspect of Contractor's work in progress. Observations are to be limited to spot checking, selective measurement, and similar methods of general observation of the Work based on the Consultant's exercise of professional judgment. Based on information obtained during such visits and such observations, the Consultant will determine if Contractor's work is generally proceeding in accordance with the Contract Documents, and the Consultant shall keep the Authority informed of the general progress of the Work.

The purpose of the Consultant's visits to the site will be to enable the Consultant to better carry out the duties and responsibilities assigned in this Agreement to the Consultant during the construction phase by the Authority, and, in addition, by the exercise of the Consultant's efforts, to provide the Authority a greater degree of confidence that the completed Work will conform in general to the Contract Documents and that the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents has been implemented and preserved by Contractor. The 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 work, nor shall the Consultant have authority over or responsibility for the means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction selected by Contractor, for safety precautions and programs incident to Contractor's work, nor for any failure of Contractor to comply with laws and regulations applicable to Contractor's furnishing and performing the Work. Accordingly, the Consultant neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

Recommendations with Respect to Defective Work. Recommend to the Authority that Contractor's work be disapproved and rejected while it is in progress if, on the basis of such observations, the Consultant believes that

such work will not produce a completed Project that conforms generally to Contract Documents or that it will prejudice the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents.

Clarifications and Interpretations. Issue necessary clarifications and interpretations of the Contract Documents to the Authority as appropriate to the orderly completion of Contractor's work. Such clarifications and interpretations will be consistent with the intent of the Contract Documents. Field Orders authorizing variations from the requirements of the Contract Documents will be made by the Authority.

Change Orders. Recommend Change Orders to the Authority, as appropriate. Review and make recommendations related to Change Orders submitted or proposed by the Contractor.

Shop Drawings and Samples. Review and approve or take other appropriate action in respect to Shop Drawings and Samples and other data which Contractor is required to submit, but only for conformance with the information given in the Contract Documents and compatibility with the design concept of the completed Project as a functioning whole as indicated in the Contract Documents. Such review and approvals or other action will not extend to means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction or to related safety precautions and programs.

Substitutes and "or-equal." Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by Contractor in accordance with the Contract Documents, but subject to the provisions of applicable standards of state or local government entities.

Inspections and Tests. Require such special inspections or tests of Contractor's work as the Consultant deems appropriate, and receive and review certificates of inspections within the Consultant's area of responsibility or of tests and approvals required by laws and regulations or the Contract Documents. The Consultant's review of such certificates will be for the purpose of determining that the results certified indicate compliance with the Contract Documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Contract Documents. The Consultant shall be entitled to rely on the results of such tests and the facts being certified.

Disagreements between Authority and Contractor. As necessary, render written decision on all claims of the Authority and Contractor relating to the acceptability of Contractor's work or the interpretation of the requirements of the Contract Documents pertaining to the progress of Contractor's work. In rendering such decisions, the Consultant shall be fair and not show partiality to the Authority or Contractor and shall not be liable in connection with any decision rendered in good faith in such capacity.

Applications for Payment. Should the need arise for payment to the Contractor for additional work outside the original scope of the project, and

based on the Consultant's observations and on review of applications for payment and accompanying supporting documentation:

Determine the amounts that the Consultant recommends Contractor be paid. Such recommendations of payment will be in writing and will constitute the Consultant's representation to the Authority, based on such observations and review, that, to the best of the Consultant's knowledge, information and belief, Contractor's work has progressed to the point indicated, such work-in-progress is generally in accordance with the Contract Documents (subject to an evaluation of the 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), and the conditions precedent to Contractor's being entitled to such payment appear to have been fulfilled insofar as it is the Consultant's responsibility to so determine. In the case of unit price work, the Consultant's recommendations of payment will include final determinations of quantities and classifications of Contractor's work, based on observations and measurements of quantities provided with pay requests.

By recommending any payment, the Consultant shall not thereby be deemed to have represented that observations made by the Consultant to check Contractor's work as it is performed and furnished have been exhaustive, extended to every aspect of Contractor's work in progress, or involved detailed inspections of the Work beyond the responsibilities specifically assigned to the Consultant in this Agreement. Neither the Consultant's review of Contractor's work for the purposes of recommending payments nor the Consultant's recommendation of any payment including final payment will impose on the Consultant responsibility to supervise, direct, or control Contractor's work in progress or for the means, methods, techniques, equipment choice and usage, sequences, or procedures of construction of safety precautions or programs incident thereto, nor Contractor's compliance with Laws and Regulations applicable to Contractor's furnishing and performing the Work. It will also not impose responsibility on the Consultant to make any examination to ascertain how or for what purposes Contractor has used the moneys paid on account of the Contract Price, nor to determine that title to any portion of the work in progress, materials, or equipment has passed to the Authority free and clear of any liens, claims, security interests, or encumbrances, nor that there may not be other matters at issue between the Authority and Contractor that might affect the amount that should be paid.

Substantial Completion. Promptly after notice from Contractor that Contractor considers the entire Work ready for its intended use, in company with the Authority and Contractor, conduct a site visit to determine if the Work is substantially complete. Work will be considered substantially complete following satisfactory completion of all items with the exception of those identified on a final punch list. If after considering any objections of the Authority, the Consultant considers the Work substantially complete, the Consultant shall notify the Authority and Contractor.

Final Notice of Acceptability of the Work. Conduct a final site visit to determine if the completed Work of Contractor is generally in accordance with the Contract Documents and the final punch list so that the Consultant may recommend, in writing, final payment to Contractor. Accompanying the recommendation for final payment, the Consultant shall also provide a notice that the Work is generally in accordance with the Contract Documents to the best of the Consultant's knowledge, information, and belief and based on the extent of the services provided by the Consultant under this Agreement and based upon information provided to the Consultant upon which it is entitled to rely.

Limitation of Responsibilities. The Consultant shall not be responsible for the acts or omissions of any Contractor, or of any of their subcontractors, suppliers, or of any other individual or entity performing or furnishing the Work. The Consultant shall not have the authority or responsibility to stop the work of any Contractor.

Construction Quality Assurance (COA) Testing Services. The Consultant will use F&R, Inc. for ash and soil cap materials testing during construction.

Quality Assurance Field Survey Services. As needed, the Consultant will use HBA for field survey checks during construction.

Supplemental Environmental/Permitting Support Services. As needed, the Consultant will utilize ClearWater Environmental for the continued support of the project's environmental and permitting requirements.

Consultant Team: AVCON, ClearWater Environmental, F&R and HBA.

Schedule: February 1, 2011 through January 30, 2013;
Phase 2 Erosion and Sediment Control plans will be completed and submitted to NCDENR within 30 days following a NTP from ARAA.

Project Budget: n/a

Fees: Fees for this scope of work will be charged on a time and materials basis and are not to exceed (NTE) \$349,732.00

Authority:

Asheville Regional Airport Authority

By: _____
Airport Director

Date: _____

Consultant:

AVCON Engineers & Planners, Inc.

By: _____
Title: _____

Date: _____

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

Finance Manager

**Asheville Regional Airport - 40 Acre Site; West Side Runway 34
Design - Erosion Control & Sediment Control - 40 Acre Site (Phase 2 Area); and Other Misc. Items**

**PRIOR TO 404/401 PERMIT ISSUANCE (remain out of streams/wetlands with any fill & construction activities)
and utilize Charah's Phase 2 Subcell #10 thru #13 methodology for working the site**

April 3, 2011

Task Description with specific efforts:	Admin / Support (hrs)	Sr. CAD/Designer (hrs)	Engineer/Planner (hrs)	Project Engr. (hrs)	Sr. Project Mgr. (hrs)	Total Hours (hrs)
1. West Side Development - Phase 2 Area						
Review Charah's Phase 2 Construction Plans						
Review Preliminary Plans/Documents			4	2		6
Review Final Plans/Documents			4	1		5
Project Meetings:						
2 meetings with Charah Staff			10	10		20
2 meetings with AVL Staff			12	6	6	24
2 meetings with NCDENR Staff			12	12		24
Erosion & Sediment Control (using a 2 sequence approach per mtg w/Charah)						
Incorporate Charah Plans into Construction Plans		4	4			8
Hydraulics/Hydrology Design - (Pipe Sizing/Channel Design & Capacity)			16			16
Temporary Basins - Layouts and Designs			24			24
Grading and Drainage			24			24
Plans (cover, phasing, drainage area, EC plans A&B, seeding/matting, EC notes/details)		80				80
construction phasing/sequencing, safety/security plans/details						
Cross-Sections / Quantities		8	4			12
Quality Assurance/Quality Control (QA/QC) Review of Design & Plans				12		12
Prepare NCDENR Erosion Control Application for AVL Submittal to NCDNR			8			8
Incorporate NCDENR Comments, Revise/Re-Submit Plans		6	6	2		14
Project Management - Item 1						
Overall Project Management & Coordination w/AVL, Charah, Subs & Agencies					16	16
Subtotal	0	98	128	45	22	293
2. West Side Development - Phase 1A Gilde Slope Area Drainage Redesign						
Hydrology & Pipe Sizing			12			12
Meeting with NCDENR			6			6
Drainage Area Plan		3				3
Revised Plan		3		1		4
Subtotal	0	6	18	1	0	25
3. West Side Development - Phase 2 Potential Borrow Source West of Runway at Gate VG 5						
Construction Plans - Potential Borrow Area						
Geometric/Horizontal/Vertical Control			4			4
Typical Sections & Misc. Details		6				6
Drainage Area Plan		4	2			6
Develop/Layout/Design Surface Grading and Drainage			20	2		22
Cross-Sections		6				6
Quality Assurance/Quality Control (QA/QC) Review of Plans				4		4
Estimate of Quantities		6		2		8
Erosion & Sediment Control Layout and Design - Phase 2 Area						
Design and Locate (BMPs, Traps, Basins, etc.)			20	2		22
Develop Erosion & Sediment Control Plans, Details & Notes		20				20
Prepare DENR Application for AVL Submittal			6			6
Incorporate DENR Comments, Revise/Re-Submit Plans		6	6			12
Meetings with Charah and AVL to Discuss Site as Potential Borrow Source						
			2	2	2	6
Subtotal	0	48	60	12	2	122
Project Management - Other Additional Items 2 thru 5						
Overall Project Management and Coordination w/AVL, Charah, Subs & Agencies					24	24
Subtotal	0	0	0	0	24	24
Total Man Hours:	0	152	206	58	48	464
Total Labor Cost:						\$45,614

ESTIMATED DIRECT COSTS

TRIPS/TRAVEL (round trip: CLT - AVL; 300 miles/trip avg.)

PER DIEM

LODGING

PRINTING/REPRODUCTIONS (Review, Progress and Submittal Plans)

EXPRESS SHIPMENTS

	UNIT	QUANTITY	UNIT COST	TOTAL
TRIPS/TRAVEL (round trip: CLT - AVL; 300 miles/trip avg.)	Trips	8	\$152.00	\$1,216
PER DIEM	Each	8	\$20.00	\$160
LODGING	Each	0	\$100.00	\$0
PRINTING/REPRODUCTIONS (Review, Progress and Submittal Plans)	LS	1	\$400.00	\$400
EXPRESS SHIPMENTS	Each	4	\$40.00	\$160
Total Estimated Direct Costs				\$1,936

ENVIRONMENTAL ASSISTANCE SERVICES BY CLEARWATER (and/or other subs, if needed)

Suggested Environmental Services Assistance Budget **\$10,000**

Total Not To Exceed Cost for Design - Phase 2 Area (including additional requested tasks) **\$57,550**

ENGINEERING FEE COMPUTATION FOR ASHEVILLE REGIONAL AIRPORT

DATE: April3, 2011

PROJECT: Westside Development - Site Preparation (Phase 2 and additional areas)

TASK: CONSTRUCTION PHASE SERVICES (Task Order #12)

ITEMS OF WORK	Sr. PROJECT MANAGER	PROJECT ENGINEER	ENGINEER / PLANNER	SR. CADD DESIGNER	ADMIN. / SUPPORT	TOTAL HOURS
CONSTRUCTION ADMINISTRATION - PHASE 2 AND ADDITIONAL AREAS						
15 Month Construction Schedule						
<i>Based on information provided by Charah (with add'l items included and done concurrently)</i>						
Pre-Construction Meeting with AVL staff and Charah (N/A)						0
Provide consultation/advise/coordination to client during construction	80					80
Review contractor's construction schedule and updates	8	8				16
Coordinate RPR and Full-time Inspection services during construction	4	8				12
Manage/coordinate QA material testing & survey firms	4	24				28
Review laboratory test results, shop drawings/mix designs/submittals, etc.	16	30	16			62
Assist in preparation/negotiate for client any construction change orders (N/A)						0
Review/recommend to client regarding contractor's periodic pay requests (N/A)						0
Assist client with funding agencies requests for reimbursements (N/A)						0
Attend monthly construction/project meetings & construction site visits (say 15)	120	60	60			240
Conduct final inspection and submit letter to client	8					8
Prepare record plan drawings based on information from contractor				16		16
Assistance with project close-out documents		8				8
Erosion & sediment control plan revisions/submittals/applications (allowance for changes)		8	40	16		64
TOTAL MANHOURS	240	146	116	32	0	534
BILLING RATE	\$176.00	\$101.00	\$90.00	\$84.00	\$52.00	
LABOR	\$42,240.00	\$14,746.00	\$10,440.00	\$2,688.00	\$0.00	\$70,114
DIRECT EXPENSES (see below)						\$5,548
Supplemental Environmental Support Services (if needed, incl. sub mark-ups)						\$11,000
CONSTRUCTION PHASE SERVICES - C.A. Services (labor and expenses)						\$86,662

TASK: CONSTRUCTION PHASE SERVICES (Task Order #12)

CONSTRUCTION ADMINISTRATION DIRECT COSTS

	UNIT	QUANTITY	UNIT COST	TOTAL
TRIPS/TRAVEL (round trip: CLT - AVL; 300 miles/trip avg.)	Trips	29	\$152.00	\$4,408
PER DIEM	Each	29	\$20.00	\$580
LODGING	Each	0	\$100.00	\$0
PRINTING/REPRODUCTIONS (Misc. drawing, revisions, record plans)	LS	1	\$400.00	\$400
EXPRESS SHIPMENTS	Each	4	\$40.00	\$160
				\$5,548

Supplemental Environmental Support Services (if needed, incl. sub mark-ups)
ClearWater Environmental (and others if needed)

Allowance \$11,000

ENGINEERING FEE COMPUTATION FOR ASHEVILLE REGIONAL AIRPORT

DATE: April 3, 2011

PROJECT: Westside Development - Site Preparation (Phase 2 and additional areas)

TASK: CONSTRUCTION PHASE SERVICES (Task Order #12)

ITEMS OF WORK	RPR	FULL-TIME INSPECTOR	TOTAL HOURS
RESIDENT PROJECT REPRESENTATION (RPR) PROVIDING C.M./OVERSIGHT AND PART-TIME PROJECT INSPECTION			
15 Month (60 weeks) Estimated Construction Schedule			
<i>Based on information provided by Charah (with add'l items included and done concurrently)</i>			
Part-Time Inspector (estimated at 35 hours per week for 60 weeks = 2,100 hrs.) (assume with winter shut down and inclement weather, say 85% of time will be used)		1785	1785
RPR (CM & Oversight estimated at 12 hours per week for 60 weeks = 720 hrs.) (assume with winter shut down and inclement weather, say 85% of time will be used)	612		612
TOTAL MANHOURS	612	1785	2397
BILLING RATE (including markup on contract labor)	\$70.00	\$48.00	
LABOR	\$42,840.00	\$85,680.00	\$128,520
Subtotal for Part-Time Inspection and RPR (CM & Oversight)			\$128,520
SUBCONSULTANTS			
F&R, Inc. - QA Material Testing (Estimated budget for testing subgrade, ash fill, soil fill/cap in Phase 2 and additional areas)			\$65,000
QA Field Survey (Line & Grade Checks; Budget 2 site visits/office work if needed)			\$5,000
10% Markup on Subconsultants			\$7,000
Subtotal for Subconsultants			\$77,000
TOTAL - RPR and Inspection Services (including subconsultants)			\$205,520



MEMORANDUM

TO: Members of the Airport Authority

FROM: Lew Bleiweis, Airport Director

DATE: April 15, 2011

ITEM DESCRIPTION – Old Business Item A

Approval of Policy for Unsealing of Closed Session Minutes

BACKGROUND

From time to time the Authority Board conducts closed sessions during its board meetings to discuss matters, as allowed by law, not appropriate to be discussed in open public sessions. Official minutes, once approved, are sealed and kept as a record of those matters. In time, some of those matters may be unsealed and retained with the official minutes of the board meetings. This policy describes the procedures for determining which closed minutes may be unsealed and when the process takes place.

ISSUES

None

ALTERNATIVES

None

FISCAL IMPACT

None

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approve the Disposition of Authority Board Closed Session Minutes Policy as outlined in the Attachment; and (2) authorize the Airport Director to implement such changes effective April 15, 2011.

Attachment

Old Business – Item A

OBJECTIVE To establish procedures to unseal previously closed Authority Board closed session meeting minutes and eventual disposition of those minutes in accordance with Section 106.00, Retention and Disposition of Public Records, of the Asheville Regional Airport Administration Policies and Procedures.

**METHOD OF
OPERATION**

Overview The Airport Director as custodian of the Authority Board closed session meeting minutes is responsible for the upkeep, retention and disposition of closed session minutes. Once closed session minutes are approved by the Authority Board, the Airport Director files and stores the minutes in a secure manner. Not all closed session minutes are permanently sealed. This policy establishes the procedures to unseal those records at the appropriate time.

Procedure Each December, or any such time the Board deems appropriate, the Airport Director shall review the closed session minutes on file and determine which minutes should be unsealed based on the nature of the business contained within those minutes.

The agenda for the first Authority Board meeting of each calendar year shall contain a new business item calling for the Board to review the minutes proposed to be unsealed. If any Authority Board Member has a question to the validity of unsealing closed session minutes, the Authority Board will convene in closed session to discuss.

Those minutes approved by the Authority Board to be unsealed will be attached to the regular official minutes of the Authority Board and kept as permanent records.

**APPROVAL AND
UPDATE HISTORY**

Approval April 15, 2011

Supersedes



MEMORANDUM

TO: Members of the Airport Authority
FROM: Vickie Thomas, Director of Finance and Accounting
DATE: April 15, 2011

ITEM DESCRIPTION – Old Business Item B

Public Hearing and Final Adoption of the Authority's Fiscal Year 2011/2012 Budget

BACKGROUND

A proposed Preliminary Fiscal Year 2011/2012 Budget and Budget Ordinance was presented to the Authority Board at its regular meeting held on March 11, 2011. The budget documents have remained available for public inspection and comment since March 11, 2011, with no comments being received to date.

ISSUES

A Public Hearing is required under Chapter 159 of the General Statutes of North Carolina before final adoption of the 2011/2012 Budget Ordinance.

ALTERNATIVES

None recommended.

FISCAL IMPACT

As outlined in the 2011/2012 Budget Ordinance.

RECOMMENDED ACTION

It is respectfully requested that following the Public Hearing on the Fiscal Year 2011/2012 Budget that the Airport Authority Board resolve to adopt the enclosed Fiscal Year 2011/2012 Budget Ordinance.

Enclosure

Old Business - Item B

**ASHEVILLE REGIONAL AIRPORT AUTHORITY
2011-2012
BUDGET ORDINANCE**

BE IT ORDAINED by the Asheville Regional Airport Authority that, pursuant to Section 159-13 of the General Statutes of North Carolina, the 2011-2012 Budget Ordinance of the Airport Authority is hereby set forth as follows:

Section 1. The following amounts are hereby appropriated for the operation of the Asheville Regional Airport for the fiscal year beginning July 1, 2011 and ending June 30, 2012 in accordance with the following schedules:

EXPENDITURES

Administration Department	\$ 679,471
Development Department	263,418
Executive Department	499,203
Finance Department	356,872
Guest Services Department	132,633
Information Technology Department	607,954
Marketing Department	469,085
Operations Department	2,709,484
Public Safety Department	1,288,424
Emergency Repair Costs	100,000
Reimbursable Costs	300,000
Capital Improvement	8,266,300
Equipment and Small Capital Outlay	200,500
Renewal and Replacement	324,382
Business Development	300,000
Debt Service	626,823
Contingency	100,000
Total Expenditures	<hr/> \$17,224,549 <hr/>

Section 2. It is estimated that the following revenues will be available for the fiscal year beginning July 1, 2011 and ending June 30, 2012.

REVENUES

Administration (Interest Income)	\$ 25,000
Terminal	3,451,154
Airfield	826,097
General Aviation	900,136
Parking Lot	2,642,400
Other	171,620
Reimbursable Costs	300,000
Passenger Facility Charges	1,395,000
Customer Facility Charges	900,000
Federal Grants – AIP Entitlements	2,912,500
Federal Grants – AIP Discretionary Funds	2,700,000
NC Department of Transportation Grants	300,000
Transfer from ARAA Cash/Investments	700,642
Total Revenues	<u><u>\$17,224,549</u></u>

Section 3. The Budget Officer is hereby authorized to transfer appropriations as contained herein under the following conditions:

- a. He may transfer amounts between line item expenditures within a budget ordinance line item/cost center without limitation and without a report being required. These changes should not result in increased recurring obligations such as salaries.
- b. He may transfer amounts up to \$10,000 between budget ordinance line items/cost centers, including contingency appropriations, within the same fund. The number of transfers between board meetings is limited to three (3) transfers. He must make an official report on such transfers at the next regular meeting of the board.

Section 4. This Budget Ordinance shall be entered in the minutes of the Asheville Regional Airport Authority and within five (5) days after its adoption copies shall be filed with the Finance Officer, the Budget Officer and the Secretary of the Asheville Regional Airport Authority, who, for the purposes of this ordinance, is designated as the Clerk to the Asheville Regional Airport Authority as described in G.S. 159-13.

Section 5. This ordinance shall become effective on July 1, 2011.

Adopted this 15th day of April, 2011.

David R. Hillier, Chairman

Attested by:

Jeffrey A. Piccirillo
Secretary-Treasurer



MEMORANDUM

TO: Members of the Airport Authority

FROM: Suzie Baker, Director of Administration

DATE: April 15, 2011

ITEM DESCRIPTION – New Business Item A

Approval of Proposed Salary Levels and Pay Classification Plan

BACKGROUND

The last salary survey for the Authority was conducted in November 2006. As Staff reported at the Authority Board Meeting on March 11, 2011, Carolina HR Partners was contacted to perform a comprehensive Job Evaluation and Compensation Project. This project included a salary survey of local business and the aviation industry. A proposed budget was presented and accepted at the Authority Board Meeting on March 11, 2011. This proposed budget included salary adjustments resulting from the salary survey and a recommended revised Pay Classification Plan. Staff will monitor financial conditions and the aviation industry before making final recommendations for the July 1, 2011 implementation.

ISSUES

The amended Pay Classification Plan will ensure that the Authority's salary adjustments are maintained at a competitive level. This will allow the Authority to attract, motivate and retain key talent to serve the Authority's business needs.

ALTERNATIVES

The Authority Board could decide not to approve the proposed Pay Classification Plan.



FISCAL IMPACT

The salary adjustment is included in the proposed fiscal year 2011-2012 budget, which is scheduled to be approved at the April 15, 2011 Board meeting. The Amended Pay Classification Plan is the tool to ensure that pay levels for Authority positions are competitive externally and equitable internally. This will be an ongoing budget commitment for the Authority.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approve the amended Pay Classification Plan; and (2) authorize the Airport Director to implement such changes effective July 1, 2011.

Asheville Regional Airport Authority 2011 Compensation Project

Recommended Pay Structure

Pay Grade	Title	Recommended Pay Range		
		Minimum	Midpoint	Maximum
10	Deputy Airport Director of Development and Operations	\$94,500	\$105,000	\$126,000
9	Director of Finance and Accounting	\$76,500	\$85,000	\$102,000
8	Chief of Public Safety	\$74,250	\$82,500	\$99,000
	Director of IT	\$74,250	\$82,500	\$99,000
	Director of Operations and Maintenance	\$74,250	\$82,500	\$99,000
7	Director of Administration	\$67,500	\$75,000	\$90,000
	Director of Marketing, PR and Air Service Development	\$67,500	\$75,000	\$90,000
6	Airport Operations Supervisor II	\$49,500	\$55,000	\$66,000
	DPS Captain	\$49,500	\$55,000	\$66,000
	Maintenance Supervisor II	\$49,500	\$55,000	\$66,000
	Network Coordinator III	\$49,500	\$55,000	\$66,000
5	Custodial Supervisor I	\$40,500	\$45,000	\$54,000
	Maintenance Tech IV	\$40,500	\$45,000	\$54,000
	Marketing and Public Relations Supervisor I	\$40,500	\$45,000	\$54,000
	PSO Lieutenant	\$40,500	\$45,000	\$54,000
4	Accounting Coordinator II	\$36,000	\$40,000	\$48,000
	Executive Assistant	\$36,000	\$40,000	\$48,000
	Guest Services Supervisor	\$36,000	\$40,000	\$48,000
	IT Coordinator II	\$36,000	\$40,000	\$48,000
	Maintenance Tech III	\$36,000	\$40,000	\$48,000
	Public Safety Officer	\$36,000	\$40,000	\$48,000
3	Accounting Coordinator I	\$31,500	\$35,000	\$42,000
	Administrative Coordinator I	\$31,500	\$35,000	\$42,000
	Aircraft Rescue Fire Fighter	\$31,500	\$35,000	\$42,000
	Development Administrative Coordinator I	\$31,500	\$35,000	\$42,000
	Field Maintenance Technician II	\$31,500	\$35,000	\$42,000
	Maintenance Tech II	\$31,500	\$35,000	\$42,000
	Operations and Maintenance Coordinator I	\$31,500	\$35,000	\$42,000
2	Custodial Lead	\$24,750	\$27,500	\$33,000
	Field Maintenance Tech I	\$24,750	\$27,500	\$33,000
	Maintenance Tech I	\$24,750	\$27,500	\$33,000
	Secretary/Receptionist	\$24,750	\$27,500	\$33,000
1	Custodial Technician	\$22,500	\$25,000	\$30,000
	Guest Services Clerk	\$22,500	\$25,000	\$30,000



MEMORANDUM

TO: Members of the Airport Authority

FROM: Vickie Thomas, Director of Finance and Accounting

DATE: April 15, 2011

ITEM DESCRIPTION – New Business Item B

Approval of Audit Contract for Fiscal Year Ending June 30, 2011

BACKGROUND

Previously the Authority Board has contracted with Burleson & Earley, P.A. for the required year-end financial audit. The Authority Staff issued a Request for Proposal (RFP) for audit services since it has been several years since doing so. Twelve audit firms were sent RFP's, and six of those firms submitted audit services proposals. A spreadsheet comparing the costs proposed is attached.

After a review of the qualifications and the cost proposals and performing reference checks, Staff recommends awarding the audit contract for the fiscal year ending June 30, 2011 to either Burleson & Early, P.A. or Martin Starnes & Associates, CPAs, P.A.

Burleson & Early's proposed five year fees are \$3,450 lower than Martin Starnes' five year fees. In addition, Burleson & Early has experience auditing an airport with commercial service. Their references were excellent.

Given that Burleson & Early have performed the Authority's audit for the past eleven years, the Board may prefer to select a different audit firm. If so, Staff recommends the Board select Martin Starnes & Associates, CPAs, P.A. In addition to proposing fixed pricing for the next five years that is in line with the lowest bidders, Martin Starnes has extensive governmental auditing experience. Ninety-five percent of their practice is dedicated to auditing governmental entities. In 2010, they audited several small airports, 78 municipalities and authorities, and 37 counties. Their references were excellent.

New Business – Item B



ISSUES

None

ALTERNATIVES

The Authority Board could decide to award the audit contract to one of the other audit firms that presented an audit services proposal.

FISCAL IMPACT

The contract fee for audit services with Burleson & Early for FY2011 would be \$11,050. The contract fee for audit services with Martin Starnes for FY2011 would be \$12,000. This fee is below the \$13,000 contract fee for services rendered by Burleson & Earley, P.A. in the prior year. The expense for audit services was anticipated and included in the budget for FY2012 as presented by Authority Staff and approved by the Board.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approve the contract for audit services with either Burleson & Early, P.A. for \$11,050 or Martin Starnes & Associates, CPAs, P.A. for \$12,000, and (2) authorize the Board Chairman to execute the necessary documents.

Attachments

**Asheville Regional Airport Authority
Summary of Audit Fee Proposals**

Pre-Qualification Ranking	Reference Ranking	Audit Firm	FY2011	FY2012	FY2013	FY2014	FY2015	Estimated 5 Year Totals	Comments
2	1	Martin Starnes & Associates, CPAs, P.A.	\$ 12,000	\$ 12,400	\$ 12,400	\$ 12,700	\$ 12,700	\$ 62,200	All years are firm pricing, assuming no change in conditions
1	2	Burleson & Earley, P.A.	\$ 11,050	\$ 11,400	\$ 11,700	\$ 12,100	\$ 12,500	\$ 58,750	
4	4	Gould Killian CPA Group, P.A.	\$ 10,000	\$ 12,000	\$ 12,500	\$ 12,500	\$ 13,000	\$ 60,000	Yr 1 includes \$2,000 discount
6	6	Crawley, Lee & Company, P.A.	\$ 14,000	\$ 14,425	\$ 14,850	\$ 15,300	\$ 15,900	\$ 74,475	All years included a \$2,470 discount
5	5	Painter, Russell & Associates, PLLC	\$ 15,730	\$ 16,485	\$ 17,300	\$ 18,150	\$ 19,045	\$ 86,710	All years, including year 1, are estimates
3	3	Blue & Co., LLC	\$ 19,500	\$ 19,890	\$ 20,290	\$ 20,690	\$ 21,100	\$ 101,470	All years included a \$2,960 discount

File in Triplicate.

CONTRACT TO AUDIT ACCOUNTS

of _____
Governmental Unit

On this _____ day of _____, _____, _____
Auditor

Mailing Address
_____, hereinafter referred to as

the Auditor, and _____ of _____, hereinafter referred
Governing Board Governmental Unit
to as the Governmental Unit, agree as follows:

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit for the period beginning _____, _____, and ending _____. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate discretely presented component units, each major governmental and enterprise fund, and the aggregate remaining fund information (nonmajor government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with Government Auditing Standards if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB Circular A-133 and the State Single Audit Implementation Act, the auditor shall perform a Single Audit. This audit and all associated workpapers may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the LGC. If the audit and/or workpapers are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners.
3. *This contract contemplates an unqualified opinion being rendered.* If financial statements are not prepared in accordance with generally accepted accounting principles (GAAP), or the statements fail to include all disclosures required by GAAP, explain that departure from GAAP in the space below:
4. *This contract contemplates an unqualified opinion being rendered.* The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. *Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.* The audit will have no scope limitations except:
5. If this audit engagement is subject to the standards for audit as defined in Government Auditing Standards, July 2007 revisions, issued by the Comptroller General of the United States, then the Auditor warrants by accepting this engagement that he has met the requirements for a peer review and continuing education as specified in Government Auditing Standards. The Auditor agrees to provide a **copy of their most recent peer review report regardless of the date of the prior peer review report** to the Governmental Unit and the Secretary of the Local Government Commission prior to the execution of the audit contract. (See Item 21.)
6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the LGC by _____, _____. If it becomes necessary to amend the due date of the audit a written explanation of the delay must accompany the amended contract.
7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's system of internal control and accounting as same relates to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU 325 of the AICPA Professional Standards. The Auditor shall file a copy of that report with the Secretary of the Local Government Commission.
8. All local government and public authority contracts for annual or special audits, bookkeeping or other assistance necessary to prepare the Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina require the approval of the Secretary of the Local Government Commission. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the Local Government Commission. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All

Contract to Audit Accounts (cont.)

(name of unit)

invoices should be submitted in **triplicate** to the Secretary of the Local Government Commission. The original and one copy will be returned to the Auditor. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.

9. In consideration of the satisfactory performance of the provisions of this agreement, the Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the Local Government Commission, the following fee which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts:

Year-end bookkeeping assistance – [*For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards*] _____

Audit _____

Preparation of the annual financial statements _____

10. The auditor working with local governmental unit that has outstanding revenue bonds will include in the notes to the audited financial statements, whether or not required by the revenue bond documents, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the LGC simultaneously with the local government's audited financial statements unless otherwise specified in the bond documents.
11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, at least, Management's Discussion and Analysis, the financial statements of the governmental unit and all of its component units and notes thereto prepared in accordance with generally accepted accounting principles, combining and supplementary information requested by the client or required for full disclosure under the law, and the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.
12. **The Auditor shall file** with the Local Government Commission two BOUND copies of the report of audit. If reports are received unbound they will **not** be reviewed by the LGC and will be returned to the auditor for binding. In addition, if the North Carolina Office of the State Auditor designates certain programs to be audited as major programs, a turnaround document and a representation letter addressed to the State Auditor shall be submitted to the Local Government Commission. Two bound copies of the report of audit should be submitted if the audit is performed only under the provisions of the State Single Audit Implementation Act or a financial audit is required to be performed in accordance with Government Auditing Standards. Three bound copies of the audit are to be submitted for Councils of Governments. Two bound copies of the audit should be submitted for tax levying Municipalities. Otherwise, one bound copy shall be submitted. Units that operate a 911 fund need to provide an additional copy to the number stated above. Bound copies of the report shall be filed with the Local Government Commission when (or prior to) submitting the invoice for the services rendered. The report of audit, as filed with the Secretary of the Local Government Commission, becomes a matter of public record for inspection and review in the offices of the Secretary by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the Local Government Commission. These audited financial statements are used in the preparation of Official Statements for debt offerings (the auditors' opinion is not included), by municipal bond rating services, to fulfill secondary market disclosure requirements of the Securities and Exchange Commission, and other lawful purposes of the government, without subsequent consent of the auditor. If it is determined by the LGC that corrections need to be made to the unit's financial statements they should be provided within three days of notification unless, another time frame is agreed to by the LGC.
13. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the Local Government Commission, this agreement may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor.
14. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, signed and dated by all parties and pre-audited if the change includes a change in audit fee. This document and a written explanation of the change must be submitted in triplicate to the Secretary of the Local Government Commission for approval. No change shall be effective unless approved by the Secretary of the Local Government Commission, the Governing Board, and the Auditor.
15. Whenever the Auditor uses an engagement letter with the client, Item 16 is to be completed by referencing the engagement letter and attaching a copy of the engagement letter to the contract to incorporate the engagement letter into the contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control. Engagement letter terms are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 22 of this contract. Engagement letters containing indemnification clauses will not be approved by the Local Government Commission.

Contract to Audit Accounts (cont.)

(name of unit)

- 16. There are no special provisions except:
- 17. A separate contract should not be made for each division to be audited or report to be submitted. A separate contract must be executed for each component unit which is a local government and for which a separate audit report is issued.
- 18. The contract must be executed, pre-audited, signed by all parties and submitted in triplicate to the Secretary of the Local Government Commission. The mailing address is 325 North Salisbury Street, Raleigh, North Carolina 27603-1385. The physical address is 4505 Fair Meadow Lane, Suite 102, Raleigh, North Carolina 27607-6449.
- 19. The contract is a tri-party agreement and is not valid until it is approved by the Local Government Commission. Upon approval, the original contract will be returned to the Governmental Unit, a copy will be forwarded to the Auditor, and a copy retained by the Secretary of the Local Government Commission. The audit should not be started before the contract is approved.
- 20. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the Local Government Commission.
- 21. If this audit engagement is not subject to Government Auditing Standards, then Item 5 shall be listed as a deleted provision in Item 22. An explanation must be given for deleting this provision.
- 22. All of the above paragraphs are understood and shall apply to this agreement, except the following numbered paragraphs shall be deleted: (See Item 15.)

Firm _____

By _____
(Please type or print name)

(Signature of authorized audit firm representative)

Email Address: _____

Date _____

Approved by the Secretary of the Local Government Commission as provided in Article 3, Chapter 159 of the General Statutes or Article 31, Part 3, Chapter 115C of the General Statutes.

For the Secretary, Local Government Commission

(Signature)

Date _____

By _____
(Please type or print name and title)

(Signature of Mayor/Chairperson of governing board)

Date _____

Email Address _____

By _____
(Chair of Audit Committee- please type or print name)

(Signature of Audit Committee Chairperson)

Date _____
(If unit has no audit committee, this section should be marked "N/A.")

Email address _____

This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Governmental Unit Finance Officer (Please type or print name)

(Signature)

Date _____
(Preaudit Certificate must be dated.)

Email address _____



MEMORANDUM

TO: Members of the Airport Authority

FROM: Vickie Thomas, Director of Finance and Accounting

DATE: April 15, 2011

ITEM DESCRIPTION – New Business Item C

Approval of New Banking Relationship With Wells Fargo Bank

BACKGROUND

For the past several years, the Authority has used Bank of America for services related to its operating and PFC accounts. The Authority also has bank accounts with Wells Fargo Bank related to the Rental Car Facility bonds. Wells Fargo personnel have presented the Authority with a proposal for operating account and PFC account banking services. Transferring these bank accounts to Wells Fargo will save approximately \$3,500 annually in net banking fees, will consolidate our banking services, will improve service, and will strengthen our relationship with our bond holder. As a result, Staff recommends the Authority Board approve moving the Authority's operating and PFC bank accounts to Wells Fargo Bank.

ISSUES

The transition will also have some initial implementation costs, but they should be offset by the first month's cost savings.

ALTERNATIVES

The Authority Board could decide not to approve the transition of accounts to Wells Fargo Bank, and advise Staff to continue using Bank of America or to issue a Request for Proposal for banking services.



FISCAL IMPACT

Transferring the Authority's operating and PFC bank accounts to Wells Fargo is estimated to save approximately \$3,500 annually.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to approve the transfer of the Authority's operating and PFC bank accounts to Wells Fargo Bank.



MEMORANDUM

TO: Members of the Airport Authority

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

DATE: April 15, 2011

ITEM DESCRIPTION – New Business Item D

Approve Runway Maintenance and Rejuvenation Project

BACKGROUND

Under the Asheville Regional Airport's FAA Operating Certificate, the Federal Aviation Administration requires the Authority to have a comprehensive pavement maintenance program. Although the runway is scheduled to ultimately be replaced under the airports current Capital Improvement Program, the undertaking of construction related to that project is still several years away, and will be phased in over six years beyond the start date. The RS&H Runway 16/34 Pavement Evaluation Report documented the current "fair" condition of the runway pavement surface, and predicted that the pavement would begin to fail in 2013 if no maintenance activities were undertaken. A comprehensive runway pavement maintenance project to remove rubber deposits, seal cracks, seal and rejuvenate the pavement surface, and re-stripe all of the required runway markings is being proposed to preserve the existing runway until the new taxiway and reconstructed runway project can be completed.

If the runway is not maintained, it will continue to deteriorate as indicated in the RS&H report.

Through coordination with the NCDOT Division of Aviation, the Authority has the opportunity to utilize State funds to cover the majority of the costs associated with these needs. All work would be performed by a contractor under an agreement directly with NCDOT. The Authority's share would be paid directly to the contractor. Staff feels it is in the best interest of the Authority to undertake this alternative.

New Business – Item D



ISSUES

None.

ALTERNATIVES

Work described above was originally planned by Authority staff to be included in the FY 2012/2013 budget, with work taking place in late summer 2012. Cost estimates for this work in 2012/2013 are approximately \$200,000.00, and would be paid for directly with Authority funds. The Board could decide to wait until this time to budget for and undertake this alternative

FISCAL IMPACT

Under the current state funded program, total project costs are estimated at \$170,000, with the Authority's share of that amount being up to \$60,400. By waiting until the 2012/2013 original timeline, costs are estimated at \$200,000, with the Authority paying the full project amount.

This project will require a budget amendment transferring funds from contingency to the Operations Department expenditures. The budget amendment will increase FY10/11's budgeted Operations Department expenditures by \$60,400.00 and decrease budgeted Contingency expenditures by \$60,400.00.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approve work associated with the maintenance and rejuvenation of Runway 16/34 in an amount up to \$60,400.00; (2) authorize the Airport Director to execute any necessary documents; and (3) to amend the FY10/11 budget by adopting the following budget ordinance amendment:

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

Section 1. To amend the appropriations as follows:



EXPENDITURES:

	<u>Decrease</u>	<u>Increase</u>
Operations Department		\$60,400
Contingency	\$60,400	
Totals	<u>\$60,400</u>	<u>\$60,400</u>

This will result in no net change in the appropriations.

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

Adopted this 15th day of April, 2011.

David Hillier, Chairman

Attested by:

Jeffrey A. Piccirillo, Secretary-Treasurer



MEMORANDUM

TO: Members of the Airport Authority

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

DATE: April 15, 2011

ITEM DESCRIPTION – New Business Item E

Approve Consultant Scope of Services No. 4 and Fee with LPA Group of North Carolina, p.a. for Design and Engineering Services for a New Public Safety Building.

BACKGROUND

As a condition of the Airport Operating Certificate and Transportation Security Administration regulations, the Asheville Regional Airport is required to provide both aircraft rescue firefighting and law enforcement services in support of scheduled passenger carrying flight operations. These services are mainly provided out of the existing Public Safety Building located immediately north of the terminal building. The Public Safety Building houses parking bays for the Authority's fire apparatus and other equipment, as well as offices, training rooms, personnel dormitories, training facilities, and the airport communications center. The Public Safety Building is a critical component utilized in the Authority's efforts to maintain compliance with all applicable regulations and daily operations.

The existing Public Safety Building was constructed in 1979, with an addition in 1981. Age and deterioration are taking their toll on the structure. The operations of the Department of Public Safety have significantly outgrown the square footage of the building, and as the Authority is required to replace aging fire apparatus over the next few years, it will have difficulty accommodating the size and dimensions of modern aircraft rescue vehicles. Additionally, the building no longer meets the basic requirements of current Federal Aviation Administration and National Fire Protection Association standards for aircraft rescue and firefighting stations.

New Business – Item E



Given the buildings location on the north side of the terminal, existing air carrier aircraft parking requirements are impacting the ability to continually maintain a clear path of egress from the building to the airfield by rescue vehicles. This poses a significant issue in being able to maintain the regulated response time required by the FAA.

ISSUES

None.

ALTERNATIVES

Alternatives include the following options:

1. Do nothing – This alternative does not resolve any of the existing or expected future issues that will result from the long-term continuance of activities from the current building.
2. Expand existing building – This alternative does not resolve the location issue and the potential for aircraft rescue vehicles to be routinely blocked in by parked aircraft when an aircraft accident occurs. This alternative would also require the razing of the existing cargo building, as adequate space for expansion does not exist on this site without re-claiming additional land already in use for cargo purposes.
3. Design and build a new Public Safety facility – This alternative would permit the Authority to design and construct a new building that meets all of the existing and future anticipated requirements of the airport, in a location that is not impacted by parked aircraft. This is the desired alternative.

FISCAL IMPACT

Funds necessary for design and engineering services for this project are programmed through a combination of FAA Airport Improvement Program funds, Passenger Facility Charges, and airport capital in the FY 2011/2012 budget. Expenses incurred for design and engineering services are eligible costs to be charged to this project. The total overall project budget is presently 4.0 million dollars, but may be adjusted as more information is available on actual construction costs. Final design and engineering costs are expected to be finalized prior to the Airport Board meeting, but are not expected to exceed \$_____.



RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approve Scope of Services No. 4 with LPA Group of North Carolina, p.a. not to exceed \$_____ ; and (2) authorize the Airport Director to execute the necessary documents.



MEMORANDUM

TO: Members of the Airport Authority

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

DATE: April 15, 2011

ITEM DESCRIPTION – Information Section Item A

February, 2011 Traffic Report – Asheville Regional Airport

SUMMARY

February 2011 overall passenger traffic numbers were up 2.8%. Passenger traffic numbers reflect a 2.8% increase in passenger enplanements from February 2010. Enplanements for fiscal year to date total 250,602.

AIRLINE PERFORMANCE

AirTran Airways: AirTran's February 2011 enplanements increased by 12.2% compared to February 2010. There were no flight cancellations for the month.

Continental Airlines: Year over Year passenger enplanements for Continental in February 2011 were down by 1.1%. There were five (5) flight cancellations for the month.

Delta Airlines: Delta's February 2011 enplanements decreased by 9.3% compared to February 2010. There were fourteen (14) flight cancellations for the month.

United Airlines: In February 2011, United Airlines saw a decrease in enplanements by 10.4% over the same period last year. There were no flight cancellations for the month.

US Airways: US Airways' February 2011 passenger enplanements represent a 25.7% increase. There were six (6) flight cancellations for the month.

Monthly Traffic Report

Asheville Regional Airport

February 2011



Category	Feb 2011	Feb 2010	Percentage Change	*CYTD-2011	*CYTD-2010	Percentage Change	*MOV12-2011	*MOV12-2010	Percentage Change
Passenger Traffic									
Enplaned	18,705	18,197	2.8%	39,448	36,445	8.2%	372,579	291,401	27.9%
Deplaned	<u>18,252</u>	<u>17,743</u>	2.9%	<u>37,598</u>	<u>36,130</u>	4.1%	<u>367,652</u>	<u>289,285</u>	27.1%
Total	36,957	35,940	2.8%	77,046	72,575	6.2%	740,231	580,686	27.5%
Aircraft Operations									
Airlines	96	30	220.0%	186	58	220.7%	1,288	370	248.1%
Commuter /Air Taxi	<u>1,266</u>	<u>1,205</u>	5.1%	2,583	2,542	1.6%	19,646	17,461	12.5%
Subtotal	<u>1,362</u>	<u>1,235</u>	10.3%	<u>2,769</u>	<u>2,600</u>	6.5%	<u>20,934</u>	<u>17,831</u>	17.4%
General Aviation	2,325	2,536	-8.3%	4,501	5,228	-13.9%	41,025	44,722	-8.3%
Military	<u>151</u>	<u>262</u>	-42.4%	<u>288</u>	<u>536</u>	-46.3%	<u>4,575</u>	<u>3,795</u>	20.6%
Subtotal	<u>2,476</u>	<u>2,798</u>	-11.5%	<u>4,789</u>	<u>5,764</u>	-16.9%	<u>45,600</u>	<u>48,517</u>	-6.0%
Total	3,838	4,033	-4.8%	7,558	8,364	-9.6%	66,534	66,348	0.3%
Fuel Gallons									
100LL	12,333	7,981	54.5%	19,334	24,692	-21.7%	211,479	213,826	-1.1%
Jet A (GA)	84,196	40,506	107.9%	147,710	100,816	46.5%	1,184,187	1,055,047	12.2%
Subtotal	<u>96,529</u>	<u>48,487</u>	99.1%	<u>167,044</u>	<u>125,508</u>	33.1%	<u>1,395,666</u>	<u>1,268,873</u>	10.0%
Jet A (A/L)	<u>311,893</u>	<u>208,735</u>	49.4%	<u>542,709</u>	<u>421,764</u>	28.7%	<u>3,638,697</u>	<u>2,555,063</u>	42.4%
Total	408,422	257,222	58.8%	709,753	547,272	29.7%	5,034,363	3,823,936	31.7%

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

Wednesday, March 30, 2011

Airline Enplanements, Seats, and Load Factors

Asheville Regional Airport

February 2011



	Feb 2011	Feb 2010	Percentage Change	*CYTD-2011	*CYTD-2010	Percentage Change
AirTran Airways						
Enplanements	1,045	931	12.2%	2,002	1,811	10.5%
Seats	1,404	1,404	0.0%	2,808	2,808	0.0%
Load Factor	74.4%	66.3%	12.2%	71.3%	64.5%	10.5%
American Airlines						
Enplanements	0	0	#Num!	0	0	#Num!
Seats	0	0	#Num!	0	0	#Num!
Load Factor	#Num!	#Num!	#Error	#Num!	#Num!	#Error
Continental Airlines						
Enplanements	1,051	1,063	-1.1%	2,255	2,344	-3.8%
Seats	2,250	2,350	-4.3%	4,700	5,100	-7.8%
Load Factor	46.7%	45.2%	3.3%	48.0%	46.0%	4.4%
Delta Air Lines						
Enplanements	8,409	9,268	-9.3%	17,747	16,823	5.5%
Seats	13,650	14,400	-5.2%	27,900	27,700	0.7%
Load Factor	61.6%	64.4%	-4.3%	63.6%	60.7%	4.7%
Northwest Airlines						
Enplanements	0	0	#Num!	0	791	-100.0%
Seats	0	0	#Num!	0	1,450	-100.0%
Load Factor	#Num!	#Num!	#Error	#Num!	54.6%	#Error
United Airlines						
Enplanements	1,288	1,438	-10.4%	2,954	3,110	-5.0%
Seats	2,300	2,750	-16.4%	5,250	5,600	-6.3%
Load Factor	56.0%	52.3%	7.1%	56.3%	55.5%	1.3%

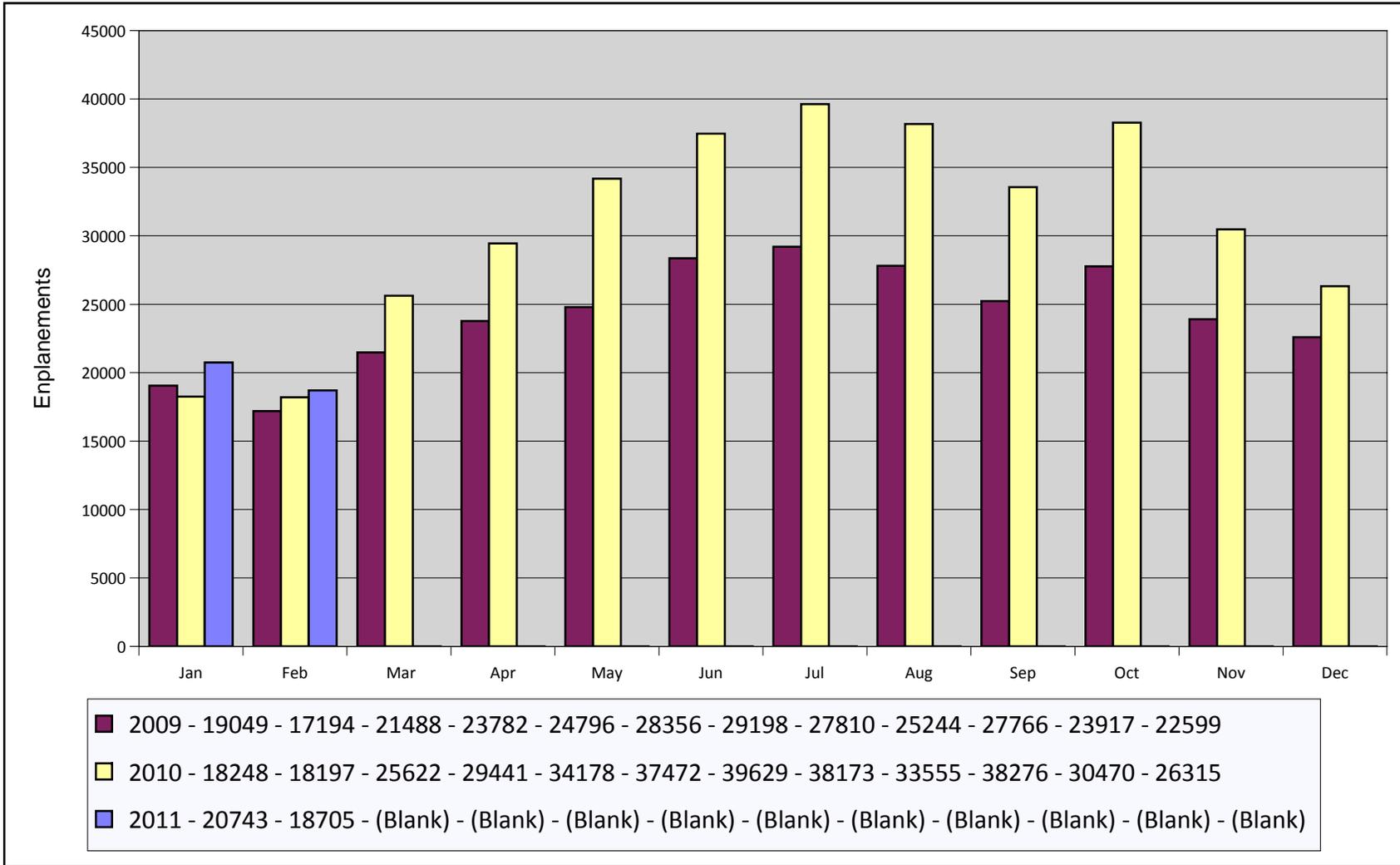
	Feb 2011	Feb 2010	Percentage Change	*CYTD-2011	*CYTD-2010	Percentage Change
US Airways						
Enplanements	6,912	5,497	25.7%	14,490	11,566	25.3%
Seats	11,765	8,780	34.0%	23,355	18,620	25.4%
Load Factor	58.8%	62.6%	-6.2%	62.0%	62.1%	-0.1%
Totals						
Enplanements	18,705	18,197	2.8%	39,448	36,445	8.2%
Seats	31,369	29,684	5.7%	64,013	61,278	4.5%
Load Factor	59.6%	61.3%	-2.7%	61.6%	59.5%	3.6%

Airline Flight Completions Asheville Regional Airport February 2011

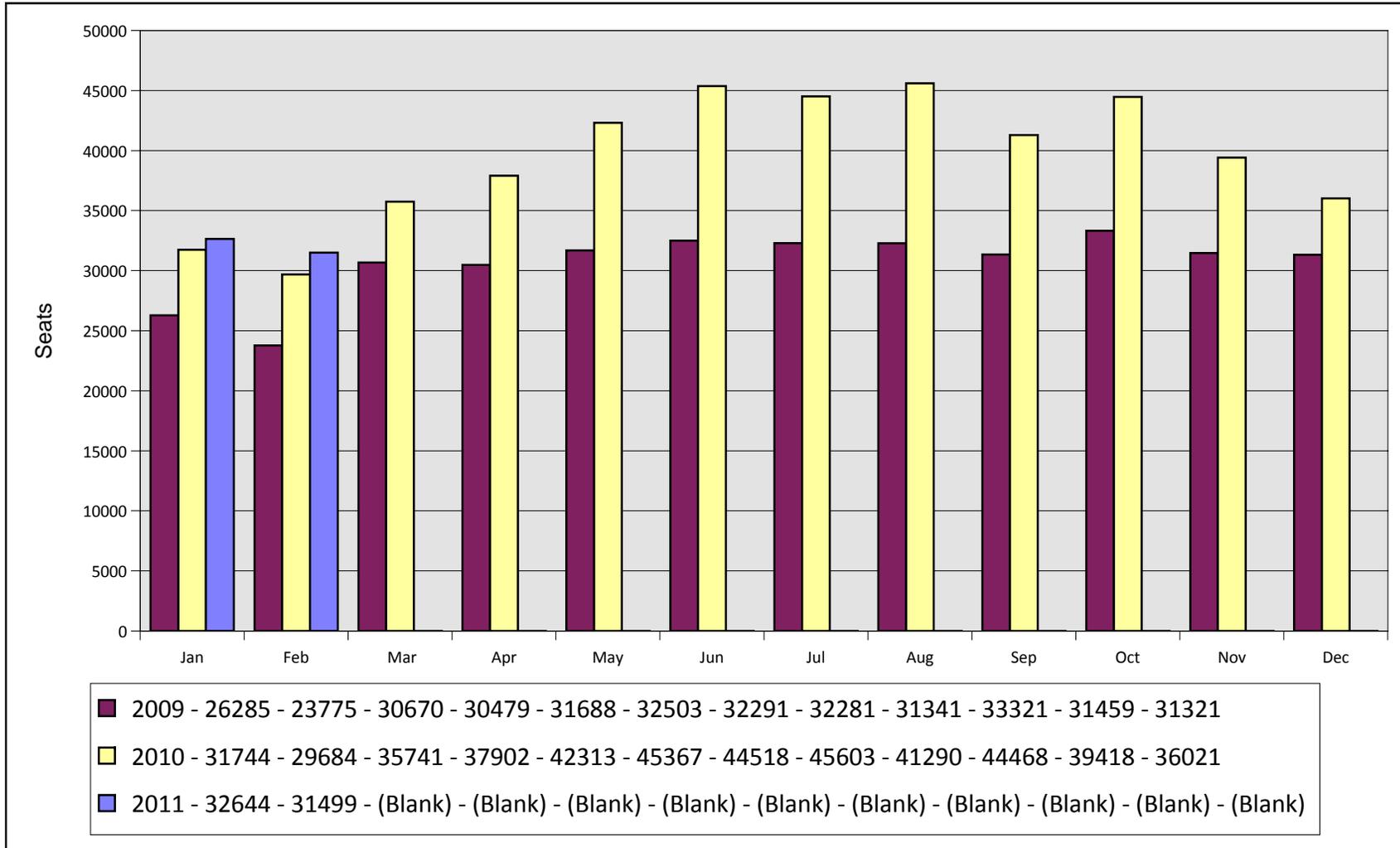


Airline	Scheduled Flights	Field	Cancellations Due To			Total Cancellations	Percentage of Completed
			Mechanical	Weather	Other		
AirTran Airways	12	0	0	0	0	0	100.0%
Allegiant Air	2	0	0	0	0	0	100.0%
American Airlines	0	0	0	0	0	0	#Num!
Continental Airlines	50	0	0	5	0	5	90.0%
Delta Air Lines	286	0	0	14	0	14	95.1%
Northwest Airlines	0	0	0	0	0	0	#Num!
United Airlines	46	0	0	0	0	0	100.0%
US Airways	246	0	4	2	0	6	97.6%
Total	642	0	4	21	0	25	96.1%

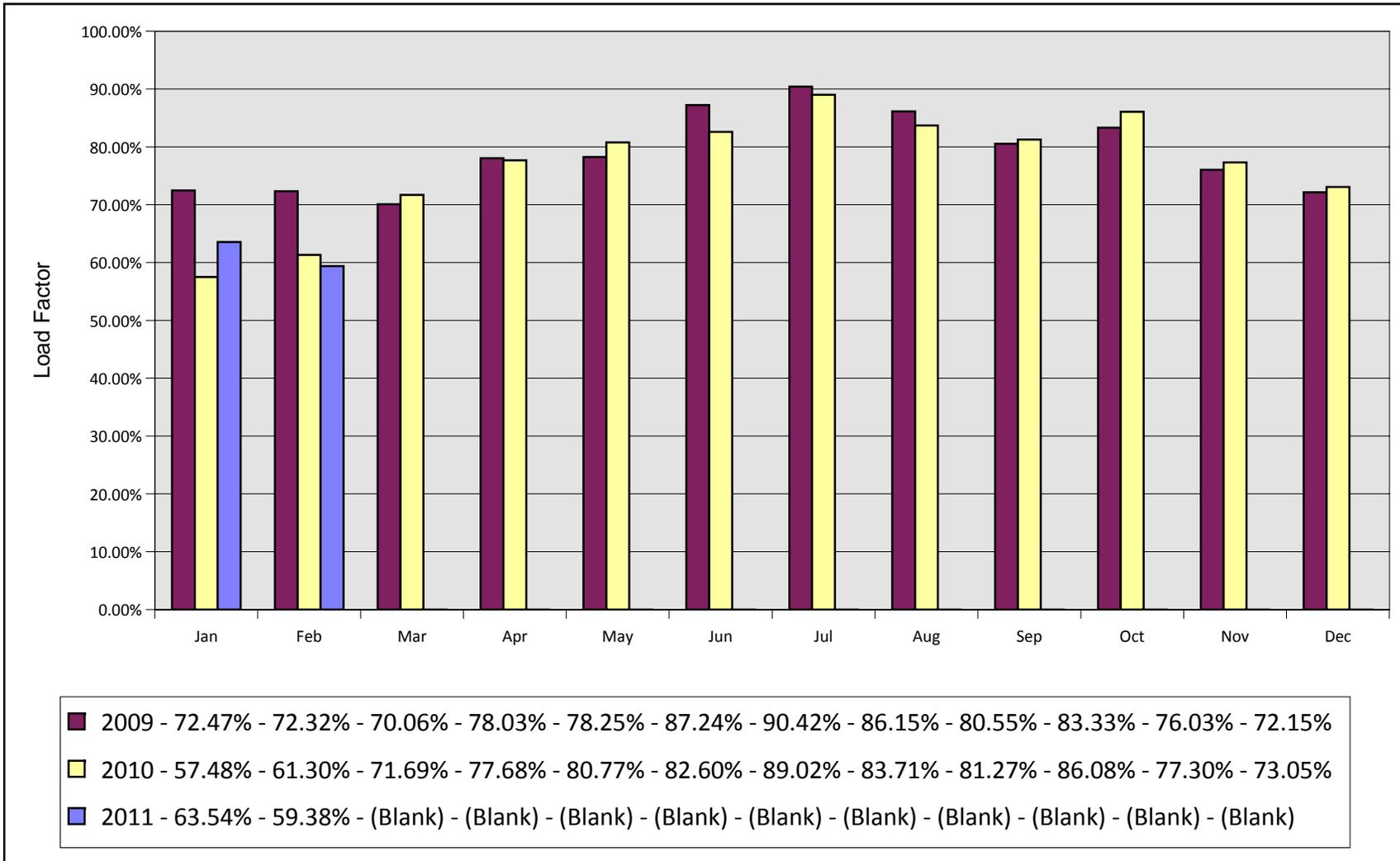
Monthly Enplanements By Year Asheville Regional Airport



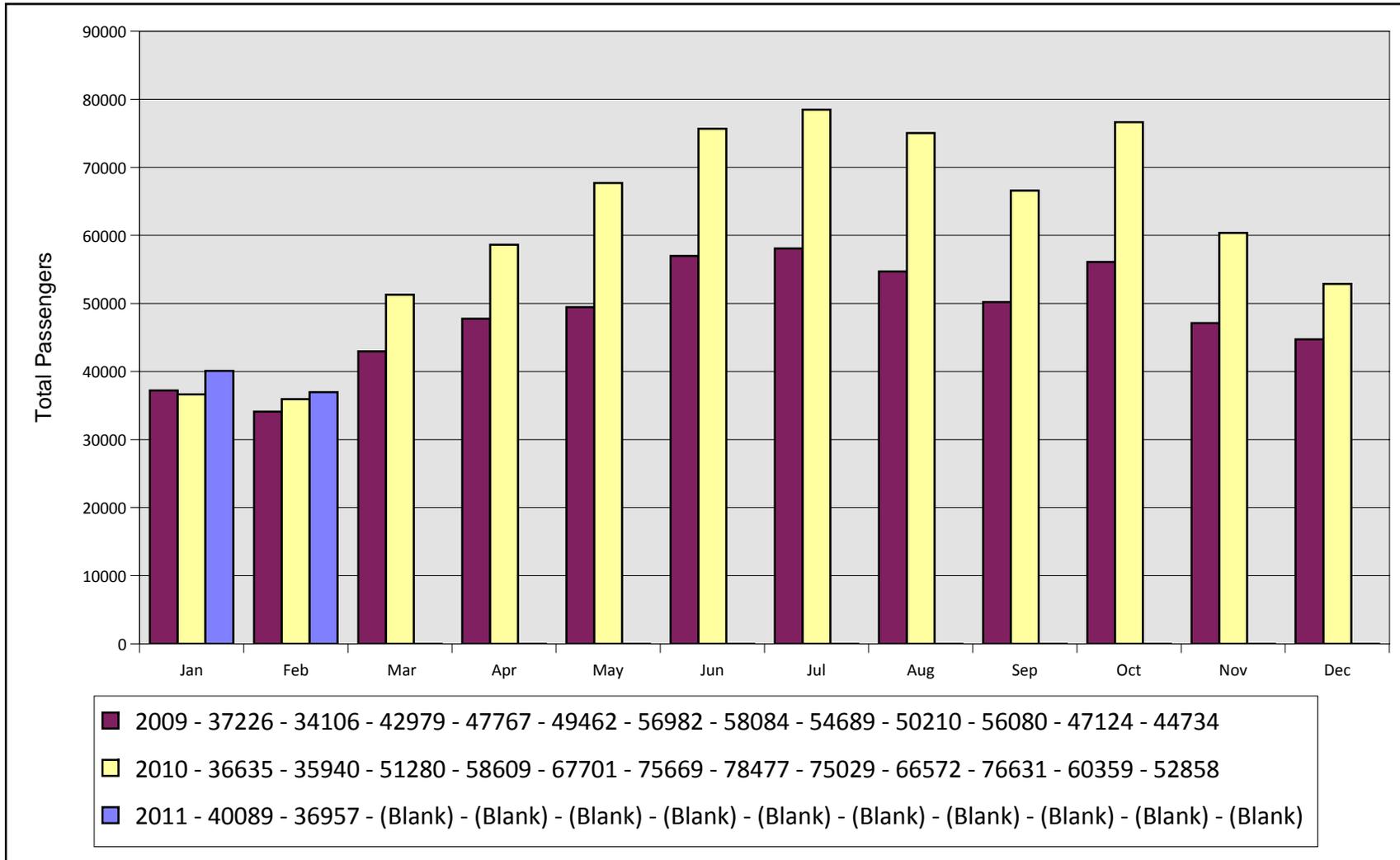
Monthly Seats By Year Asheville Regional Airport



Monthly Load Factors By Year Asheville Regional Airport

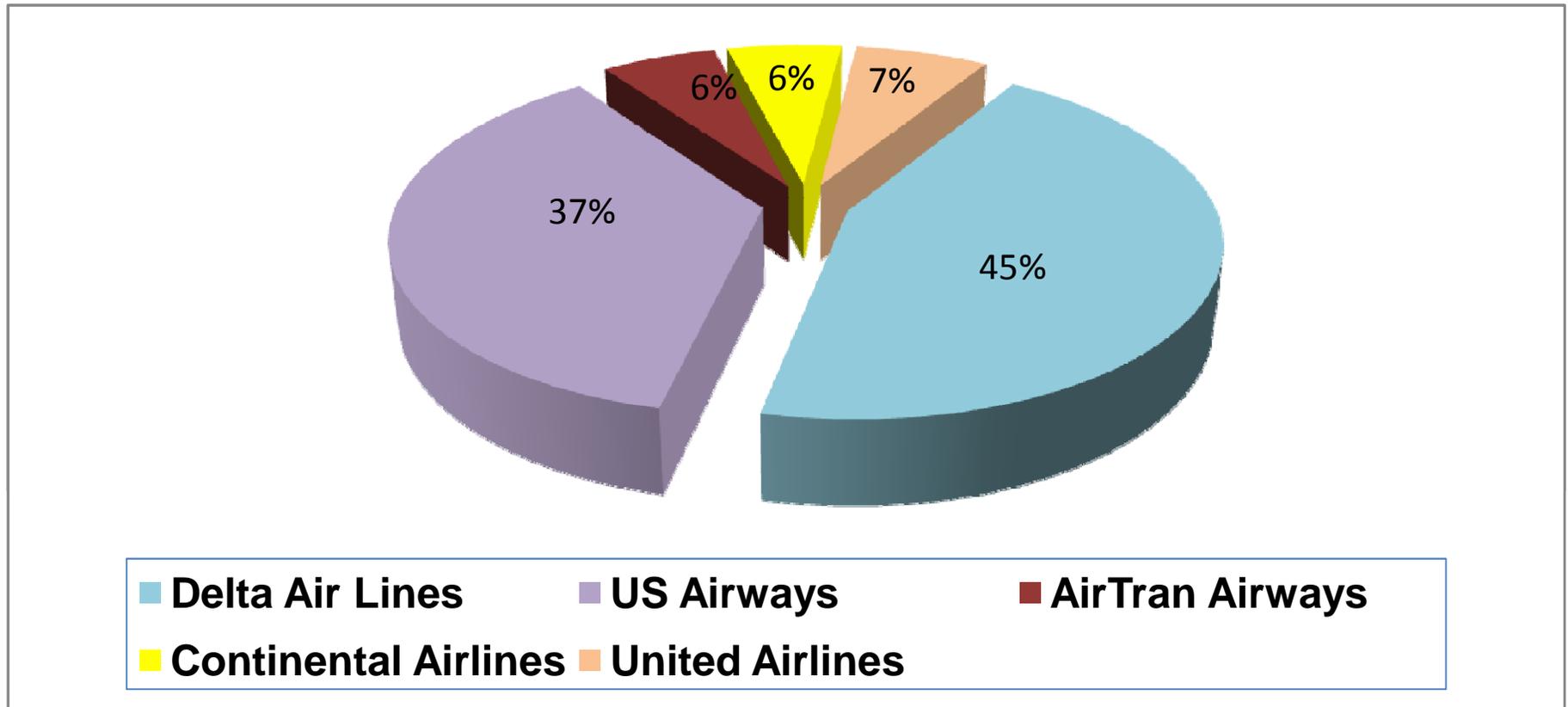


Total Monthly Passengers By Year Asheville Regional Airport

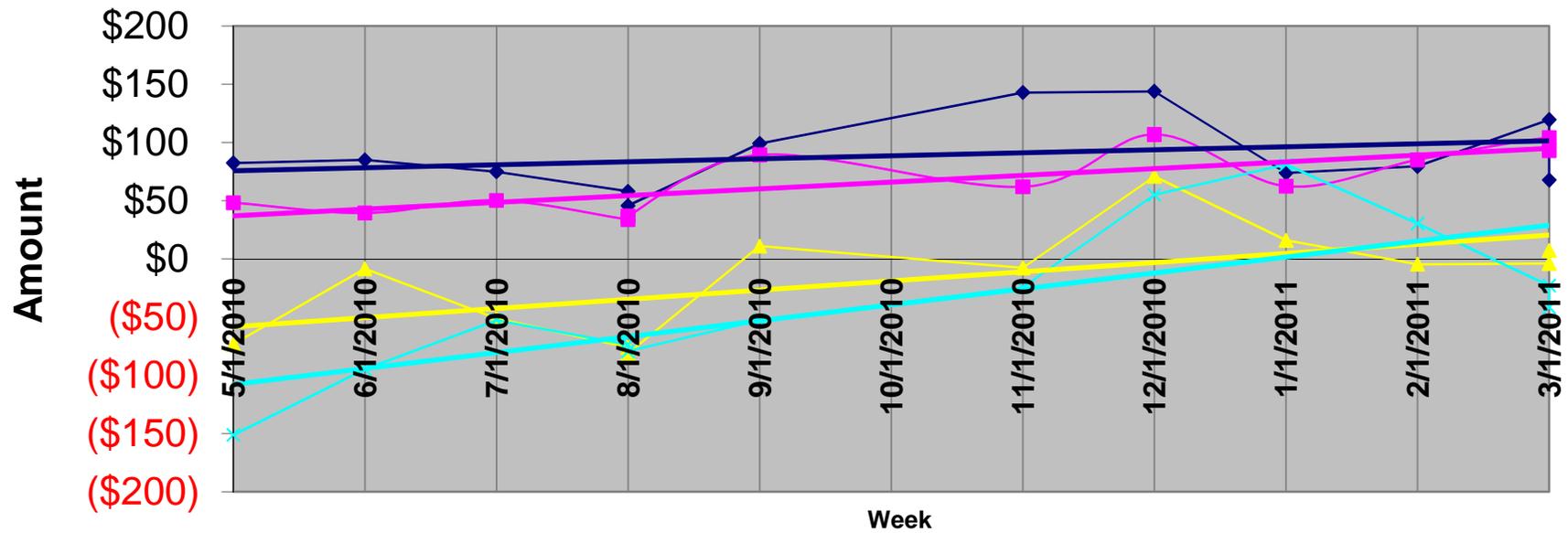


Airline Market Share Analysis (Enplanements) Asheville Regional Airport

Report Period From February 2011 Through February 2011



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



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

Asheville Regional Airport
Sample airfares as of 3/28/11
21 Day Advance Purchase, 3 day Stay

		Difference in Fares								
		<u>ASHEVILLE</u>	<u>ATLANTA</u>	<u>CHARLOTTE</u>	<u>GREENVILLE</u>	<u>IRI- CITIES</u>	<u>ATLANTA</u>	<u>CHARLOTTE</u>	<u>GREENVILLE</u>	<u>IRI- CITIES</u>
ABQ	Albuquerque	\$339	\$457	\$367	\$413	\$457	(\$118)	(\$28)	(\$74)	(\$118)
ATL	Atlanta	\$379		\$247	\$347	\$411	\$379	\$132	\$32	(\$32)
AUS	Austin	\$344	\$427	\$190	\$358	\$389	(\$83)	\$154	(\$14)	(\$45)
BWI	Baltimore	\$318	\$272	\$225	\$244	\$531	\$46	\$93	\$74	(\$213)
BOS	Boston	\$356	\$342	\$171	\$361	\$437	\$14	\$185	(\$5)	(\$81)
ORD	Chicago	\$296	\$322	\$388	\$286	\$299	(\$26)	(\$92)	\$10	(\$3)
CVG	Cincinnati	\$455	\$320	\$251	\$423	\$435	\$135	\$204	\$32	\$20
CLE	Cleveland	\$384	\$287	\$405	\$327	\$315	\$97	(\$21)	\$57	\$69
DFW	Dallas	\$376	\$353	\$388	\$351	\$430	\$23	(\$12)	\$25	(\$54)
DEN	Denver	\$350	\$319	\$413	\$363	\$400	\$31	(\$63)	(\$13)	(\$50)
DTW	Detroit	\$507	\$301	\$407	\$381	\$401	\$206	\$100	\$126	\$106
FLL	Fort Lauderdale	\$399	\$165	\$259	\$338	\$485	\$234	\$140	\$61	(\$86)
RSW	Ft. Myers	\$408	\$303	\$339	\$334	\$487	\$105	\$69	\$74	(\$79)
BDL	Hartford	\$368	\$430	\$226	\$341	\$395	(\$62)	\$142	\$27	(\$27)
IAH	Houston	\$508	\$361	\$475	\$325	\$453	\$147	\$33	\$183	\$55
IND	Indianapolis	\$374	\$291	\$229	\$310	\$467	\$83	\$145	\$64	(\$93)
JAX	Jacksonville	\$317	\$237	\$229	\$434	\$393	\$80	\$88	(\$117)	(\$76)
MCI	Kansas City	\$356	\$316	\$227	\$316	\$331	\$40	\$129	\$40	\$25
LAS	Las Vegas	\$340	\$415	\$356	\$413	\$404	(\$75)	(\$16)	(\$73)	(\$64)
LAX	Los Angeles	\$340	\$279	\$390	\$424	\$397	\$61	(\$50)	(\$84)	(\$57)
MHT	Manchester	\$386	\$402	\$179	\$358	\$466	(\$16)	\$207	\$28	(\$80)
MEM	Memphis	\$478	\$264	\$358	\$470	\$535	\$214	\$120	\$8	(\$57)
MIA	Miami	\$465	\$247	\$375	\$560	\$404	\$218	\$90	(\$95)	\$61
MKE	Milwaukee	\$319	\$315	\$231	\$253	\$397	\$4	\$88	\$66	(\$78)
MSP	Minneapolis/Saint Paul	\$444	\$280	\$499	\$414	\$498	\$164	(\$55)	\$30	(\$54)
BNA	Nashville	\$266	\$394	\$231	\$203	\$497	(\$128)	\$35	\$63	(\$231)
MSY	New Orleans	\$336	\$229	\$294	\$316	\$406	\$107	\$42	\$20	(\$70)

LGA	New York	\$299	\$340	\$197	\$294	\$370	(\$41)	\$102	\$5	(\$71)
EWR	Newark	\$439	\$427	\$313	\$341	\$485	\$12	\$126	\$98	(\$46)
MCO	Orlando	\$240	\$293	\$219	\$236	\$254	(\$53)	\$21	\$4	(\$14)
PHL	Philadelphia	\$336	\$333	\$227	\$348	\$423	\$3	\$109	(\$12)	(\$87)
PHX	Phoenix	\$347	\$329	\$306	\$276	\$340	\$18	\$41	\$71	\$7
PIT	Pittsburgh	\$330	\$281	\$230	\$328	\$327	\$49	\$100	\$2	\$3
PDX	Portland	\$348	\$535	\$367	\$451	\$516	(\$187)	(\$19)	(\$103)	(\$168)
PVD	Providence	\$416	\$407	\$169	\$358	\$407	\$9	\$247	\$58	\$9
RDU	Raleigh/Durham	\$352	\$229	\$357	\$338	\$376	\$123	(\$5)	\$14	(\$24)
RIC	Richmond	\$391	\$291	\$207	\$468	\$421	\$100	\$184	(\$77)	(\$30)
STL	Saint Louis	\$344	\$275	\$229	\$306	\$421	\$69	\$115	\$38	(\$77)
SLC	Salt Lake City	\$444	\$297	\$304	\$522	\$561	\$147	\$140	(\$78)	(\$117)
SAT	San Antonio	\$340	\$348	\$190	\$344	\$376	(\$8)	\$150	(\$4)	(\$36)
SAN	San Diego	\$490	\$289	\$253	\$414	\$410	\$201	\$237	\$76	\$80
SFO	San Francisco	\$397	\$286	\$253	\$454	\$306	\$111	\$144	(\$57)	\$91
SRQ	Sarasota/Bradenton	\$538	\$289	\$235	\$622	\$560	\$249	\$303	(\$84)	(\$22)
SEA	Seattle	\$458	\$275	\$219	\$366	\$410	\$183	\$239	\$92	\$48
SYR	Syracuse	\$356	\$381	\$262	\$496	\$438	(\$25)	\$94	(\$140)	(\$82)
TPA	Tampa	\$276	\$282	\$235	\$422	\$393	(\$6)	\$41	(\$146)	(\$117)
YYZ	Toronto	\$675	\$504	\$598	\$659	\$634	\$171	\$77	\$16	\$41
DCA	Washington DC	\$402	\$296	\$262	\$380	\$443	\$106	\$140	\$22	(\$41)
IAD	Washington DC	\$412	\$301	\$262	\$360	\$446	\$111	\$150	\$52	(\$34)
PBI	West Palm Beach	\$401	\$235	\$357	\$434	\$471	\$166	\$44	(\$33)	(\$70)

*These sample airfares were available 3/28/11, based on a 21 day advance purchase and a 3 day stay. Other restrictions may apply. To obtain the most up-to-date pricing information for your travel needs, please contact your travel agent or visit the following web sites:

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

\$68 \$93 \$7 (\$41)

Average Fare difference

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

Asheville Regional Airport
Sample airfares as of 3/28/11
0 Day Advance Purchase, 3 day Stay

		Difference in Fares								
		ASHEVILLE	ATLANTA	CHARLOTTE	GREENVILLE	IRI- CITIES	ATLANTA	CHARLOTTE	GREENVILLE	IRI- CITIES
ABQ	Albuquerque	\$916	\$899	\$578	\$881	\$971	\$17	\$338	\$35	(\$55)
ATL	Atlanta	\$509		\$577	\$518	\$691	\$509	(\$68)	(\$9)	(\$182)
AUS	Austin	\$793	\$667	\$457	\$692	\$726	\$126	\$336	\$101	\$67
BWI	Baltimore	\$572	\$421	\$283	\$437	\$761	\$151	\$289	\$135	(\$189)
BOS	Boston	\$772	\$512	\$315	\$681	\$660	\$260	\$457	\$91	\$112
ORD	Chicago	\$457	\$441	\$626	\$506	\$423	\$16	(\$169)	(\$49)	\$34
CVG	Cincinnati	\$919	\$580	\$685	\$513	\$1,295	\$339	\$234	\$406	(\$376)
CLE	Cleveland	\$797	\$581	\$652	\$413	\$563	\$216	\$145	\$384	\$234
DFW	Dallas	\$787	\$537	\$855	\$551	\$1,104	\$250	(\$68)	\$236	(\$317)
DEN	Denver	\$1,014	\$459	\$605	\$786	\$845	\$555	\$409	\$228	\$169
DTW	Detroit	\$794	\$531	\$619	\$685	\$687	\$263	\$175	\$109	\$107
FLL	Fort Lauderdale	\$659	\$285	\$517	\$568	\$891	\$374	\$142	\$91	(\$232)
RSW	Ft. Myers	\$679	\$437	\$597	\$588	\$995	\$242	\$82	\$91	(\$316)
BDL	Hartford	\$841	\$715	\$597	\$626	\$743	\$126	\$244	\$215	\$98
IAH	Houston	\$818	\$580	\$985	\$405	\$731	\$238	(\$167)	\$413	\$87
IND	Indianapolis	\$659	\$409	\$521	\$620	\$599	\$250	\$138	\$39	\$60
JAX	Jacksonville	\$854	\$357	\$453	\$856	\$1,046	\$497	\$401	(\$2)	(\$192)
MCI	Kansas City	\$857	\$467	\$427	\$699	\$823	\$390	\$430	\$158	\$34
LAS	Las Vegas	\$1,049	\$611	\$611	\$933	\$899	\$438	\$438	\$116	\$150
LAX	Los Angeles	\$1,074	\$508	\$857	\$903	\$923	\$566	\$217	\$171	\$151
MHT	Manchester	\$782	\$672	\$399	\$678	\$878	\$110	\$383	\$104	(\$96)
MEM	Memphis	\$978	\$462	\$976	\$991	\$966	\$516	\$2	(\$13)	\$12
MIA	Miami	\$752	\$545	\$792	\$755	\$687	\$207	(\$40)	(\$3)	\$65
MKE	Milwaukee	\$655	\$413	\$459	\$658	\$631	\$242	\$196	(\$3)	\$24
MSP	Minneapolis/Saint Paul	\$879	\$580	\$855	\$786	\$806	\$299	\$24	\$93	\$73
BNA	Nashville	\$520	\$724	\$473	\$398	\$860	(\$204)	\$47	\$122	(\$340)
MSY	New Orleans	\$597	\$451	\$374	\$578	\$591	\$146	\$223	\$19	\$6

LGA	New York	\$479	\$576	\$377	\$474	\$794	(\$97)	\$102	\$5	(\$315)
EWR	Newark	\$873	\$687	\$670	\$441	\$869	\$186	\$203	\$432	\$4
MCO	Orlando	\$244	\$417	\$342	\$430	\$354	(\$173)	(\$98)	(\$186)	(\$110)
PHL	Philadelphia	\$700	\$722	\$249	\$608	\$663	(\$22)	\$451	\$92	\$37
PHX	Phoenix	\$829	\$770	\$445	\$726	\$693	\$59	\$384	\$103	\$136
PIT	Pittsburgh	\$593	\$465	\$411	\$487	\$617	\$128	\$182	\$106	(\$24)
PDX	Portland		\$2,381	\$1,474			(\$2,381)	(\$1,474)	\$0	\$0
PVD	Providence	\$779	\$663	\$399	\$688	\$879	\$116	\$380	\$91	(\$100)
RDU	Raleigh/Durham	\$825	\$377	\$477	\$705	\$864	\$448	\$348	\$120	(\$39)
RIC	Richmond	\$948	\$451	\$547	\$1,051	\$919	\$497	\$401	(\$103)	\$29
STL	Saint Louis	\$841	\$455	\$474	\$526	\$763	\$386	\$367	\$315	\$78
SLC	Salt Lake City	\$903	\$933	\$815	\$775	\$741	(\$30)	\$88	\$128	\$162
SAT	San Antonio	\$897	\$461	\$449	\$778	\$742	\$436	\$448	\$119	\$155
SAN	San Diego	\$1,021	\$663	\$542	\$903	\$1,067	\$358	\$479	\$118	(\$46)
SFO	San Francisco	\$1,004	\$574	\$483	\$893	\$1,053	\$430	\$521	\$111	(\$49)
SRQ	Sarasota/Bradenton	\$932	\$435	\$569	\$977	\$1,075	\$497	\$363	(\$45)	(\$143)
SEA	Seattle	\$1,134	\$886	\$691	\$1,091	\$1,069	\$248	\$443	\$43	\$65
SYR	Syracuse	\$822	\$479	\$474	\$886	\$1,040	\$343	\$348	(\$64)	(\$218)
TPA	Tampa	\$838	\$463	\$361	\$884	\$1,035	\$375	\$477	(\$46)	(\$197)
YYZ	Toronto	\$1,051	\$1,077	\$1,195	\$1,070	\$1,041	(\$26)	(\$144)	(\$19)	\$10
DCA	Washington DC	\$432	\$506	\$573	\$972	\$760	(\$74)	(\$141)	(\$540)	(\$328)
IAD	Washington DC	\$432	\$511	\$573	\$876	\$760	(\$79)	(\$141)	(\$444)	(\$328)
PBI	West Palm Beach	\$770	\$273	\$545	\$804	\$950	\$497	\$225	(\$34)	(\$180)

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www.airtran.com; www.continental.com; www.delta.com; www.united.com;

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

Average Fare difference

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

Schedule Compare Report for all Airlines for Passenger flights between AVL and ALL for Apr11 vs. Apr10

AI	Ops/Week				Seats/Week			
	Apr11	Apr10	Diff	Pct Chg	Apr11	Apr10	Diff	Pct Chg
US	148	112	36	32.14	7,206	5,496	1,710	31.11
V2	4	0	4	100.00	488	0	488	100.00
UA	28	28	0	0.00	1,400	1,400	0	0.00
FL	6	6	0	0.00	702	702	0	0.00
CO	24	28	-4	-14.29	1,200	1,400	-200	-14.29
AA	0	14	-14	-100.00	0	616	-616	-100.00
DL	158	174	-16	-9.20	7,900	8,700	-800	-9.20
TOTAL	368	362	6	1.66	18,896	18,314	582	3.18

Schedule Compare Report for all Airlines for Passenger flights between AVL and ALL for May11 vs. May10

AI	Ops/Week				Seats/Week			
	May11	May10	Diff	Pct Chg	May11	May10	Diff	Pct Chg
US	152	114	38	33.33	8,120	5,906	2,214	37.49
V2	4	0	4	100.00	488	0	488	100.00
UA	28	28	0	0.00	1,400	1,400	0	0.00
CO	28	28	0	0.00	1,400	1,400	0	0.00
FL	14	16	-2	-12.50	1,758	1,872	-114	-6.09
DL	158	168	-10	-5.95	7,952	8,400	-448	-5.33
AA	0	14	-14	-100.00	0	616	-616	-100.00
TOTAL	384	368	16	4.35	21,118	19,594	1,524	7.78

Schedule Compare Report for all Airlines for Passenger flights between AVL and ALL for June11 vs. June10

AI	Ops/Week				Seats/Week			
	Jun11	Jun10	Diff	Pct Chg	Jun11	Jun10	Diff	Pct Chg
US	152	128	24	18.75	8,680	6,840	1,840	26.90
V2	4	0	4	100.00	488	0	488	100.00
CO	28	28	0	0.00	1,400	1,400	0	0.00
FL	16	16	0	0.00	1,992	1,872	120	6.41
UA	32	32	0	0.00	1,600	1,600	0	0.00
DL	175	179	-4	-2.23	8,750	8,950	-200	-2.23
AA	8	14	-6	-42.86	352	616	-264	-42.86
TOTAL	415	397	18	4.53	23,262	21,278	1,984	9.32



MEMORANDUM

TO: Members of the Airport Authority

FROM: Vickie Thomas, Director of Finance & Accounting

DATE: April 15, 2011

ITEM DESCRIPTION – Information Section Item B

Asheville Regional Airport – Explanation of Extraordinary Variances
Month Ended February, 2011 (Month 8 of FY-2011)

SUMMARY

Operating Revenues for the month of February were \$588,069, 2.57% over budget. Operating Expenses for the month were \$491,206, 25.89% under budget. As a result, Net Operating Revenues before Depreciation were \$96,893 over budget. Net Non-Operating Revenues were \$119,543, 22.01% over budget.

Year-to-date Operating Revenues were \$5,340,365, 4.82% over budget. Year-to-date Operating Expenses were \$3,984,168, 16.89% below budget. Net Operating Revenues before Depreciation were \$1,356,197 over budget. Net Non-Operating Revenues for the year were \$1,484,164, 37.28% over budget.

REVENUES

Significant variations to budget for February were:

Auto Parking	\$17,010	11.40%	Higher than budgeted enplanements
Reimbursable Costs	(\$18,855)	(64.60%)	Timing of Avcon costs billed to Charah
Passenger Facility Charges	\$17,386	24.31%	Higher than budgeted enplanements



EXPENSES

Significant variations to budget for February were:

Personnel Services	(\$34,202)	(11.25%)	Three vacant positions and lower than budgeted benefit costs
Professional Services	(\$23,683)	(47.01%)	Timing of Professional Services spending
Utility Services	(\$11,298)	(22.99%)	February milder than budgeted
Operating Supplies	(\$18,353)	(54.44%)	Guest Services not selling attraction tickets, no urea needed for deicing & timing of other operating supplies
Contingency	(\$14,884)	(100.00%)	No Contingency spending
Reimbursable Costs	(\$18,855)	(64.60%)	Timing of Avcon costs billed to Charah

STATEMENT OF NET ASSETS

Significant variations to prior month were:

Construction in Progress – Construction in Progress increased by \$382k mainly due to budgeted capital spending.

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

**ASHEVILLE REGIONAL AIRPORT
INVESTMENT AND INTEREST INCOME SUMMARY
As of February 28, 2011**

<u>Institution:</u>	<u>Date of Purchase</u>	<u>Date of Maturity</u>	<u>Interest Rate</u>	<u>Investment Amount</u>	<u>Monthly Interest</u>
Bank of America			0.30%	\$ 3,855,115	924
Petty Cash				100	
NC Capital Management Trust				216,999	15
Wachovia-Gov. Advantage Acct.			0.20%	3,632,996	609
PFC Revenue Account			0.30%	174,114	26
Additional Collateral Fund			0.20%	1,956,620	321
 <u>Restricted Cash:</u>					
CFC Revenue			0.05%	309,143	11
 <u>Commercial Paper:</u>				 0	
Total				<u>\$ 10,145,087</u>	<u>\$ 1,906</u>

<u>Investment Diversification:</u>	
1.BANKS	42.76%
2.CAP.TRUST	2.14%
3.GOV.ADV.ACCTS.	55.10%
4.COM.PAPER	0.00%
5. FED. AGY	0%
	<u>100.00%</u>

**ASHEVILLE REGIONAL AIRPORT
STATEMENT OF CHANGES IN FINANCIAL POSITION
For the Month Ended February 28, 2011**

	<u>Current Month</u>	<u>Prior Period</u>
Cash and Investments Beginning of Period	\$ 10,377,072	\$ 10,078,687
Net Income/(Loss) Before Capital Contributions	(133,305)	(175,359)
Depreciation	349,711	349,711
Decrease/(Increase) in Receivables	(186,631)	18,831
Increase/(Decrease) in Payables	29,738	265,845
Decrease/(Increase) in Prepaid Expenses	18,357	18,357
Decrease/(Increase) in Long Term Assets	(382,003)	(342,820)
Principal Payments of Bond Maturities	(34,529)	(34,363)
Contributed Capital	106,677	198,183
Increase(Decrease) in Cash	<u>(231,985)</u>	<u>298,385</u>
Cash and Investments End of Period	<u><u>\$ 10,145,087</u></u>	<u><u>\$ 10,377,072</u></u>

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

For the Month Ending February 28, 2011

	February Actual	February Budget	Variance \$	Variance %	YTD Actual	YTD Budget	Variance \$	Variance %	Annual Budget
Operating Revenue:									
Terminal	\$262,968	\$263,146	(\$178)	(0.07%)	\$2,273,226	\$2,187,575	\$85,651	3.92%	\$3,347,801
Airfield	68,456	59,981	8,475	14.13%	583,820	528,730	55,090	10.42%	826,157
Hangar	64,710	58,574	6,136	10.48%	549,353	544,693	4,660	0.86%	818,890
Parking Lot/Roadway	168,630	149,190	19,440	13.03%	1,704,615	1,519,528	185,087	12.18%	2,381,418
Land Use Fees	23,305	42,452	(19,147)	(45.10%)	229,351	314,362	(85,011)	(27.04%)	526,920
Total Operating Revenue	\$588,069	\$573,343	\$14,726	2.57%	\$5,340,365	\$5,094,888	\$245,477	4.82%	\$7,901,186
Operating Expenses:									
Administrative	\$198,421	\$290,924	(\$92,503)	(31.80%)	\$1,453,421	\$1,985,612	(\$532,191)	(26.80%)	\$3,124,868
Terminal	133,195	176,608	(43,413)	(24.58%)	1,121,402	1,307,145	(185,743)	(14.21%)	1,949,764
Airfield	116,073	127,698	(11,625)	(9.10%)	938,231	995,260	(57,029)	(5.73%)	1,501,160
Hangar	-	-	-	0.00%	1,762	-	1,762	0.00%	-
Parking Lot	27,166	32,008	(4,842)	(15.13%)	281,583	256,066	25,517	9.97%	384,099
Rental Car Service Facility	5,896	5,523	373	6.75%	30,661	34,953	(4,292)	(12.28%)	57,616
Land Use Expenses	10,455	30,022	(19,567)	(65.18%)	157,108	214,915	(57,807)	(26.90%)	377,750
Total Operating Expenses	\$491,206	\$662,783	(\$171,577)	(25.89%)	\$3,984,168	\$4,793,951	(\$809,783)	(16.89%)	\$7,395,257
Operating Revenue before Depreciation									
	\$96,863	(\$89,440)	\$186,303	(208.30%)	\$1,356,197	\$300,937	\$1,055,260	350.66%	\$505,929
Depreciation	349,711	-	349,711	0.00%	2,797,685	-	2,797,685	0.00%	-
Operating Income(Loss) Before Non-Operating Revenue and Expenses									
	(\$252,848)	(\$89,440)	(\$163,408)	182.70%	(\$1,441,488)	\$300,937	(\$1,742,425)	(579.00%)	\$505,929
Non-Operating Revenue and Expense									
Customer Facility Charges	\$46,437	\$42,500	\$3,937	9.26%	\$607,769	\$516,650	\$91,119	17.64%	\$840,000
Passenger Facility Charges	88,906	71,520	17,386	24.31%	997,544	697,400	300,144	43.04%	1,233,800
Interest Revenue	1,906	1,667	239	14.34%	25,097	13,333	11,764	88.23%	20,000
Interest Expense	(17,706)	(17,706)	-	0.00%	(146,246)	(146,246)	-	0.00%	(215,397)
Sale of Assets	-	-	-	0.00%	-	-	-	0.00%	-
Non-Operating Revenue-Net	\$119,543	\$97,981	\$21,562	22.01%	\$1,484,164	\$1,081,137	\$403,027	37.28%	\$1,878,403

Income (Loss) Before Capital Contributions	<u>(\$133,305)</u>	<u>\$8,541</u>	<u>(\$141,846)</u>	<u>(1,660.77%)</u>	<u>\$42,676</u>	<u>\$1,382,074</u>	<u>(\$1,339,398)</u>	<u>(96.91%)</u>	<u>\$2,384,332</u>
Capital Contributions	<u>\$106,677</u>	<u>\$0</u>	<u>\$106,677</u>	<u>0.00%</u>	<u>\$3,808,733</u>	<u>\$0</u>	<u>\$3,808,733</u>	<u>0.00%</u>	<u>\$0</u>
Increase in Net Assets	<u><u>(\$26,628)</u></u>	<u><u>\$8,541</u></u>	<u><u>(\$35,169)</u></u>	<u><u>(411.77%)</u></u>	<u><u>\$3,851,409</u></u>	<u><u>\$1,382,074</u></u>	<u><u>\$2,469,335</u></u>	<u><u>178.67%</u></u>	<u><u>\$2,384,332</u></u>

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

For the Month Ending February 28, 2011

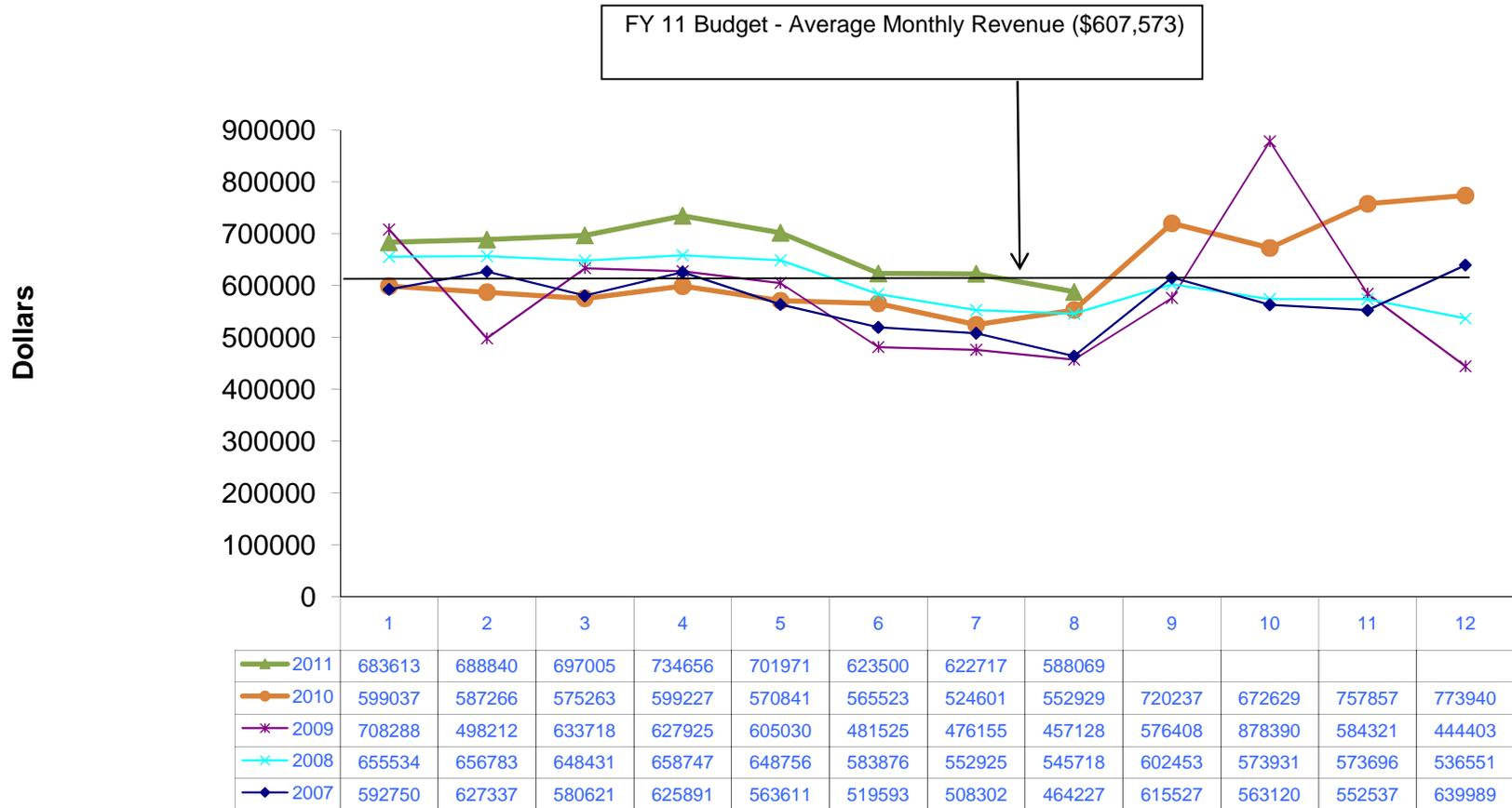
	February Actual	February Budget	Variance \$	Variance %	YTD Actual	YTD Budget	Variance \$	Variance %	Annual Budget
Operating Revenue:									
Terminal Space Rentals - Non Airline	\$17,705	\$15,659	\$2,046	13.07%	\$129,596	\$125,274	\$4,322	3.45%	\$187,911
Terminal Space Rentals - Airline	85,698	81,601	4,097	5.02%	846,523	759,235	87,288	11.50%	1,189,080
Concessions	9,437	16,308	(6,871)	(42.13%)	76,247	124,466	(48,219)	(38.74%)	197,200
Auto Parking	166,200	149,190	17,010	11.40%	1,689,645	1,508,418	181,227	12.01%	2,356,958
Rental Car - Car Rentals	104,864	103,238	1,626	1.58%	843,989	821,914	22,075	2.69%	1,234,860
Rental Car - Facility Rent	46,654	44,884	1,770	3.94%	352,922	348,378	4,544	1.30%	523,130
Commercial Ground Transportation	2,430	-	2,430	0.00%	14,970	11,110	3,860	34.74%	24,460
Landing Fees	34,497	29,781	4,716	15.84%	305,267	269,030	36,237	13.47%	423,037
FBO'S/SASO'S	64,710	58,574	6,136	10.48%	549,353	544,693	4,660	0.86%	818,890
Building Leases	10,170	11,119	(949)	(8.53%)	81,755	88,953	(7,198)	(8.09%)	133,430
Land Leases	1,915	2,062	(147)	(7.13%)	15,383	16,493	(1,110)	(6.73%)	24,740
Other Leases/Fees	33,456	31,739	1,717	5.41%	304,405	268,675	35,730	13.30%	419,740
Reimbursable Costs	10,333	29,188	(18,855)	(64.60%)	130,310	208,249	(77,939)	(37.43%)	367,750
Total Operating Revenue	\$588,069	\$573,343	\$14,726	2.57%	\$5,340,365	\$5,094,888	\$245,477	4.82%	\$7,901,186
Operating Expenses:									
Personnel Services	\$269,821	\$304,023	(\$34,202)	(11.25%)	\$2,227,604	\$2,389,326	(\$161,722)	(6.77%)	\$3,626,342
Professional Services	26,695	50,378	(23,683)	(47.01%)	143,670	274,238	(130,568)	(47.61%)	362,250
Accounting & Auditing	-	-	-	0.00%	15,902	16,000	(98)	(0.61%)	20,000
Other Contractual Services	43,045	50,915	(7,870)	(15.46%)	408,319	430,164	(21,845)	(5.08%)	635,138
Travel & Training	10,828	9,875	953	9.65%	48,623	80,130	(31,507)	(39.32%)	146,150
Communications & Freight	5,457	5,395	62	1.15%	39,294	43,657	(4,363)	(9.99%)	65,336
Utility Services	37,837	49,135	(11,298)	(22.99%)	275,267	295,811	(20,544)	(6.94%)	438,532
Rentals & Leases	1,570	1,041	529	50.82%	10,091	9,430	661	7.01%	14,695
Insurance	15,134	15,583	(449)	(2.88%)	121,071	124,667	(3,596)	(2.88%)	187,000
Repairs & Maintenance	21,842	22,113	(271)	(1.23%)	183,451	177,004	6,447	3.64%	265,456
Advertising, Printing & Binding	20,146	12,461	7,685	61.67%	73,098	72,618	480	0.66%	185,786
Promotional Activities	4,561	3,883	678	17.46%	42,294	45,754	(3,460)	(7.56%)	62,200
Other Current Charges & Obligations	5,924	5,348	576	10.77%	46,963	47,333	(370)	(0.78%)	69,779
Office Supplies	691	1,431	(740)	(51.71%)	5,834	11,450	(5,616)	(49.05%)	17,175
Operating Supplies	15,357	33,710	(18,353)	(54.44%)	126,504	217,695	(91,191)	(41.89%)	314,553
Books, Publications, Subscriptions & Meml	1,965	3,641	(1,676)	(46.03%)	22,224	30,466	(8,242)	(27.05%)	38,502
Contingency	-	14,884	(14,884)	(100.00%)	-	119,075	(119,075)	(100.00%)	178,613
Emergency Repair	-	8,333	(8,333)	(100.00%)	12,388	66,667	(54,279)	(81.42%)	100,000
Reimbursable Costs	10,333	29,188	(18,855)	(64.60%)	130,310	208,249	(77,939)	(37.43%)	367,750
Business Development	-	41,446	(41,446)	(100.00%)	51,261	134,217	(82,956)	(61.81%)	300,000
Total Operating Expenses	\$491,206	\$662,783	(\$171,577)	(25.89%)	\$3,984,168	\$4,793,951	(\$809,783)	(16.89%)	\$7,395,257

Operating Revenue before Depreciation	\$96,863	(\$89,440)	\$186,303	(208.30%)	\$1,356,197	\$300,937	\$1,055,260	350.66%	\$505,929
Depreciation	349,711	-	349,711	0.00%	2,797,685	-	2,797,685	0.00%	-
Operating Income(Loss) Before Non-Operating Revenue and Expenses	(\$252,848)	(\$89,440)	(\$163,408)	182.70%	(\$1,441,488)	\$300,937	(\$1,742,425)	(579.00%)	\$505,929
Non-Operating Revenue and Expense									
Customer Facility Charges	\$46,437	\$42,500	\$3,937	9.26%	\$607,769	\$516,650	\$91,119	17.64%	\$ 840,000
Passenger Facility Charges	88,906	71,520	17,386	24.31%	997,544	697,400	300,144	43.04%	1,233,800
Interest Revenue	1,906	1,667	239	14.34%	25,097	13,333	11,764	88.23%	20,000
Interest Expense	(17,706)	(17,706)	-	0.00%	(146,246)	(146,246)	-	0.00%	(215,397)
Sale of Assets	-	-	-	0.00%	-	-	-	0.00%	-
Non-Operating Revenue-Net	\$119,543	\$97,981	\$21,562	22.01%	\$1,484,164	\$1,081,137	\$403,027	37.28%	\$1,878,403
Income (Loss) Before Capital Contributions	(\$133,305)	\$8,541	(\$141,846)	(1,660.77%)	\$42,676	\$1,382,074	(\$1,339,398)	(96.91%)	\$2,384,332
Capital Contributions	\$106,677	\$0	\$106,677	0.00%	\$3,808,733	\$0	\$3,808,733	0.00%	\$0
Increase in Net Assets	(\$26,628)	\$8,541	(\$35,169)	(411.77%)	\$3,851,409	\$1,382,074	\$2,469,335	178.67%	\$2,384,332

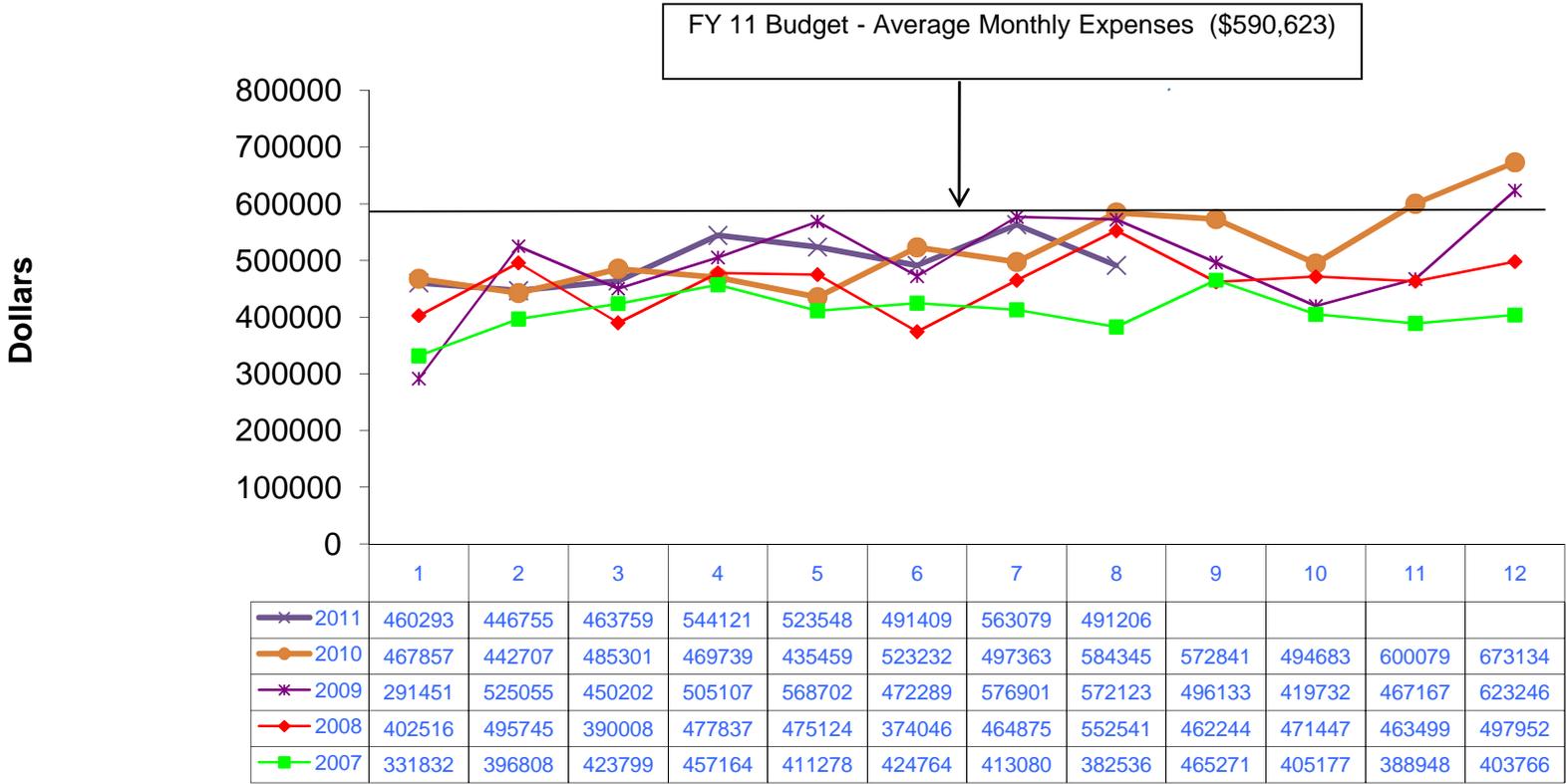
ASHEVILLE REGIONAL AIRPORT AUTHORITY
STATEMENT OF FINANCIAL POSITION
As of February 28, 2011

	February	Last Month
<u>ASSETS</u>		
Current Assets:		
Unrestricted Net Assets:		
Cash and Cash Equivalents	\$9,835,944	\$10,096,195
Accounts Receivable	468,599	310,379
Passenger Facility Charges Receivable	218,000	218,000
Refundable Sales Tax Receivable	152,493	133,413
Grants Receivable	933,406	924,074
Prepaid Expenses	76,241	94,597
Total Unrestricted Assets	11,684,683	11,776,658
Restricted Assets:		
Cash and Cash Equivalents	309,143	280,877
Total Restricted Assets	309,143	280,877
Total Current Assets	11,993,826	12,057,535
Noncurrent Assets:		
Construction in Progress	12,313,294	11,931,291
Property and Equipment - Net	59,018,905	59,368,616
Total Noncurrent Assets	71,332,199	71,299,907
	\$83,326,025	\$83,357,442
<u>LIABILITIES AND NET ASSETS</u>		
Current Liabilities:		
Payable from Unrestricted Assets:		
Accounts Payable & Accrued Liabilities	\$1,200,436	\$1,157,587
Customer Deposits	750	750
Unearned Revenue	253,969	267,081
Construction Contract Retainages	300,376	300,376
Revenue Bond Payable - Current	427,578	425,525
Total Payable from Unrestricted Assets	2,183,109	2,151,319
Total Current Liabilities	2,183,109	2,151,319
Noncurrent Liabilities:		
Other Postemployment Benefits	584,737	584,737
Compensated Absences	232,966	232,966
Net Pension Obligation-LEO Special Separation Allowance	(13,913)	(13,913)
Revenue Bond Payable - Noncurrent	3,207,537	3,244,120
Total Noncurrent Liabilities	4,011,327	4,047,910
Total Liabilities	6,194,436	6,199,229
Net Assets:		
Invested in Capital Assets	67,396,708	67,329,886
Restricted	309,143	280,877
Unrestricted	9,425,738	9,547,450
Total Net Assets	77,131,589	77,158,213
	\$83,326,025	\$83,357,442

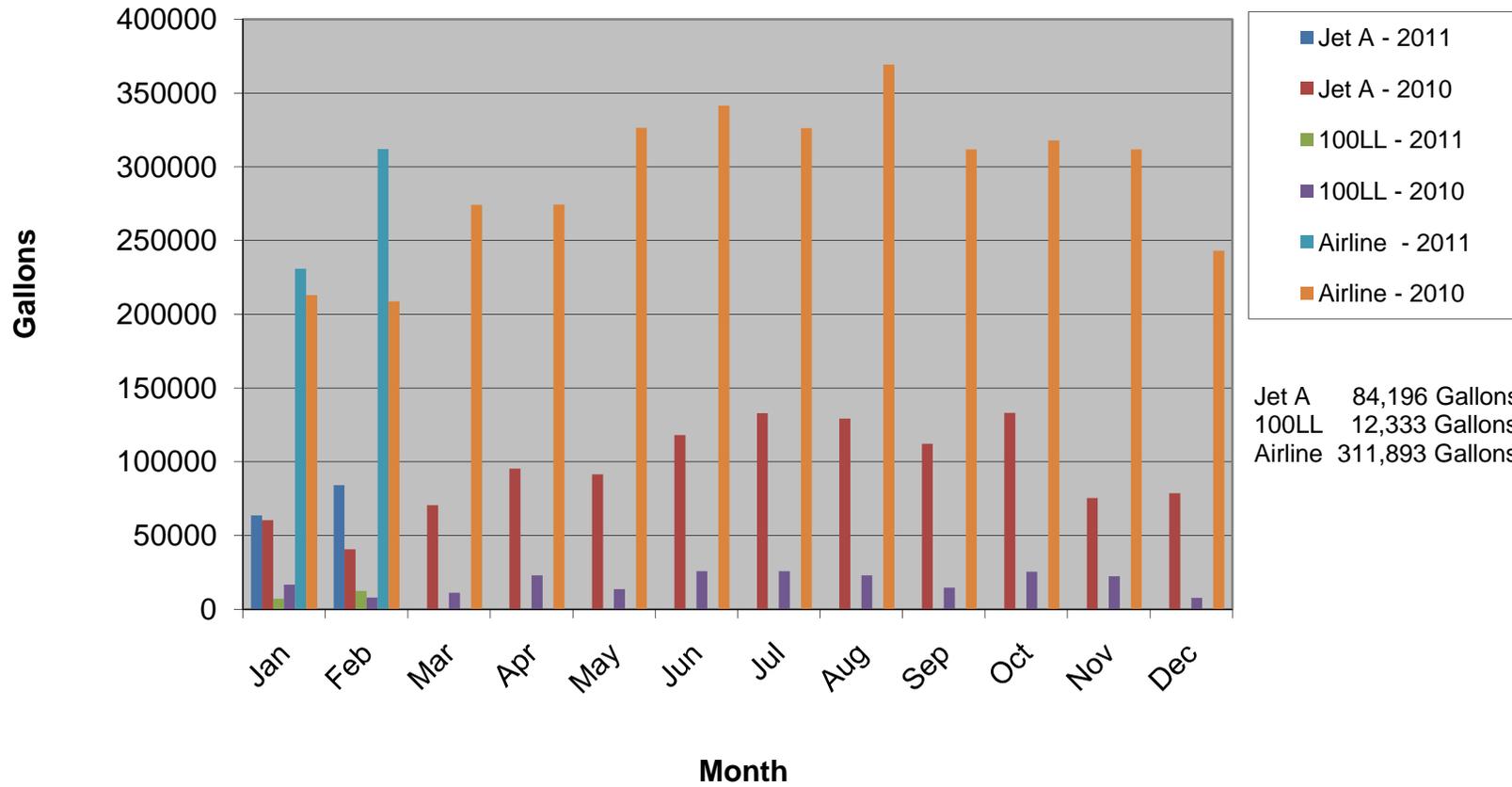
ASHEVILLE REGIONAL AIRPORT Annual Operating Revenue by Month February 2011



ASHEVILLE REGIONAL AIRPORT Annual Operating Expenses by Month February 2011



AVL Fuels Sales - Gallons February 2011



**Asheville Regional Airport Authority
Construction Capital Carryover Schedule
As of February 28, 2011**

Project	Original Board Authorized Amount	Carryover Approved in FY2011 Budget	FY2011 Spending Through 2/28/2011	Cumulative Spending at 2/28/2011
A Gate Terminal Renovation	10,621,272	2,983,265	2,795,590	10,433,597
Landside Roadway and Parking	5,293,995	317,905	238,593	5,214,683
North General Aviation Expansion	3,700,000	309,010	-	3,390,990
PC Air and Fixed Ground Power	561,080	553,127	534,991	542,944
	20,176,347	4,163,307	3,569,174	19,582,214

Asheville Regional Airport Authority
Project Report - April 2011

Project Number	Project Name	Project Description	Professional Services Consultant	Professional Services Contract	General Contractor	Original Construction Contract	Change Orders (thru 04/01/2011)	Percent of Original Contract	Board Approved Project Cost	Percent Complete	Expensed to Date (thru 04/01/2011)	Start Date	End Date	Current Project Status (as of 04/01/2011)
Planning Phase														
1	Airport Master Plan	Update 20 year master plan for airport development, inventory, terminal forcast and other long term planning requirements.										3/25/2011	12/1/2012	Placed RFQ advertised and due date for RFQ documents is April 15, 2011
2	Aircraft Rescue Firefighting Facility	Design and construct a new facility for airport police, firefighting and airport communications center operations.										7/1/2011	Dec-12	Project scope of work approved by FAA. Design fee negotiations are being finalized.
1	Environmental Assessment - New Taxiway Construction and Runway 16/34 Reconstruction	An environmental assessment is needed as a prerequisite to obtain FAA funding. Funding is for the new construction of the additional taxiway and the reconstruction of runway 16/34.	LPA Group	\$193,293.00		N/A	\$0.00	0.00%	\$212,622.00	85%	\$164,299.05	Sep-10	Spring 2011	Presently under FAA review. Airport consultant working to provide updates as needed.
Design Phase														
None														
Construction Phase														
1	A Gates - Terminal Renovation & Improvements Project	Renovation & Improvements to the A Gates terminal area.	RS&H	\$1,697,298.00	Shelco Inc.	\$7,849,000.00	(\$306,954.25)	-3.91%	\$ 10,621,272.00	99%	\$10,528,585.42	Jul-09	Jan-11	Final close out of the project is expected in April 2011. Remaining punch list items are being completed.
1a		2 Passenger Boarding Bridges	RS&H	(included above)	ThyssenKrupp Airport Systems	\$940,406.00	\$6,220.36	0.66%	(included above)	98%	\$904,075.36	Jul-09	Nov-10	Loading Bridges are complete; however, bag Lift equipment will not be used. Another option is being reviewed by the Airport to design/modify a new reliable solution.
2	Landside Parking and Roadway Access Project	The Landside Parking and Roadway Access Project includes 3 components of work: public parking lots, terminal access roadway, general aviation access roadway, and expansion of the toll plaza facility.	LPA Group	\$729,044.00	(see below)	na	na	na	\$5,293,994.37	99%	\$5,253,081.49	Jul-09	Jun-10	The Authority Board approved the award of all contracts related to the Landside Roadway and Parking Improvements Project. All components of the project are near completion. For more information, see individual components below.
2a		Parking Lot and Terminal Drive	LPA Group	(included above)	APAC	\$1,614,092.45	\$52,584.90	3.26%	(included above)	99%	\$1,731,338.78	Jul-09	Nov-10	A few trees will be replaced in Spring. Once completed, this project will be closed.
2b		Wright Brothers Way Improvements Project	LPA Group	(included above)	Moore and Sons Construction Co.	\$1,700,922.00	\$62,786.42	3.69%	(included above)	99%	\$1,745,716.76	Jul-09	Nov-10	Flared end sections are installed and the City of Asheville has approved the CO for the project to close. A few signs need to be caulked and some grass re-seeding. Final close out is expected in April 2011.

Asheville Regional Airport Authority
Project Report - April 2011

Project Number	Project Name	Project Description	Professional Services Consultant	Professional Services Contract	General Contractor	Original Construction Contract	Change Orders (thru 04/01/2011)	Percent of Original Contract	Board Approved Project Cost	Percent Complete	Expensed to Date (thru 04/01/2011)	Start Date	End Date	Current Project Status (as of 04/01/2011)
3	North General Aviation Expansion Project	The North GA project includes multiple phases; phase one consisted of tree harvesting and logging operations, phase two included clearing and grubbing of the site and phase three involves the placement and compaction of structural fill material for the site.	AVCON	\$99,100.00	Charah	\$1,840,231.00	\$25,494.00	7.24%	\$3,700,000.00	99%	\$ 3,390,990.08	Nov-07	Spring 2011	The final retention pond area next to the Landmark Fuel Farm will be breached. The wild life fence is expected to be installed by the end of June 2011. DENR is expected to close out the project in early Spring.
4	Westside Area 4 Phase 1 and 1A Construction	Construction for the Westside Project to level land utilizing engineered ash to fill and top with soil embankment/cap for future development.	AVCON	\$290,000.00	Charah	N/A	\$42,750.00	14.74%	\$325,000.00* <i>(project expenses are being reimbursed by Charah through a separate agreement)</i>	41%	\$129,035.57	Jul-10	Dec-11	Fly ash fill work continues, weather permitting. Three 450ft cells have been filled and covered with 2 ft of fill dirt to stabilize the area. Clearing and grubbing has begun in the remainder of the Southwest corner.