



AGENDA

Asheville Regional Airport Authority Regular Meeting
Friday, June 11, 2010, 8:30 a.m.
Conference Room at Administrative Offices

*** NOTE TO ALL PUBLIC ATTENDEES:**

The public may speak on any item on the agenda. There are request cards located outside the public seating area. These cards must be completed and presented to the Recording Secretary prior to the item being heard. Your comments will be addressed prior to the Board's discussion and you will have 5 minutes to address the Board. Thank you for your attention.

- I. CALL TO ORDER:
- II. APPEARANCES: None
- III. PRESENTATIONS:
 - A. Riverlink Presentation - Karen Cragolin
 - B. Storm Water Presentation – Kevin Howell
- IV. FINANCIAL REPORT ([document](#))
- V. CONSENT AGENDA:
 - A. Approval of the Asheville Regional Airport Authority April 23, 2010 Regular Meeting Minutes ([document](#))
 - B. Approval of Authority Environmental Policy ([document](#))
 - C. Approval of Insurance Renewals ([document](#))
 - D. Approval of Resolution for Donation of Wireless Telephones ([document](#))
 - E. Approval of Resolution for Adoption of North Carolina Public Employee Deferred Compensation Plan ([document](#))



VI. OLD BUSINESS: None

VII. NEW BUSINESS:

- A. Approval of Amendment to the FY2009/2010 Budget ([document](#))
- B. Approval of Updates to the Administration Policies and Procedures Manual ([document](#))
- C. Approval of Scope of Services and Fees for Extended Contract Administration and Resident Project Representative Services for the A Gates - Terminal Improvements and Renovation Project with RS&H ([document](#))

VIII. DIRECTOR'S REPORT:

- A. City Smoking Policy
- B. Two Expenditures from Contingency for Toll Plaza/Parking Lot Computer Equipment and Triturator Project
- C. Parking Lot (Shuttle)
- D. History and Analysis of Cash Reserves
- E. Property Map
- F. Concession Space in Terminal
- G. Industry Updates
- H. Designation of Airport Director as an Authorized Signer
- I. Airport Bench ([document](#))

IX. INFORMATION SECTION:

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

- A. April, 2010 Traffic Report ([document](#))
- B. April, 2010 Monthly Financial Report ([document](#))



- C. May, 2010 Marketing and Public Relations Report ([document](#))
- D. June, 2010 Development/Project Status Report ([document](#))
- E. Potential Board Items for the Next Regular Scheduled Meeting:
 - None Identified at this Time
- X. AUTHORITY MEMBERS' REPORTS: None
- XI. PUBLIC AND TENANTS' COMMENTS:
- XII. CLOSED SESSION: None
- XIII. SERVICE RECOGNITION AWARDS:
 - A. Susan Fisher
 - B. Rhett Grotzinger
- XIV. ADJOURNMENT.

Respectfully submitted,

Lew Bleiweis, A.A.E.
Airport Director

Approved:

David Hillier
Chairman

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Asheville Regional Airport Authority
Executive Summary
April-10

AIRPORT ACTIVITY

	<u>Month</u>	<u>Variance to Prior Year</u>	<u>Calendar Year to Date</u>	<u>Variance to Prior Year</u>
Passenger Enplanements	29,441	23.8%	91,508	12.3%
Aircraft Operations				
Commercial	1,708	20.2%	5,835	12.6%
Scheduled Flights	760	20.6%		
Flight Cancellations	3			
Seats	37,902	24.4%	134,771	21.5%
Load Factor	77.7%	(0.4%)	67.9%	(7.6%)
General Aviation	3,623	1.5%	12,202	(2.1%)
Military	367	40.6%	1,208	19.6%

FINANCIAL RESULTS

	<u>Month</u>	<u>Variance to Budget</u>	<u>Fiscal Year to Date</u>	<u>Variance to Budget</u>
Operating Revenues	\$ 672,629	4.47%	\$ 5,967,549	(2.26%)
Operating Expenses	494,683	(24.62%)	4,973,522	(13.81%)
Net Operating Revenues before Depreciation	<u>\$ 177,946</u>	1,529.74%	<u>\$ 994,027</u>	196.48%
Net Non-Operating Revenues	<u>\$ 187,447</u>	37.07%	<u>\$ 1,431,049</u>	5.18%
Grants:				
FAA AIP Entitlements	\$ 1,725,394		\$ 6,389,410	
NC Dept of Transportation Grants	-		-	
Total	<u>\$ 1,725,394</u>		<u>\$ 6,389,410</u>	

CASH

Restricted	\$ 2,228,074
Designated for O&M Reserve	3,144,880
Unrestricted, Undesignated	2,628,124
Total	<u>\$ 8,001,078</u>

RECEIVABLES PAST DUE

	<u>Total</u>	<u>1-30 Days</u>	<u>31-60 Days</u>	<u>Over 60 Days</u>
Odyssey/Asheville Jet	\$ 49,362	\$ 49,362	\$ -	\$ -
TSA / FAA	24,785	15,675	9,110	
Falcon Air / US Airways	1,517	-	-	1,517
Falcon Airlink (Bankrupt)	3,222	-	-	3,222
Miscellaneous Other Customers	60	-	-	60
Total	<u>\$ 78,946</u>	<u>\$ 65,037</u>	<u>\$ 9,110</u>	<u>\$ 4,799</u>
% of Total Receivables	<u>13.51%</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	\$ 3,973,040

CAPITAL PROJECTS

Annual Budget	\$ 15,960,077
Year-to-Date Spending	\$ 9,676,667

REGULAR MEETING
ASHEVILLE REGIONAL AIRPORT AUTHORITY
April 23, 2010
8:30 a.m.

The Asheville Regional Airport Authority ("Authority") met on Friday, April 23, 2010 at 8:30 a.m. in the Conference Room at the Authority's Administrative Offices, Asheville Regional Airport ("Airport"), 61 Terminal Drive, Suite 1, Asheville, NC 28732.

MEMBERS PRESENT: David R. Hillier, Chairman; David Gantt, Vice-Chairman; Chuck McGrady, Secretary-Treasurer; Susan C. Fisher; Rhett Grotzinger; and Brownie Newman.

MEMBERS ABSENT: Jeffrey A. Piccirillo

STAFF AND LEGAL COUNSEL PRESENT: Victor Buchanan, Authority Legal Counsel; Lew Bleiweis, Airport Director; D. David Nantz, Director of Operations and Maintenance; Royce Holden, IT Director; Suzie Baker, Administration Manager; Vickie Thomas, Director of Finance and Accounting; and Ellen Heywood, Recording Secretary.

ALSO PRESENT: Joe Weinflash, Civil Air Patrol; Ray Davis, Civil Air Patrol; Bob Bauer, Civil Air Patrol; Nancy Grace; Jerry Rice

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

APPEARANCES: None

PRESENTATIONS: None

FINANCIAL REPORT: The Director reviewed the airport activity section of the Executive Summary for the month of February. Vickie Thomas reported on the operating revenue and expenses for the month as well as the cash. Mr. McGrady questioned how the current cash reserves compare to the cash reserves in the past and inquired if a report could be created that compares the Authority's cash reserves to the reserves of other airports of similar size. Mrs. Thomas replied that the Authority did have higher cash balances several years ago but explained that some of the reserves were used for construction projects. Mrs. Thomas further stated that she believed a study on cash reserves was done some time ago and was used to establish cash

reserves but the information would probably be at least ten years old. The Chairman agreed that a ten-year history of the Authority's cash reserves and analysis of other airports of similar size cash reserves would be beneficial to the Board and requested this be on the agenda for the next Board Meeting. Mr. Gantt suggested comparisons to other airports' cash reserves also include construction projects completed by the other airports. The Director stated that a study of cash reserves and comparisons would be completed for the Board.

CONSENT AGENDA:

A & B. Approval of the Asheville Regional Airport Authority March 12, 2010 Regular Meeting Minutes and the March 12, 2010 Closed Session

Minutes: Mr. McGrady moved to approve the meeting minutes for the March 12, 2010 Regular Meeting and the minutes for the March 12, 2010 Closed Session and to seal and withhold the minutes for the Closed Session from public inspection so long as public inspection would frustrate its purpose or purposes. Mrs. Fisher seconded the motion and it carried by unanimous consent.

C. Ratification of Change Order No. 5 for the Triturator Facility Project:

The Chairman requested a motion to be recused from the Board Room for this vote due to a conflict of interest. Mr. Grotzinger moved to recuse the Chairman for the vote due to a conflict of interest. Mrs. Fisher seconded the motion and it carried by unanimous consent.

Mr. Grotzinger moved to Ratify Change Order No. 5 for the Triturator Facility Project. Mr. McGrady seconded the motion and it carried by a 5 to 0 vote.

OLD BUSINESS:

A. Public Hearing and Final Adoption of Authority's Fiscal Year 2010/2011

Budget: The Chairman opened the floor to Public Comments at 8:46 a.m.

Mr. Jerry Rice appeared before the Board regarding his concern with the three percent increase in the budget for employee raises. Mr. Rice stated that the Board should not adopt raises for employees due to the state of the economy.

There were no further Public Comments and the Chairman closed the floor at 8:48 a.m.

Mr. Grotzinger remarked that there was room in the budget to cut expenses and felt it would be unwise to proceed with the budget as it is currently proposed.

Mr. Gantt moved to adopt the Authority's Fiscal Year 2010/2011 Budget as presented by staff. Mrs. Fisher seconded the motion and it carried by a 5 to 1 vote with Mr. Grotzinger voting against the motion.

**ASHEVILLE REGIONAL AIRPORT AUTHORITY
2010-2011
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 2010-2011 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, 2010 and ending June 30, 2011 in accordance with the following schedules:

EXPENDITURES

Administration	\$ 1,540,567
Terminal	2,389,219
Airfield	1,217,701
General Aviation	418,011
Parking Lot/Roadway	677,234
Other	206,134
Carry-over Capital Expenditures from Prior FY	719,609
Emergency Repair Costs	750,000
Capital Improvement Fund	3,030,800
Equipment and Small Capital Outlay Fund	151,405
Renewal and Replacement Fund	262,444
Business Development Fund/Agreement Obligations	300,000
Debt Service Fund	626,823
Contingency	178,613
Total Expenditures	<u><u>\$12,468,560</u></u>

Section 2. It is estimated that the following revenues will be available for the fiscal year beginning July 1, 2010 and ending June 30, 2011.

REVENUES

Administration (Interest Income)	\$ 20,000
Terminal	3,347,801
Airfield	826,157
General Aviation	818,890
Parking Lot/Roadway	2,138,860
Other	159,170
Passenger Facility Charges	1,192,000
Customer Facility Charges	840,000
Federal Grants – AIP Entitlements	1,543,182
Federal Grants – Discretionary Funds	832,500
NCDOT Grants	750,000
Total Revenues	<u><u>\$12,468,560</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 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, 2010

Adopted this 23rd day of April, 2010.

David R. Hillier, Chairman

Attested by:

Charles W. McGrady
Secretary-Treasurer

NEW BUSINESS: None

DIRECTOR'S REPORT:

A. Airport Property Update: The Director informed the Board that in front of them was a copy of the first draft of a property map which shows all the Authority's property parcels. The next map will show the county boundary lines. Title searches will be conducted with the help of Mr. Buchanan's office and all of this information will culminate in a full property map which the Director anticipates will be available for distribution at a future Board Meeting.

B. R/W 16-34 Timeline with Options: The Director reported that a timeline and cost structure of Option D for the runway reconstruction project was completed for the Board's information. The Director reminded the Board that in November of 2011, staff will move forward with this project if the FAA issues a Letter of Intent. If the FAA does not plan to provide the funding for this project, staff will go back to Option B. Construction will start in late 2012 regardless of what option is chosen.

Mr. Grotzinger questioned what requires the FAA to fund a rehabilitation project at 95% of the estimated \$11 million cost for Option B. The Director responded that under the National Plan of Integrated Airport Systems (NPIAS) the FAA will provide the airport with what is needed to keep it operational.

Mr. Grotzinger inquired if the Authority has a commitment from the FAA for the \$332,000 in discretionary funds for the preliminary runway environmental work. The Director responded that staff is in discussions with the FAA regarding the discretionary funds.

A discussion regarding the risk of the potential lack of funding from the FAA ensued.

C. PFC Extension: The Director informed the Board that Vickie Thomas worked with the FAA to extend PFC Application No. 4 which was due to expire this month. The full amounts of the PFCs were not collected due to lower enplanement levels. The application has been extended to August of 2011 and the Authority will now be able to continue to collect these funds.

D. Grant Acceptance: The Director reported that the FAA has issued Part A of the AIP grant in the amount of \$902,000. These funds are for the reimbursement of the design of the A Gates project.

E. Organizational Chart: The newly revised organizational chart was reviewed by the Director. The Deputy Airport Director position remains unfunded for the next year and the only other change was the reporting of the receptionist position to the Administration Manager rather than the Director of Marketing.

F. Marketing Director Position: The Director advised the Board that Ms. Amy Burritt had been promoted to Interim Department Manager. The job description for the Director position has been completed and the position is in the process of being advertised. Ms. Burritt will be considered during the interview process and the Director hopes to make a decision within the next two months.

G. Conference Schedule: A conference schedule was available for the Board's review and the Director advised the Board of a few conferences which would be beneficial for new Board Members.

H. March Statistics: The Director was pleased to report that the airport saw a 19.2% increase in enplanements for the month of March. This was the largest increase in over four years. The Director attributed this increase to new service with AirTran and United.

I. **Security Checkpoint:** The Director advised the Board that the addition of the second lane for the security checkpoint should be completed within the next couple of weeks as temporary walls still need to be erected.

INFORMATION SECTION: No comments

AUTHORITY MEMBERS' REPORTS:

A. **Environmental Policy:** Mrs. Fisher stated that a copy of the draft Environmental Policy was before the Board for their review. Mrs. Fisher suggested the Director go through the points listed on the policy for the Board. The Director reviewed the policy and stated that once the policy is adopted, staff will communicate the goals of the policy to all staff and tenants. Mr. Newman commented that the three areas listed in the draft policy were not the only areas in which the Authority can work to protect the environment but these areas stood out as areas that had potential to improve upon.

Mr. McGrady suggested goals be part of the policy and the Chairman agreed that was important to include as part of the policy. The consensus of the Board was to move the three paragraphs under the fourth bullet in the draft policy to a separate addendum that can be reviewed regularly.

Mr. Grotzinger questioned if the Board was creating this policy solely for the Authority or also for the inclusion of the tenants thereby creating unfunded mandates for tenants. The Director responded that an Authority policy does usually become rules and regulations for all tenants and there could be some unfunded mandates that arise from this policy. The Director further stated that most tenants are under some type of contractual agreement that dictates how the tenant does business. Mr. Newman commented that Mr. Grotzinger brought up a good point and suggested wording be included in the policy that specifies the objectives and goals of the Authority and also provide a separate set so tenants can participate but are not mandated.

The Chairman requested the Director put the draft environmental policy on the website and on the agenda for consideration at the June Board Meeting.

PUBLIC AND TENANTS' COMMENTS: Mr. Jerry Rice appeared before the Board to inquire about the safety of using fly ash on airport property. The Director responded that the use of fly ash meets EPA guidelines and is considered safe.

Major Joe Weinflash of the Civil Air Patrol (CAP) appeared before the Board to request assistance in gaining approval to place a storage trailer, with the ability to access it, somewhere on airport property. The Director informed the Board that the CAP was given the option of having either a FEMA camper which they use for their communication center or a storage trailer and the CAP chose to put a FEMA camper next to their office. The Director further stated that with the beautification of the Wright Brothers Way area, staff is trying to keep the area aesthetically pleasing. After discussion, the consensus of the Board was for staff to look once more for an area for the CAP to place a storage trailer.

CLOSED SESSION: None

ADJOURNMENT: Mr. McGrady moved to adjourn the meeting at 10:08 a.m. Mr. Gantt seconded the motion and it carried by unanimous vote.

The Chairman informed the Board that the Board would not meet in May unless it was determined there was a need by the Chairman in consultation with the Airport Director.

The next regular meeting of the Authority will be on Friday, June 11, 2010 at 8:30 a.m. in the Conference Room at the Authority's Administrative Offices, Asheville Regional Airport, 61 Terminal Drive, Suite 1, Asheville, NC 28732.

Respectfully submitted,

Charles W. McGrady
Secretary-Treasurer

Approved:

David R. Hillier
Chairman



Environmental Policy

The Asheville Regional Airport Authority (Authority) is committed to protecting the environment of Western North Carolina by operating in an environmentally responsible manner.

The Authority's goal is to minimize the operational impact to the environment while fostering the protection, stewardship, and implementation of resource conservation.

The Authority will:

- ➔ Comply with applicable laws and regulations, provide resources and implement programs and procedures to ensure compliance.
- ➔ Ensure that environmental considerations are included in business, financial, operational, and design decisions, including feasible and practicable options.
- ➔ Communicate environmental policies and programs to employees, tenants, contractors, and the public.
- ➔ Define and establish environmental objectives, targets, and best management practices and monitor performance.

It is a part of everyone's job at Asheville Regional Airport to work continuously on the commitment for a better tomorrow by adhering to best practices today.

ADDENDUM
to the
Environmental Policy

This Addendum to the Environmental Policy may be amended from time to time without the need to take formal action to the policy.

The beginning focus will concentrate on:

1. Improving the energy efficiency of operations and facilities by examining current procedures and practices to reduce energy consumption by 80% by 2050; and implement alternative energy options to further reduce the carbon footprint.
2. Implementing best practices for managing stormwater. Compliance plans and procedures will be completed by January 2011.
3. Exploring ways to partner with local/regional efforts for conservation and greenway opportunities along the adjacent French Broad River.
4. Encourage voluntary compliance with this policy by tenants of the Authority.



MEMORANDUM

TO: Members of the Airport Authority

FROM: Suzie Baker, Administration Manager

DATE: June 11, 2010

ITEM DESCRIPTION – Consent Agenda Item C

Approval of Insurance Renewals

BACKGROUND

The North Carolina Association of County Commissioners (NCACC) has provided the Authority insurance coverage for employee health insurance; workers compensation; general liability insurance, including employment practices, public officials, crime, and law enforcement; and property insurance, including inland marine, and auto for the Authority for several years. During the insurance renewal process, the Authority obtained quotes from conventional insurance brokers to find alternative insurance coverage and premiums. In comparing the results, NCACC came back with the lowest premiums. NCACC consistently provides excellent customer service to the Authority. Also, with the passing of the new Health Care Reform Act, employers are encouraged to keep coverage the same for the current year. Currently, there is much debate about "plan" and what kinds of changes will alter coverage. After guidance from several Human Resource Attorneys and monitoring continued releases on the Health Care Reform Act, we have confirmed the coverages and premiums provided by the NCACC insurance pool are currently the most advantageous for the Authority.

Guardian provides the Authority's benefits for dental, life/AD&D, STD and LTD. Again, they have continued to provide lower premiums than other insurance brokers. Also, at this time it is unclear what effect, if any, the Health Care Reform Act will have on these benefits. For the same reasons as with the health insurance, we feel Guardian is the best option for the Authority.



ISSUES

Because time is of the essence for the renewal process, the Director needs to execute the necessary renewal documents by June 16th to maintain insurance coverage with NCACC and Guardian and to prepare for Open Enrollment for the Authority employees.

ALTERNATIVES

None

FISCAL IMPACT

NCACC has quoted a 10.3% increase in medical insurance premiums. There is no change in benefits, except a slight decrease in co-pays for generic prescriptions. This benefit change is a win-win for the Authority and its employees. The total premium is \$535,956, with the Authority's portion being \$495,877.

Workers Compensation, Property, Inland Marine, Auto, Crime, Public Officials, Law Enforcement, and Employment Practices liability is being renewed for a total premium of \$149,083. This is a 4.7% decrease from current year premiums.

Guardian has quoted a 7% increase in dental premiums and a 15.6% in STD premiums. Guardian's total premium is \$71,076, with the Authority's portion being \$66,291.

The expense for insurance coverage was anticipated and included in the budget for FY 2010/2011 as presented by Authority Staff and approved by the Board. The insurance package, as outlined above, is \$756,115 which represents 8.86% below what was budgeted for the upcoming fiscal year.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approve the renewal of Authority's insurance coverages as outlined above, and (2) authorize the Airport Director to execute the necessary documents.

Asheville Regional Airport Authority

~ Resolution ~

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

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

WHEREAS, the Authority has in its possession a number of wireless telephones including cases and chargers no longer in use by the employees of the Authority; and

WHEREAS, donations of government property are usually governed by Article 12 of Chapter 160A of the General Statutes of North Carolina. The Authority by its basic premise is not required to abide by these Statutes but wishes to adhere to the guidelines for disposal of public property; and

WHEREAS, the Authority will donate such wireless telephones to Helpmate, Inc., a non-profit organization serving victims of domestic violence in the City of Asheville and Buncombe County.

NOW, THEREFORE, BE IT RESOLVED that the Airport Authority bequeath such wireless telephones to the above named organization for their utilization.

Adopted this 11th day of June, 2010

David R. Hillier, Chairman

ATTEST:

Charles W. McGrady, Secretary/Treasurer



Asheville Regional Airport Authority

~ Resolution ~

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

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

WHEREAS, the Authority wishes to provide a qualified defined contribution plan to the employees of the Asheville Regional Airport Authority; and

WHEREAS, the State of North Carolina has established the North Carolina Public Employee Deferred Compensation Plan, a qualified governmental Deferred Compensation Plan under Internal Revenue Code 457(b) for public employees of North Carolina; and

NOW, THEREFORE, BE IT RESOLVED that the Asheville Regional Airport Authority has adopted the North Carolina Public Employee Deferred Compensation Plan also known as “NC Deferred Comp” under the terms of the Plan Document and the Third-Party Administrator Agreement. All employees shall become eligible to defer compensation immediately.

Adopted this 11th day of June, 2010

David R. Hillier, Chairman

ATTEST:

Charles W. McGrady, Secretary/Treasurer



MEMORANDUM

TO: Members of the Airport Authority

FROM: Vickie Thomas, Director of Finance and Accounting

DATE: June 11, 2010

ITEM DESCRIPTION – New Business Item A

Approval of Amendment to the FY09/10 Budget

BACKGROUND

Our original FY09/10 budget included \$2,200,000 in Federal Grants for our current year's entitlement funds. In April, we received \$902,490 for Part A of the current year's entitlement funds. However, due to delays in Congress, it appears that we will not receive the \$1,297,510 Part B balance that was budgeted for FY09/10 before our June 30, 2010 year-end. As a result, we need to use an additional \$1,297,510 of "Transfers from ARAA Cash/Investments" in FY09/10 to finance construction costs. We anticipate that the Part B entitlement funds will be available in August, 2010.

In addition, in the process of preparing our FY10/11 Airlines' Rates & Charges, we discovered inconsistencies between the methods used to allocate expenditures from departments to cost centers in the budget process and in the Rates & Charges calculation process. Given that we actually manage our expenditures by department, we are proposing to revise the budgeted expenditures so they are reported on a department basis rather than on a cost center basis.

A detailed schedule of the proposed changes follows. We recommend that the Airport Authority Board amend the FY09/10 budget as outlined below.

ISSUES

If the Part B Federal Grant entitlement funds continue to be delayed, we will have to use our own funds to finance our capital projects until the Part B funds are released by Congress.

New Business – Item A



ALTERNATIVES

We could not amend the FY09/10 budget for the decrease in Federal Grant revenue, and stop spending on certain FY09/10 construction projects. We could not amend the budget to report expenditures by department, but then would have inconsistencies between our final FY09/10 actual statements by cost center and our FY09/10 Airlines' Rates & Charges information by cost center. In addition, our budget versus actual expenditure data would not be as meaningful to us since we manage our expenditures by department.

FISCAL IMPACT

Federal Grant revenue will decrease by \$1,297,510 and Transfer from ARAA Cash/Investments will increase by \$1,297,510, with no net change in total revenues. In addition, the budget amendment will reclassify expenditures from cost centers to departments, with no net change in total expenditures.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to amend the FY09/10 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, 2010:

Section 1. To amend the appropriations as follows:

EXPENDITURES:

	<u>Decrease</u>	<u>Increase</u>
Administration	\$ 1,479,961	
Terminal	2,643,374	
Airfield	1,245,283	
General Aviation	423,728	



	<u>Decrease</u>	<u>Increase</u>
Parking Lot/Roadway	227,557	
Other	477,305	
Administrative Department		589,380
Development Department		458,268
Executive Department		578,920
Finance Department		316,959
Guest Services Department		204,550
Information Technology Department		450,700
Marketing Department		526,496
Operations Department		2,212,065
Public Safety Department		1,159,870
Totals	\$6,497,208	\$6,497,208

This will result in a no net increase in the appropriations. In addition, revenues will be revised as follows:

REVENUES:

	<u>Decrease</u>	<u>Increase</u>
Federal Grants FY09/10	1,297,510	
Transfer from ARAA Cash		1,297,510
Totals	\$1,297,510	\$1,297,510

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 11th day of June, 2010.

David Hillier, Chairman

Attested by:

Charles W. McGrady, Secretary-Treasurer



MEMORANDUM

TO: Members of the Airport Authority

FROM: Suzie Baker, Administration Manager

DATE: June 11, 2010

ITEM DESCRIPTION – New Business Item B

Approval of Amended Administration Policies and Procedures

BACKGROUND

The current Administration Policies and Procedures are being revised and updated to ensure the Authority's daily operations are in compliance with all Federal and State Laws and Regulations and to incorporate title changes.

ISSUES

Staff is recommending that the current Administration Policies and Procedures be amended, effective June 11, 2010, to reflect such changes as proposed.

ALTERNATIVES

The Authority Board could decide not to amend the current Administration Policies and Procedures.

FISCAL IMPACT

There is no fiscal impact to the Authority.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approve the amended Administration Policies and Procedures effective June 11, 2010; and (2) authorize the Airport Director to implement such changes effective June 11, 2010.

New Business - Item B

**ASHEVILLE REGIONAL
AIRPORT AUTHORITY**



**ADMINISTRATION POLICIES AND
PROCEDURES**

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PURPOSE The Asheville Regional Airport Authority is a local governmental agency created by action of the City of Asheville and the County of Buncombe for the purpose of developing and operating the Asheville Regional Airport.

INDENTIFICATION The name of this organization is the Asheville Regional Airport Authority, from this point on referred to as the **Authority**. The Authority is directed and governed by the Asheville Regional Airport Authority Board, from this point on referred to as the **Authority Board or Board**.

Functions To determine policy and administer the provisions of the laws of North Carolina.

**APPROVAL AND
UPDATE HISTORY**

Approval December 11, 2006

Supersedes March 15, 2004

OBJECTIVE To administer the provisions of the Agreement between the City of Asheville and the Asheville Regional Airport Authority which was established pursuant to Section 160A-272 of the North Carolina General Statutes, and the Agreement between the County of Buncombe and the City of Asheville which was established pursuant to Article 20 of Chapter 160A of the General Statutes of North Carolina (the "Agreements").

**METHOD OF
OPERATION**

Purpose of the Board To carry out the objectives of the Agreements and to serve the public interest through the coordination of the planning, financing, construction, and operation of the aviation facilities known as the Asheville Regional Airport in Buncombe County, North Carolina.

Functions of the Board

- To exercise the powers of the Authority to make rules and regulations concerning its operations and facilities.
- To adopt resolutions, policies and procedures.
- To approve the Authority's annual operating budget and capital improvement expenditures.
- To serve as a public forum for citizens on aviation matters.

Powers of the Board The Board has all powers necessary to carry out the purposes of the Agreements.

Membership of the Board The membership of the Board consists of seven (7) members who are appointed as provided by the Agreements.

Election and Term of Office There shall be elected from the members of the Authority a Chairman, a Vice-Chairman, and a Secretary/Treasurer. These officers shall serve for two (2) years or until the first ~~regular~~ meeting of the Authority ~~held in July~~ of the second year after their election, or until their successors have been elected.

~~If the City of Asheville or County of Buncombe is delayed in making their respective appointments for any reason by the July meeting identified above, the election of officers shall occur at the first regular meeting following such appointments.~~

**Officers of the
Board**

1. Chairman. The Chairman shall call and preside at all regular and special meetings of the Authority. The Chairman shall appoint the Chairman and members of all Committees and shall be an ex-officio member of all such Committees. The Chairman shall perform such other duties as may come within the jurisdiction of this office. At each meeting, the Chairman shall submit such recommendations and information as may be appropriate concerning the business, affairs and policies of the Authority.

2. Vice-Chairman. The Vice-Chairman shall preside at meetings and perform the duties of the Chairman in the absence or incapacity of the Chairman. The Vice-Chairman shall perform such other duties as may be assigned by the Chairman or the Authority.

3. Secretary/Treasurer. The Secretary/Treasurer shall have general authority for the records of the Authority and shall perform such other duties as are assigned by the Authority. The Authority may designate one or more Assistant Secretaries to keep the minutes of Authority meetings and perform such other duties as the Authority may assign. In addition, the Secretary/Treasurer shall have the general authority to oversee (1) the receipt of monies payable to the Authority and that such monies shall be deposited to the credit of the Authority; (2) that there is proper payment of all bills; and (3) that the appropriate books and records of the receipts and expenditures are kept and shall be open at all times for inspection; provided, that the Airport Director or designee shall keep such book accounts, make such deposits, and pay all bills for expenditures in accordance within the approved policies and procedures of the Authority.

MEETINGS

Time and Place

The Authority shall meet regularly once a month, or as designated by the Chairman. The date and time of such regular meetings shall be set and may be changed by affirmative vote of four (4) members of the Authority. Special meetings of the Authority may be called by the Chairman or by not less than four (4) members, such special meetings to be held at a place and time designated by the Chairman or the four (4) calling members. All members shall be notified at least forty-eight (48) hours in advance of such meetings. Regular meetings are held on the second Friday of each month at 8:30 a.m. in the Conference Room at the Asheville Regional Airport. **All meetings of the Board are public meetings governed by the provisions of Chapter 143-318, North Carolina**

General Statutes.

Schedule

The Authority adopts a calendar quarterly, semiannually or annually. This calendar of the Board's regular meetings, including dates, times, and locations, shall be published in the legal notices and classified advertising section of a newspaper of general paid circulation in Buncombe County, North Carolina, of general interest and readership in the community that is published at least five (5) days a week.

Notice of the day, time, and place of regular sessions of the Board are posted in the Authority's Reception Area and in designated areas in the terminal area at the Asheville Regional Airport.

Emergency Meetings

Meetings of the Board to deal with a bona fide emergency may be held as necessary, with reasonable notice, as long as the action taken at the meeting is subsequently ratified by the Authority. However, no approval of the Authority's annual budget may be granted at an emergency meeting.

Notice to Board Members

Notice to Board Members is not required for any regular public session of the Board that is held at the normally scheduled time and place.

Notice to Board Members of any special meeting or any regular public session to be held at other than the normally scheduled time and place is given by the Secretary or designee, either verbally or in writing.

Agenda and Minutes

The Airport Director prepares an agenda and the Secretary or Designee maintains minutes of each meeting.

Material required for a regular meeting, scheduled for the second Friday of each month, is distributed to each Board member no less than two (2) business days prior to such meeting.

Minutes of the Board meetings are public records and will be open to public inspection as provided by the laws of the State of North Carolina.

Committees

The Authority may create committees as needed by an affirmative vote of four (4) members of the Authority. The Chairman of the Authority shall: appoint the members of all committees, remove any member if good cause exists; and designate the committee chairman.

Seal The Authority has an official seal that is kept by the Secretary or designee at the Offices of the Authority.

Financial The Fiscal Year of the Authority begins July 1 and ends June 30.

The Airport Director prepares a budget on or before March 15 of each year for the next ensuing year for approval by the Authority.

The Board ~~initiates contracts for~~ an annual audit of the financial records of the Authority by an independent certified public accountant, ~~which is accompanied by the Deputy Airport Director Administration and Finance's opinion and any qualifications relating thereto.~~

Documents All checks, drafts, and orders for payment of money ~~are shall~~ be signed in the name of the Authority ~~and countersigned by the officers or agents designated by the Board for that purpose.~~ by the finance officer or a properly designated deputy finance officer and countersigned by the Airport Director or another Department Director designated by the Airport Director.

The execution of any contract, conveyance, or other instrument authorized by the Board, is made in the name of the Authority by the Chairman or Vice Chairman, Secretary or Airport Director.

By resolution, the Board may identify and authorize any other officer or employee to execute specified contracts, conveyances, or other documents, otherwise not authorized within policy and procedures.

Rules and Regulations In compliance with the Agreements, the Authority Board adopts its Policy and Procedure Manual and the Asheville Regional Airport Minimum Standards and Rules and Regulations. Additions to or amendments of such documents are proposed by the Airport Director and are subject to adoption by the Board.

Emergency Actions In the event of an emergency involving immediate danger to the health, safety, or welfare for the public, the Airport Director may, with the Chairman's concurrence, adopt any rule or regulation to protect the public interest, provided that prior to

or at the time of the adoption of the rule or regulation, the Airport Director provides to the Board a written report of the immediate danger that exists and the reason for needing the emergency rule.

An emergency rule or regulation is effective for ninety (90) days only after its adoption, during which time, regular rule-making procedures may be invoked.

An emergency rule or regulation may become effective immediately.

**APPROVAL AND
UPDATE HISTORY**

Approval	<u>June 11, 2010</u> December 11, 2006
Supersedes	<u>December 11, 2006</u> , March 15, 2004

Objective

Members of the Asheville Regional Airport Authority (“Authority Members”) shall comply with laws and regulations applicable to conflicts of interest (such as Section 14-234 of the General Statutes of North Carolina).

**METHOD OF
OPERATION**

Upon request, and for good cause, the Asheville Regional Airport Authority (“Authority”) may excuse an Authority Member from voting on a specific matter, and the abstention shall not be recorded as either an affirmative or negative vote. However, if an Authority Member abstains from voting without being excused, the abstention shall be recorded as a vote with the majority or, in the event there is a tie vote, the abstention shall be recorded as neither an affirmative nor negative vote.

Subject to the exceptions set forth below, ~~in this Section 3,~~ an Authority Member shall not hold, or be employed in, a management, executive, or other decision-making position, if any of the duties or responsibilities of such position involves negotiating, approving, executing, or administering any agreement, contract, lease, or sublease to which the Authority is the other party or one of the other parties. In addition, an Authority Member shall not be the spouse, parent, stepparent, child, or stepchild of an individual holding, or employed in, such a position.

This ~~Section 3-policy~~ does not apply to any grant or other agreement, contract, lease, or sublease between the Authority and another governmental entity (including, but not limited to, the County of Buncombe, County of Henderson, City of Asheville, Division of Aviation, North Carolina Department of Transportation, Federal Aviation Administration, United States Department of Transportation, and United States Department of Homeland Security).

In addition, this ~~Section 3-policy~~ does not apply to an Authority Member involved in the negotiation, approval, execution, or administration of an agreement, contract, lease, or sublease to which the Authority is the other party or one of the other parties, if:

- The Authority is also an employee of the County of

Buncombe, County of Henderson, or City of Asheville, and the Authority Member's involvement is part of his or her service or performance as such an employee; or

- The Authority Member is also a member of the General Assembly of North Carolina, the chairperson or member of the Buncombe County Board of Commissioners, the chairperson or member of the Henderson County Board of Commissioners, or the mayor or member of the Asheville City Council, and such involvement is part of his or her service or performance as the chairperson, mayor, or member thereof.

CODE OF CONDUCT POLICY

Except as may be required by an applicable law or order of a court of competent jurisdiction, an Authority Member shall not:

- Grant any special consideration, treatment, or advantage to any person (including, but not limited to, an individual or corporation) beyond that which is available to every other person;
- Use or disclose confidential information gained in the course of a closed session of the Authority or in the course of, or by reason of, his or her official position as an Authority Member, whether for the purpose of advancing his or her personal, financial, business, or family interest, or otherwise; or
- Use or disclose any information gained in the course of a closed session of the Authority, for so long as the minutes thereof are withheld from public inspection.

Approval

June 11, 2010 ~~February 22, 2008~~

Supersedes

February 22, 2008

OBJECTIVE

To direct the operation of ~~all-the~~ airports and projects under the jurisdiction of the Authority and ~~to~~ plans facilities and services to meet community aviation needs.

POLICY

General

The Airport Director reports to the Authority Board. The Airport Director is responsible for the implementation of Board policies and directs the operation, management, and promotion of all activities, which the Authority is charged under the provisions of its enabling legislation.

The Airport Director:

- Is the chief executive officer and head of the administration of the Authority, and recommends specific goals and objectives to the Board.
- The Airport Director shall be responsible to the Authority for the proper administration of all affairs of the Authority, and to that end, subject to provisions of the Agreements, shall have power and shall be required to:
 - (1) Select, employ, and discharge, all subordinate personnel as may be required to do the work of the Authority.
 - (2) Fix and or adjust the salary of employees of the Authority, within the budget of the Authority.
 - (3) Endorse all contracts, bonds and other instruments in writing in which the Authority is interested.
 - (4) ~~Serve as the Budget Officer and P~~prepare the annual budget, in conjunction with the ~~Deputy Airport-Director Administration and of~~ Finance and Accounting, for the Authority and submit it to the Authority, and be responsible for its administration after adoption.
 - (5) Prepare and submit, in conjunction with the ~~Deputy Airport-Director Administration and of~~

Finance and Accounting, to the Authority, as of the end of the fiscal year, a complete report on the finances and administrative activities of the Authority for the preceding year.

- (6) Keep the Authority advised of the financial condition and future needs of the Authority, and make recommendations as necessary.
 - (7) Perform such other duties as may be necessary in the proper administration, excluding policy decisions, of the facilities operated by the Authority.
- Collects and evaluates data pertaining to:
 1. population trends and movement of population centers,
 2. other transportation media,
 3. all applicable regulations and laws,
 4. technological advances,
 5. community needs,
 6. needs and plans of other agencies and authorities.
 - Develops alternate plans for airport expansion, improvement, and additions.
 - Directs the administration and operation of the airport through staff.

Memberships

The Airport Director serves as a non voting member and provides technical assistance on numerous boards and committees connected with the Authority.

Absence of Airport Director

In the absence of the Airport Director, the Deputy Director or the Department Director so designated by the Airport Director (length of time to be determined by the Airport

Director) serves in an acting capacity and performs such duties inherent to the Airport Director's position. Should the Airport Director be unable to perform the assigned duties for any reason, the Chairman of the Authority designates an Acting Airport Director, to be confirmed by the Airport Authority Board at its next meeting.

**APPROVAL AND
UPDATE HISTORY**

- | **Approval** [June 11, 2010](#) ~~[December 11, 2006](#)~~
- | **Supersedes** [December 11, 2006](#), May 23, 2005, March 15, 2004

OBJECTIVE

To establish a policy for the management of all property comprising the Asheville Regional Airport (AVL).

METHOD OF OPERATION

1. The Authority will not lease property for a commercial use at AVL except at its fair market rental value. ~~For purposes of this policy, the fair market rental value of property leased for a commercial use shall equal 10% of the then fair market value of such property for its highest and best use and 100% of the then fair market rental value of the improvements located thereon.~~ The fair market value shall be based on an appraisal of such property (or of comparable property) performed or updated not more than 24 months prior to such use by an appraiser designated an "MAI"(Member Appraisal Institute) appraiser by the American Institute of Real Estate Appraisers or comparable person qualified to appraise real estate ("Qualified Appraiser"). All rentals under leases of commercial property shall be adjusted to stay at the fair market value~~increased at least every 5 years to 10% of the then fair market value of such real property, and 100% of the then fair market rental value of such improvements,~~ based on reappraisal by a Qualified Appraiser ~~or~~ Annual Consumer Price Index (CPI) adjustments will also be applied.

This policy shall not prevent the Authority from providing lessees of commercial property with reasonable market incentives to promote interest in developing the property (including without limitation, reasonable limitations on increases in the annual rent resulting from reappraisal during a portion of the lease term), but such market incentives shall be identified in writing at the time the Authority Board is asked to approve the lease.

2. The Authority will not lease property for aeronautical uses at AVL, except at a fair and reasonable rental value, such rental value will allow the Authority to maintain a fee and rental structure to make the airport where the property is located as self-sustaining as possible under all circumstances then existing at such airport. ~~Typically, rates will equal 10% of the then fair market value of such property for its highest and best use and 100% of the then fair market rental value of the improvements located thereon.~~The fair market value shall be based on an appraisal of such property (or of comparable property) performed or updated not more than 24 months prior to such use by an appraiser designated an "MAI" appraiser by the American Institute of Real Estate Appraisers or comparable person qualified to appraise real estate ("Qualified Appraiser"). Leases of property for aeronautical purposes shall provide for increases—adjustments to

~~maintain fair market value in rental at least every five years to insure that the rental remains fair and reasonable. At the time the Authority is asked to approve a lease for aeronautical purposes, the Authority Board shall be advised in writing of the justification for the proposed rent, the amount by which such rent differs from the existing fair market rental value of such property for its highest and best use (if this amount has been determined), and of the comparable rent charged by other airports in North Carolina for property used for similar aeronautical purposes. Annual Consumer Price Index (CPI) adjustments will also be applied.~~

3. The Authority shall have the right to approve leases that vary from this policy, but the justification for any such variation shall be provided to the Authority Board in writing at the time approval by the Authority is requested.
4. Staff is directed to reduce to writing the procedures it follows to:
 - (a) Negotiate a lease, draft the lease, obtain an original appraisal and subsequent re-appraisals, monitor lease compliance, review tenant submittals (gross receipts reports, financial statements, fuel reports), market developable leaseholds, and terminate leases for default.
 - (b) Update current leasehold and ALP (Airport Layout Plan) maps
 - (c) Provide up-to-date listing of the tenants with basic lease information like lease term, square footage or acreage, and location.
 - (d) Provide for systematic appraisal and re-appraisal of property subject to this policy.
 - (e) Track rent received, gross receipts reporting, CPA (Certified Public Accountant) report submittals, and any modifications to the lease.
 - (f) Require documentation in the lease files to support not charging fair rental value to a tenant.

**APPROVAL AND
UPDATE HISTORY**

Approval June 11, 2010 ~~March 15, 2004~~

Supersedes March 15, 2004

OBJECTIVE

To describe the normal procedures for the proper management of revenue generating lease agreements. The procedure outlines the processes and designates the responsible parties for controlling both monetary and non-monetary matters associated with lease agreement.

**METHOD OF
OPERATION**

**Negotiation of
Leases**

Once staff is aware of a party's ("tenant") desire to lease space at the airport, a meeting is conducted with the tenant to determine the type of business that the tenant desires to conduct from the premises and the various uses of the property that would result from the business, the amount of space required, need for access to the airfield, etc. Once these factors are known staff will recommend, on a preliminary basis, a general site for the location of the tenant. A range of rental values may be given to the tenant, with the understanding that the actual rental rate will be based on the fair market value of the property or a reasonably equivalent property having close proximity and of like use, to the intended parcel.

**Drafting of Lease
Agreements**

Unless the proposed business is of a unique nature, or will potentially have terms that are unique, staff will provide the potential tenant with a standard form lease for the type of business to be conducted.

If a standard form lease is not available, staff will draft an appropriate document. After review by the Authority's legal counsel, staff will send a copy of the drafted agreement to the tenant. In some instances staff may request that legal counsel prepare the initial document.

Staff and legal counsel will then negotiate a final form of lease document with the tenant.

**Drafting of Lease
Agreements-Initial
Appraisal**

If an appraisal of the property to be leased, or an appraisal of reasonably equivalent property in close proximity to the property to be leased, has not been obtained within the last 24 months, staff will contact a Qualified Appraiser (as that term is defined in the Property Management Policy) familiar with airport property and procure the appraisal based upon the approximate size of the leasehold for its highest and best use. The appraisal will be used to determine the base rental rate in conformance with the Property Management Policy.

**Approval of Terms
by the Members of
the Authority**

At such time as the parties agree in principle to the terms of the agreement, staff will prepare a memorandum to the Members of the Airport Authority requesting that the Members approve the terms of the lease agreement. Terms of the lease normally described in the memorandum include: type of lease, uses of leasehold, leasehold size, length of term, rental rate, rental rate adjustments, investment requirements by lessee, and any obligations of the Authority. This memorandum shall identify any market incentives contained in the proposed lease, the justification for the proposed rental (if the lease is for aeronautical purposes), and the justification for any variations from the Property Management Policy.

A boundary drawing or survey of the property is then obtained to accurately describe the lease boundaries and the size of the premises. From this information rental amounts are calculated on the gross area of the premises and included in the lease agreement.

Upon execution of the agreement by the tenant, the tenant must provide to the Authority all required evidence of insurance coverages and evidence of financial security (bond, letter of credit, deposit, etc.) as may be required in the agreement. The agreement is again reviewed by the Authority's legal counsel and if approved, it is then presented to an Officer of the Airport Authority or Airport Director for execution.

**Lease Form
Summary**

Once the lease agreement has been fully executed, a lease summary form outlining the terms of the agreement will be prepared. The summary form includes financial terms, commencement and expiration dates, dates of rental adjustments, obligations of both parties including the filing of "as built" construction plans, final construction costs, etc.

**Periodic Rental
Adjustments and
Re-Appraisals**

Periodic rental adjustments to the financial terms of the lease agreement are monitored through ~~a lease management the Authority's computer system. A tickler system based on the information provided on the summary form generates a monthly report notifying staff in advance of upcoming changes.~~

Appraisals required for periodic rental adjustments are ~~obtained after the notification provided by the monthly tickler report. The notification is~~ normally provided six (6) months in advance of the rent adjustment date. When the appraisal is received, the adjustment is calculated and a notice is provided to the tenant. The tenant has the period specified in the lease (normally thirty (30) days) to disagree with the appraisal and rental increase amount. If the tenant does not timely protest the increase, the Finance

Department is notified of the change in the rent and its effective date. If the tenant disagrees with the appraisal and rental increase on a timely basis, procedures outlined in the lease agreement are followed to resolve the protest.

Monitoring of Lease Compliance

There are several facets of a lease which need to be monitored including: expiration, renewal options, rental rates, insurance, construction and as-built plans, certified costs for improvements, payment of taxes and assessments, changes in financial terms, length of lease term and options, and condition of premises.

Most of these items are monitored through ~~a lease management the Authority's computer~~ system for expiration dates ~~or tickler dates~~. Construction plans are reviewed by the Airport Director or designee for approval prior to construction. As-built drawings are obtained once any construction is completed and these drawings are then reviewed by Airport Director or designee. Certified statements of the cost of the construction are reviewed by the Airport Director or designee. The cost statement document is then filed with the agreement. ~~The lease management system is also used to monitor the expiration of an agreement along with renewal option notices.~~

In conjunction with Buncombe County and/or appropriate City agency, staff monitors payment of taxes and assessments by its tenants and notifies those that are delinquent if it receives notification from the taxing body. In addition, the tenant premises are inspected routinely by the Authority's staff.

Required Documentation in Lease Files

All contracts shall have two files. One shall be the working file and one shall be the original which is stored in a secondary location on the Airport for safety purposes. ~~files shall have one folder for the lease agreement which is to be filed on the right hand side. To the left hand side copies of the following type information will be filed. The working file shall contain:~~

- (a) A signed copy of the contractual agreement.
- ~~⇒~~(b) Original appraisal and re-appraisals including notices to the tenant of rental increases.
- ~~⇒~~(c) Memoranda to the Board containing the information required by the Property Management Policy, with minutes showing action taken on the original lease and any subsequent amendments.
- ~~⇒~~(d) Documentation supporting the rental rate if the rate is less than fair market rental value.

	‡(e)___	FAA consent letter for non-aviation leases.
	e)‡(f)___	The lease summary.
	(g)___	General Correspondence will be kept in separate folders as needed.
Tenants Lists		Staff will maintain a list of leases at the airport. This list will be broken down by general location on the airports and will include the name of the tenant, lease term, square footage/acreage and the current rental rates for each tenant. This list will be updated every six months.
Marketing of Developable Leaseholds		Staff will market its properties in various ways including, but not limited to: marketing brochures, posting of site availability signs on developable parcels, publishing requests for proposals for various sites, advertising in trade journals, use of Authority website and promotion of use of Authority properties at trade shows and conferences.
APPROVAL AND UPDATE HISTORY		
	Approval	<u>June 11, 2010</u> March 15, 2004
	Supersedes	<u>March 15, 2004</u>

OBJECTIVE To establish a Records Management Program to plan, organize, coordinate, direct, control, and supervise all public records within the Authority, from creation to final disposition.

METHOD OF OPERATION Public Law, State of North Carolina General Statute Chapter 132, administered by the State of North Carolina.:

- defines "public records" and "agency,"
- establishes the legal basis for custody and disposal of records and for public access to such records,
- provides a system for the scheduling and disposal of records,
- establishes uniform techniques for efficient and economical record making and keeping.

Definitions **Agency** – The Asheville Regional Airport Authority.

Custodian - Airport Director or designee.

Department – Department of Cultural Resources, North Carolina Department of State.

Public Records - "all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of official business by any agency" (North Carolina Statute 132-1).

Public Records Coordinator - ~~For~~ The individual within the Asheville Regional Airport Authority who coordinates the examination, inspection, and copying of records. (Administration Manager).

Records Management - The systematic control of records to meet the Agency's needs.

Records Management Liaison Officer (RMLO) - The individual within the Asheville Regional Airport Authority designated in accordance with North Carolina Statutes to serve as Authority—Agency Records and Information Manager and as a liaison with the Department of Cultural Resources, North Carolina Department of State. ~~(Deputy Airport Director Administration and Finance).~~

Records Series - A group of related documents arranged under a single filing system or kept together as a unit because they consist of the same form, relate to the same subject, result from the same activity, or have certain common physical characteristics.

Retention - The safekeeping of all Asheville Regional Airport Authority Public Records as defined by North Carolina Statue 132-3.

Retention Schedules - The form or document that establishes the authorized standard for the orderly retention, transfer, or other disposition of records, taking into consideration their legal, historical, and administrative values.

Responsibility

The RMLO is designated by the Airport Director of the Asheville Regional Airport Authority, and has the authority to create suitable guidelines and rules for the orderly management, scheduling, and disposition of public records in compliance with established rules and regulations of the Department and within the provisions of governing North Carolina Statutes.

**Scheduling and
Disposition of
Records**

**General Records
Schedule**

A General Records Schedule is issued by the Department, describing the records and designating a retention period to officially establish the length of time that the record series must be retained to meet administrative, legal, fiscal, and historical needs. The designated schedule is the minimum time that a record series must be kept.

**Authority Records
Schedule**

Individual records schedules for Agency records are established when it is determined that certain ~~a~~Agency records are not covered under the General Record Schedule, or that a different retention period than stated in the General Records Schedule is desirable. Such a schedule must be submitted by the RMLO to the Department for approval.

**Changes to
Retention
Schedules**

The established schedules remain in effect until a change in series content or other factors are introduced that will affect the approved retention period. Should this occur, a new schedule form must be submitted to the Department by the RMLO for approval. Once an official retention value has been established for a record series, either by General or ~~Authority-Agency~~ Records Schedules, records in the series are eligible for disposal action when the retention requirements have been met.

**Obtaining
Disposal
Authorization**

When retention requirements have been met, disposal action is initiated. All forms approved by the Department become the official retention schedule or disposal authorization for the records of the ~~Authority-Agency~~ and will be permanently retained by the RMLO.

**Destruction of
Public Records**

Destruction of records is accomplished through the process of shredding, maceration, incineration, recycling, burial in a landfill, or other method that has been approved by the Department in accordance with its established guidelines.

Audio recordings are created during each Authority Board meeting (excluding closed session meetings) to facilitate the creation of the official written Board minutes. These recordings are destroyed immediately, by the process listed above, following the adoption of the official written minutes by the Board.

**Survey of
Records**

A survey is made of each department's records by the Agency's Department Director/Public Records Coordinator at the end of each fiscal ~~year and each calendar year~~. As a result of this survey, recommendations for the transfer of inactive records to storage, scheduling of unidentified records and/or destruction of any of these records, is submitted by the Agency's Department Director/Public Records Coordinator, to the RMLO for appropriate action.

Penalty

It is unlawful for any officer or employee of the Authority Agency to mutilate, destroy, sell, loan, or otherwise dispose of any public record. Destruction of any Authority Agency records must be authorized by the Department. Violation of this procedure constitutes a misdemeanor and is punishable by law.

**APPROVAL AND
UPDATE HISTORY**

Approval

June 11, 2010 ~~March 13, 2009~~

Supersedes

March 13, 2009, December 11, 2006
March 15, 2004

OBJECTIVE

To provide a central location for all inquiries concerning the Airport Authority and its employees.

**METHOD OF
OPERATION**

Directives

Inquiries concerning the Airport Authority

Employees shall at all times be courteous to those members of the public who seek information. Employees are cautioned that information concerning subjects under discussion or consideration often change in content and meaning before becoming an accomplished fact. Any release of such information before final decisions or disposition of the matter could cause misunderstanding and confusion resulting in waste of time and money. An employee will decline courteously to reveal such information and shall direct the inquiry to the Airport Director or ~~his~~ appointee designee, keeping in mind that it is not the intent of the Airport Authority to be secretive, or to withhold valid information, but to assure that all information released is true and accurate. This policy is in no way intended to restrict the release of information concerning matters of fact that the employee is expected to provide the public, or other employees or officials in the normal course of employment.

Inquiries concerning the Employees

Inquiries concerning verification of employment are referred to the ~~Finance and~~ Administration Department or designee.

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

Information concerning employees or former employees is not voluntarily given over the phone. Employees receiving such inquiries should courteously suggest that a letter be written to the ~~Finance and~~ Administration Department.

Only verifications concerning employment period, job classification, and salary of employees may be given over the phone. The ~~Finance and Administration Department~~ Manager may give additional information of present employees by telephone to reputable groups or individuals.

Personal reference concerning an employee or former employee may be given by Executive Management only; however, due caution should be exercised in providing such references.

**APPROVAL AND
UPDATE HISTORY**

Approval	<u>June 11, 2010</u> March 15, 2004
Supersedes	<u>March 15, 2004</u>

OBJECTIVE

To establish a procedure for inspection of all Asheville Regional Airport Authority public records in compliance with Chapter 132, North Carolina General Statutes.

METHOD OF OPERATION

Chapter 132, North Carolina General Statutes, administered by the State of North Carolina:

- establishes general state policy on public records; i.e., "it is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person". . . (Section 132-1, North Carolina Statutes);
- defines "public records" and "agency;"
- establishes the legal basis for custody and disposal of records and public access to such records; and
- promulgates rules for the inspection, examination, and duplication of records; exemptions.

Definitions

Agency - The Asheville Regional Airport Authority.

Authority Offices - The offices of the Asheville Regional Airport Authority.

Custodian - Airport Director or designee.

Department Records Coordinator - An employee of The Asheville Regional Airport Authority designated by each department, whose responsibilities include records storage, retrieval, copying and inventory of department files.

Public Records - "all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form or characteristics, or means of transmission, made or received pursuant to law or ordinance in connection with the transaction of official business by any agency" . . . (Section 132-1, North Carolina General Statutes.)

~~Deputy Airport Director Administration and Finance.~~

Records Management Liaison Officer (RMLO) - The individual designated in accordance North Carolina Statutes, to serve as ~~Authority~~ Agency Records and Information

Manager and as liaison with the Department of Cultural Services, North Carolina Department of State.

Responsibilities

All ~~Authority-Agency~~ employees receiving public records requests are to immediately refer the requesting party to the department's Records Coordinator or their designee, and notify either the RMLO or the Deputy Airport Director ~~or designee Administration and Finance~~ that a request to inspect and/or produce has been received. The RMLO or the Deputy Airport Director ~~or designee Administration and Finance~~ will instruct the Department's Records Coordinator as to the disposition of a public records request.

Requests to Inspect Authority Records

Unless exempt by law or court order, the public records of the ~~Authority-Agency~~ are open to inspection, examination and copying, at the ~~Authority-Agency~~ offices, by any person during normal business hours, 8:30 a.m. to 5:00 p.m., Monday through Friday. Requests may be made in person, ~~by telephone,~~ or in writing. Requests do not have to be in writing. If a request is overly broad and/or vague, the person may be asked to be more specific about the records they are seeking.

Authorized Charges for Copies

Any person, requesting copies of Authority documents, is to be advised that the authorized charges must be paid to the Authority prior to making copies. The Authority Board has authorized the following charges:

- ~~\$.45~~25 per one-sided copy not more than 14" x 8 1/2",
- ~~\$.20~~50 per two-sided copy not more than 14" x 8 1/2",
- ~~\$1.00~~ per one-sided color copy not more than 14" x 8 1/2",
- ~~\$2.00~~ per two-sided color copy not more than 14" x 8 1/2",
- ~~\$1.00~~25 per copy for a certified copy of record,

For all other copies, including multiple volume documents, actual cost of duplication.

**Electronic Records/
Information
Systems**

Paper output copies generated from a computer system same as above.

Charges for output to any other medium (i.e., diskettes, cd-roms, usb/flash drives, tape cartridge, tape reel, etc.) will be the cost to the Authority for such medium. Charges will be imposed for the "extensive use" of information technology, including the cost of output reproduction and cost of searching (includes retrieval from off-site storage).

~~Charges will be imposed for the "extensive use" of information technology. When the central processing unit (C.P.U.) time exceeds five (2) minutes/three hundred seconds, the charge will be fifteen cents (\$.15) per C.P.U. second for the entire run of the request.~~

Labor Charges

For extraordinary or voluminous requests requiring more than 30 minutes of staff time, a reasonable labor charge will be imposed in addition to the cost of duplication. The charge will be computed using the employee's hourly rate of pay, including benefits, multiplied by the actual time worked to accommodate the request (including the first 30 minutes) and measured in tenths of an hour.

Mailing Copies

The Authority is not required to mail requested copies. If a request to mail copies is honored, the appropriate amount of postage is to be included and collected with the copy charges.

Receipts

Any person paying for copies of documents and/or postage is to be issued a receipt. A copy of the receipt and the collected funds are to be immediately submitted to the Finance ~~and Administration~~ Department.

**Request to Fax
Documents**

Records requested pursuant to the public records law **are not normally faxed** unless authorized in advance by the Custodian.

Litigation

If the subject matter of the public records request is in litigation, or may soon be in litigation, contact the RMLO or the Deputy Airport Director or designee ~~Administration and Finance~~ for instructions, and/or actual production.

Penalty

A public officer who knowingly violates the provisions of Chapter 132, North Carolina General Statutes, may be subject to suspension, removal or impeachment and, in addition, may be convicted of a misdemeanor of the first degree.

**APPROVAL AND
UPDATE HISTORY**

- | **Approval** [June 11, 2010](#) ~~[December 11, 2006](#)~~
- | **Supersedes** [December 11, 2006](#), March 15, 2004

OBJECTIVE

To establish and assign responsibilities associated with the establishment of the Workplace Safety Committee of the Asheville Regional Airport Authority in compliance with the North Carolina Occupational Safety and Health Act.

METHOD OF OPERATION

Definitions

Act - The North Carolina Occupational Safety and Health Act, Chapter 95, North Carolina General Statutes.

Employee Representative - An employee chosen to serve on the Workplace Safety Committee who does not normally serve in a supervisory capacity.

Employer Representative - An employee chosen to serve on the Workplace Safety Committee who normally serves in a supervisory capacity.

Post Job Offer Physical - An initial physical examination conducted to assess an applicant's ability to perform the duties of a position and ability to wear or use personal protective equipment associated with job tasks.

Annual Physical - A medical examination, the scope of which is determined by job duties, administered to test for various exposures (chemical, noise, and others) and assess changes in an employee's medical condition which may affect the employee's ability to perform certain tasks.

Members

The Workplace Safety Committee is composed of the following voting members:

- Director of Operations and Maintenance, Chairman
- Public Safety ~~Training Officer~~ Representative, Vice Chairman
- Maintenance ~~Technician~~ Representative
- Custodial Representative
- Administration Representative
- Any other ARAA Representative as the Safety Committee deems necessary. The majority vote of the committee is required.

Meetings

Meetings are held on the ~~second-first~~ Wednesday of each month and at such other times as a majority of the committee membership agrees or as set by the Chairman at a time and place designated by the Chairman.

**Functions and
Responsibilities**

- Establish and communicate procedures for conducting safety inspections of the workplace.
- Establish and communicate procedures for investigating all workplace accidents, safety-related incidents, injuries, illnesses, diseases, and fatalities.
- Establish and communicate programs and procedures to promote safety both at home and at the workplace.
- Establish directives pertaining to safety and health for all ARAA employees as necessary and approved by the Airport Director.
- Hold formal and informal safety training with each department to promote safe work practices and safe lifestyles.
- Evaluate the effectiveness of and recommend improvements to the Authority's safety rules, safety training and policies and procedures for loss prevention programs in the workplace.
- Review new and changing regulations and recommend the types of post job offer and annual physicals to be conducted of Authority employees in order to comply with Federal and State regulations. Examinations and medical testing will be scheduled by the ~~Finance and~~ Administration Department or designee.
- Ensure that written updates and changes to rules, policies, and procedures of the safety programs are completed.
- Post the scheduled date, time and location of committee meetings.

- Ensure that minutes of each Safety Committee Meeting are maintained and available for review, with the exception of any confidential issues. Distribute minutes ~~of the committee meetings~~ to all Executive Staff members.

**APPROVAL AND
UPDATE HISTORY**

Approval June 11, 2010 ~~December 11, 2006~~

Supersedes December 11, 2006, March 15, 2004

OBJECTIVE To provide a tobacco/smoke free atmosphere for all employees and the general public.

**METHOD OF
OPERATION**

Directives The Asheville Regional Airport Authority is dedicated to providing a safe, healthy and productive work environment for all employees. Tobacco use is prohibited in all enclosed areas of the Airport Authority, including all restrooms, break-rooms, conference rooms, offices, and Authority vehicles. The use of tobacco is allowed outside of Airport Authority buildings in designated areas. **Such areas shall be designated by the Airport Director.** Employees are expected to keep the smoking areas free of debris. This policy applies to all employees, clients, independent contractors and visitors.

**APPROVAL AND
UPDATE HISTORY**

Approval March 15, 2004

OBJECTIVE

Petty Cash Funds are authorized by the Airport Director or designee and established by the ~~Deputy Airport~~ Director ~~Administration and of~~ Finance and Accounting to service the needs of the Authority.

METHOD OF OPERATION

Reimbursement of Fund

The Petty Cash Fund may be reimbursed by submitting the petty cash slips to be reimbursed to the ~~Deputy Airport~~ Director ~~Administration and of~~ Finance and Accounting, accompanied by an adding machine tape of each petty cash slip and the total amount requested.

A Petty Cash Fund exists for the purchase of items whose cost does not exceed one hundred dollars (\$100) and is not easily obtainable through other methods.

The Fund is subject to audit at any time.

A completed petty cash slip must contain:

- a description of the item,
- the purpose of the item,
- the date of petty cash transaction,
- the amount received (~~written in words as well as figures~~), and
- the signature of purchaser.

A paid receipt must be attached to the petty cash slip as supporting evidence of purchase. ~~If the paid receipt is not a cash register receipt, then the receipt must clearly state "PAID" and have the vendor name on it.~~ It is recognized that unexpected circumstances may arise such as loss of receipts or unavailability of receipts which require an alternative procedure for documentation of reimbursable expenses. In those isolated situations where receipts are not available, a statement must be prepared by the requestor documenting the required information.

Original receipts are preferred (copies will be accepted at the discretion of the ~~Deputy Airport~~ Director of Administration and Finance and Accounting).

The petty cash slip must be signed after the form has been completely filled out.

Personal checks cannot be cashed from the petty cash fund.

Personal advances cannot be obtained through the petty cash fund.

Petty cash must be kept separate from all other funds in the office (i.e., stamps, birthday, etc.)

The employee signing as to receipt of funds is personally responsible to either provide the paid receipt or repay the advanced funds or both.

The petty cash fund should be reconciled on a regular basis (weekly or monthly, as needed).

All requests for reimbursement are subject to review.

The petty cash fund must be secured at all times (i.e., locked drawer, safe, etc.)

**APPROVAL AND
UPDATE HISTORY**

Approval June 11, 2010 ~~December 11, 2006~~

Supersedes December 11, 2006, March 15, 2004

OBJECTIVE To procure all supplies, materials, equipment, articles, items or services required by the Authority (excludes professional construction services and construction and repair contracts, see Sections 114.00 and 115.00).

**METHOD OF
OPERATION**

**Procurement
Approval
Authority**

1. The Airport Director or designee, is authorized to approve any type of procurement, not to exceed the actual or estimated amount of fifty thousand (\$50,000) dollars; execute agreements for those procurements; and authorize the expenditure of Authority funds from a budgeted funding source. Additionally, the Airport Director may delegate procurement approval authority vested in him/her to subordinate employees as deemed appropriate.
2. Unless approved under paragraph 1 above, all remaining procurements of any type must be approved by the Authority Board prior to being implemented except for purchases in an emergency situation exceeding fifty thousand (\$50,000) dollars which should be ratified at the Board meeting following the emergency.

**Procurement
Classifications**

One of the following methods will be used in procuring items:

**Regular
Purchases**

The foregoing procedures will not be followed where purchases are made from the petty cash account.

Quotations and Bids

Except as hereinafter set forth quotations and bids will be received for all purchases of apparatus, supplies, materials and equipment as follows:

- | | |
|--|---|
| \$0 - \$5,000 <u>30,000</u> | Direct purchases authorized. |
| <u>\$30,000</u> - \$90,000 | Informal bids shall be obtained by telephone or in writing from at least two sources and the purchase shall be made from the supplier with the lowest quotation who meets reasonable requirements for |

delivery, service or other relevant considerations. Informal bids shall be noted on a ~~Record of Procurement from~~ Purchase Requisition which shall become a part of the procurement package.

\$90,000 and above

Formal bids shall be sought by requests for sealed bids except for exceptions authorized under the General Statutes of North Carolina (G.S. 143-129). A minimum of two sealed bids are required unless it is determined by the Airport Director that it is impossible or impractical to obtain this many bids. The purchase shall be made from the supplier with the lowest bid who meets reasonable requirements for delivery, service or other relevant considerations. All such transactions shall be documented with a Record of Procurement form which will reflect all bids, justify the selecting of other than the low bid, and be made a part of the procurement package.

Sole Source

Procurement made when (i) performance or price competition for a product are not available; (ii) a needed product is available from only one source of supply; or (iii) standardization or compatibility is the overriding consideration. All sole source procurements must be fully justified in writing as to the need to limit the procurement to one source and approved by the Board of Directors.

Requisitions

Computer generated requisitions should be submitted to the ~~Director of Finance and Accounting Manager~~ along with the supporting documentation for purchases of \$1,000.00 or more. The ~~Director of Finance and Accounting Manager~~ will determine funds availability and approval. The requisition will be returned to the requisitioner with the Purchase Order if approval is given.

Purchase Orders

Pre-numbered computer generated purchase orders will be issued by the Director of Finance and Accounting Manager or designee, upon receipt of a properly authorized ~~materials requisition~~ ~~Purchase Requisitioner record of procurement~~, after receipt of competitive bids, if required, determination whether funds are available, and Board approval as necessary. No purchase orders will be issued after the fact unless documented emergency.

A standard purchase order form will be used for all purchases where the amount of the purchase is \$1,000.00 or more.

Blanket purchase orders may be issued for miscellaneous items, parts, supplies or materials that are purchased frequently ~~by the Maintenance Department~~. These blanket purchase orders must be requested from the Director of Finance and Accounting Manager and should include a description and types of items to be purchased, the period of time the order will remain valid, and the maximum dollar amount not to be exceeded. This will also include all monthly expenses incurred by the Airport Authority (water, sewer, lights, etc.). The Director of Finance and Accounting Manager will monitor all purchases made on a blanket purchase order.

The Airport Director, the Deputy Airport Director or the Director of Finance and Accounting Manager may cancel blanket purchase orders if misuse occurs.

Office supplies must adhere to the purchasing guidelines of obtaining a Purchase Order for all purchases of \$1,000.00 or more. When authorized, a purchase order will be issued and the items can be ordered. Office supply Purchases requests under \$1,000.00 ~~can be made by coordinating with the appropriate Administrative Assistant that has been approved to order office supplies must be submitted to and approved by the Administration Manager or designee before ordering.~~

Any unauthorized purchases will be returned to the purchaser and will not be paid without direct authorization from the Airport Director or designee.

Purchasing Cards

On those items below \$1,000.00 the company purchasing

card should be used where possible. In the event a physical check needs to be issued, follow normal purchasing procedures. The original documents (receipt) are to be forwarded to the Director of Finance and Accounting Manager along with the reconciliation statement for the purchasing card. Purchases \$1,000.00 or more can be made on the purchasing card up to the lesser of \$5,000.00 or the card holder's limit. These transactions must be authorized by the Director of Finance and Accounting Manager via the Purchase Order system prior to items being ordered or purchased.

Travel can be booked on the purchasing card once the required travel authorization has been submitted and approved by the Airport Director or the Deputy Airport Director.

All purchasing card receipts are due to the Director of Finance and Accounting Manager with a description of the purchase monthly in order to reconcile the account. Cardholders ~~must~~ should arrange for duplicate receipts to replace lost or misplaced receipts. In those situations where receipts are not available, a statement must be prepared and included with the monthly invoice.

**~~Sole Source
Procurement~~**

~~Procurement made when supplies or services are limited to one source and not otherwise obtainable or when they must be obtained from a specific manufacturers' dealer. All sole source procurements must be fully justified in writing as to the need to limit the procurement to one source.~~

**Emergency
Purchases**

Emergency purchases are made in an emergency situation in which the immediate procurement of an item is essential to prevent delays in the work of a department, or to prevent injury to the life, health, safety, or convenience of passengers, employees, or the public at the Airport. Paper work should be submitted to the Director of Finance and Accounting Manager as soon as possible.

**APPROVAL AND
UPDATE HISTORY**

Approval

June 11, 2010 ~~October 10, 2008~~

Supersedes

October 10, 2008, December 11, 2006,
March 15, 2004

OBJECTIVE To establish criteria for public service advertising or exhibits in the Terminal complex at Asheville Regional Airport.

**METHOD OF
OPERATION**

Functions In order to maintain a more orderly and comfortable environment in and about the Terminal Building (which is not a public forum, and which is not intended to be a public forum), art, craft and other displays and exhibitions in the Terminal Building and on the sidewalks adjacent thereto are prohibited. However, this Regulation does not apply to:

1. Displays and exhibitions which are owned by the Asheville Regional Airport Authority ("Authority").
2. Displays and exhibitions which are owned by the United States of America or the State of North Carolina or any of their respective subdivisions, agencies, authorities or departments; provided that the Authority or the Authority's Airport Director has given its or his prior written approval for each such display or exhibition.
3. Any area in the Terminal Building which is leased to the United States of America, on behalf of the Federal Aviation Administration or the National Weather Service, or an airline or other concessionaire, if the applicable lease permits such a display or exhibition.
4. Commercial airport display advertising which is provided pursuant to a contract with the Authority.

North Carolina law shall govern and apply to this Regulation, and this Regulation may be amended from time to time by the Authority without notice.

**APPROVAL AND
UPDATE HISTORY**

Approval March 15, 2004

OBJECTIVE To establish the policy and procedures governing authorized travel for employees, consultants, members of the Authority Board, and other authorized persons who travel at the expense of the Asheville Regional Airport Authority.

**METHOD OF
OPERATION**

Statement It is the intent of this policy to provide for travel expenses, allowances for Airport Authority employees, and other persons entitled to a travel allowance in accordance with the provisions stated.

In the event that travel, training, etc., is offered at others expense, Airport Director approval must be obtained prior to acceptance.

This policy shall apply to those expenditures incurred which are necessarily incurred in the performance of a public purpose authorized by law to be performed, including meetings with government officials, meetings with civic groups, seminars and training programs, pick up and delivery of parts and equipment, recruitment of personnel or industry, community promotion, and any other related activities essential to the performance of a public purpose.

Definitions For the purpose of this policy and procedure, the following words or phrases shall mean:

Authorized Travelers

- Authority members. Officials serving on the Authority Board, other than employees.
- Authority employees. An individual filling an authorized position in the Authority, other than Authority members.
- All other travelers. Persons, including consultants, other than Authority members/employees authorized in writing in advance by the Airport Director or designee, to travel at the expense of the Authority.

Business Client. Any person, other than an Authority member, employee, consultant, or other traveler, who receives the services of or is subject to solicitation by the Authority in connection with the performance of its lawful duties; persons or representatives of firms considering or

being solicited for investment, or for location, relocation, or expansion of a business, in the Authority's airport system; and other business, financial, promotional, or other persons affiliated with the Authority's airport system.

Common Carrier. Train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm.

Daily Travel. All travel, including conferences and seminars that do not require an overnight stay.

Domestic Travel. Travel within ~~the 48 continental~~ United States, which includes Alaska and Hawaii.

Entertainment Expenses. The actual and reasonable costs of providing hospitality for business clients or guests, which costs are defined and prescribed as hereinafter set forth.

Guest. A person, other than an Authority member, employee, or other Authorized Traveler, authorized by the Airport Director or designee, to receive the hospitality of the Authority in connection with the performance of its lawful duties.

International Travel. Travel outside the United States (which includes Alaska, Hawaii and US possessions), or North America.

Most Economical Method of Travel. The mode of transportation (Authority-owned vehicle, privately owned vehicle, common carrier, etc.) and schedule of transportation, taking into consideration the following:

- the purpose and nature of the travel;
- the most efficient and economical means of travel (considering the time length of the trip, number of connections, time of day, cost of transportation and Per Diem or subsistence required, early booking of airline reservations to take advantage of discounted fares); and

- the number of persons making the trip and the amount of equipment or material to be transported.

Per Diem. Amounts paid for travel expenses on a daily basis, based on Per Diem tables published by the General Services Administration (GSA) or otherwise contained herein.

Standardized Regulation. That document published monthly by the US Department of Commerce entitled "Standardized Regulations -- Government Civilians, Foreign Areas."

Travel Day. A period of twenty-four (24) hours consisting of four (4) quarters of six (6) hours each beginning at midnight.

Travel Expenses. The actual and reasonable costs of transportation, meals, lodging, and incidental expenses normally incurred by a traveler, which costs are defined and prescribed as hereinafter set forth.

Travel Period. The period of time between the time of departure and time of return.

General Policy

1. Travelers are expected to exercise the same care in incurring travel expenses that any prudent person exercises when traveling on personal business.
2. It is the responsibility of the traveler to comply with this policy and to be knowledgeable of the nature and extent of reimbursable expenses.
3. It is the general policy of the Authority to reimburse reasonable travel and entertainment expenses, incurred during authorized travel, subject to any limitations provided for in this policy.
4. If an Authorized Traveler or Business Client on a trip deviates from this policy and procedure for justifiable reasons, the circumstances of the deviation and the reasons therefore are to be documented and reviewed for approval by the Airport Director.

**Planning and
Approving**

1. **Planning.** At a regularly scheduled board meeting early in the budget process, prior to either the November or December Board meeting, the Airport Director will present the Authority board with a list of conferences or training opportunities to be held during the upcoming fiscal year. The Airport board shall discuss which conferences it may be beneficial for the board to participate in, either to represent the Airport or for the educational benefits of the board members. After identifying which conferences or training may be of benefit, the board will decide who from the board shall participate in the conference. All decisions regarding board members' participation in conferences and trainings, if possible, shall be made at a regular meeting of the board.

Travel by board members for the exclusive purpose of business development at the airport will not require advance approval at a board meeting. For example, the Airport Director would be allowed to invite a board member to accompany them to a meeting with an airline industry representative considering new service to Asheville. Board member travel for the purposes of business development should be approved by the Chair of the board. The board should be informed of such travel at or before its next regularly scheduled meeting.

Authority employees shall incorporate his/her department's intended travel/training requirements for the upcoming fiscal year during the normal budget process.

2. **Travel Authorization.** All requests for travel (domestic and international) must be submitted on the Travel Authorization & Expense Report (Report). It should contain the dates of travel, a total budget amount and all other pertinent information required to process the requested travel arrangements. The approving authority must ensure that funding is available in the appropriate line item budget. The Report must include a statement of purpose for the travel and indicate the benefits to the Authority. A copy of any printed program or agenda

shall also be submitted. If none is available, a statement to that effect must be submitted. The Report must be signed by the traveler, and approvals obtained in advance of the proposed travel.

While Department Directors are authorized to delegate approval of travel to a named designee, nonetheless, the Director is ultimately responsible for the appropriateness and accuracy of all travel within the respective department.

All Directors' travel must be approved by the next higher authority.

3. Department Responsibilities. The Director or designee shall have the responsibility to review all travel requests and ensure their compliance with policy and procedures.

**Special Conditions
of Travel**

1. Authorized Travelers Other Than Authority Members or Employees. The Airport Director or designee may approve travel by persons who are serving as consultants or advisors when such travel is on behalf of the Authority (excluding those consultants and advisors whose contract specifies the terms of travel). Travel expense provisions may be made within the consulting agreement and approved as part of the agreement, subject to the maximum limits for reimbursement provided for in this policy. If no provision is reflected in the agreement, complete justification must be submitted prior to approval. Travel expenses for authorized persons shall adhere to the same rates and guidelines as those for Authority members, employees and other travelers.
2. Travel for Employment Interviews. Travel and transportation expenses of the Authority's employment applicants will be reimbursed in accordance with this policy.
3. Most Economical Method. Authorized Travelers are required to use the most economical method of travel. Refundable or nonrefundable airfares may be reserved as deemed appropriate under the circumstances. If an

Authorized Traveler departs early or returns late to take advantage of reduced airfares, lodging and meals will be reimbursed in accordance with this Policy, provided that a net savings to the Authority is realized and such savings are documented in advance with the Travel Authorization & Expense Report.

4. Emergency Travel. The Airport Director or designee may authorize travel for any Authority employee, Authority member, or other traveler pursuant to emergency notice.
5. Election of Reimbursement Method. A consistent method of reimbursements for meals and/or lodging shall be elected for each travel request, as follows:

For domestic travel, a traveler shall receive:

A Standard Meal Allowance plus lodging and incidentals (with receipts for lodging and applicable incidentals).

For international travel, a traveler may elect to receive either:

- 1) A Per Diem allowance for meals and incidentals as published in the "Standardized Regulations-Government Civilians, Foreign Areas" not to exceed 100% of published amounts (no receipts required), plus reimbursement for lodging based on actual receipts not to exceed 150% of published amounts.
- 2) Reimbursement of meals and incidentals based on actual receipts, not to exceed 150% of published amounts, plus reimbursement for lodging based on actual receipts not to exceed 150% of published amounts.

Rates of Payment

1. Lodging. A traveler may be reimbursed for the actual cost of a single occupancy hotel room for travel that requires overnight absence from official headquarters. Lodging expenses must be substantiated by a receipt.

- a. Domestic Lodging Rates. Reimbursement or payment for domestic lodging is limited to the group rate, if available. If a group rate is not available, lodging expenses are limited to reasonable amounts for the area traveled.
 - b. International Lodging Rates. International lodging expenses are limited to reasonable amounts, not to exceed 150% of the amount published in the Standardized Regulations for the area traveled at the time of travel, or the conference rate.
 - c. Non-reimbursable Expenses. Additional amounts charged to the room, including but not limited to movies or alcoholic beverages will not be reimbursed. Snacks and non-alcoholic beverages from mini bars will not be reimbursed.
2. Meals. For the purposes of determining meal allowances, the Travel Day shall begin two hours before departure on domestic flights and three hours before departure on International flights. Travel involving ground transportation shall commence at point and time of departure. The following are the authorized meal allowances.
- a. Domestic Meals. Domestic City meals will be calculated at the maximum amount for cities as listed in the current CONUS guide.
 - b. Allocation of Meal Reimbursement. All meal reimbursements will be allocated 20% for breakfast, 30% for lunch, and 50% for dinner.

Reimbursements will be made for the following:

- Breakfast if departure is before 6:00 a.m. and return is after 8:00 a.m.
- Lunch if departure is before 12 noon and return is after 2:00 p.m.
- Dinner if departure is before 6:00 p.m. and return is after 8:00 p.m.

- c. International Meals. International Meals will be reimbursed in accordance with the Standardized Regulations, either at: (1) the Per Diem amounts for meals and incidentals at 100% of the current rate (without need for receipts) or (2) actual receipts not to exceed 150% of the current rate. Either method selected generally shall include any and all meal gratuities, unless documented in writing and approved in advance (Method for reimbursement shall be consistent for all meals on a trip).
- d. Expenditure Amounts. Limitations on expenditures set forth above are applicable to Authorized Travelers when not accompanied by a Business Client or authorized Guest.
- e. Complimentary Meals. If a complimentary meal is provided or is included in a registration fee paid by the Authority, it shall be the traveler's option to accept or decline these meals. However, if such meals are declined by the traveler no other meal allowance shall be provided. Continental breakfasts and snacks do not constitute complimentary meals.
- f. Meals for Daily Travel (No Overnight Stay). When attending a local conference, seminar, class or an Authority supported event, meal(s) will be reimbursed for the actual receipt amount, not to exceed the Per Diem amount for that location. One meal per each eight hour event will be eligible for reimbursement.

Transportation

- 1. General Requirement. All travel must normally be by the usually traveled direct route or method. If a person travels by an indirect route or any other method for his or her own convenience, any extra costs shall be borne by the traveler and reimbursement or payment of expenses shall be based only on such charges as would have been incurred by use of the usually traveled route or method.
- 2. Commercial Air Travel. Commercial air travel will be by the most economical class. First class rates may be authorized by the Airport Director or designee, if (1) ~~if~~ a statement from the common carrier is included with the

travel request stating that tourist, coach, or economy class (or business class for international travel) is not available for the date and time the travel is requested, or (2) for medical reasons, if substantiated in writing by a physician.

- a. International Airfare. The Airport Director or designee, may authorize a traveler to use an airline's business class.
 - b. Personal Travel. Personal side trips combined with business trips are allowed when approved in advance. Side trips must be taken on one's own time and at no expense to the Authority. Any additional expense over the ticketed cost as determined by this policy for the business portion of the trip is the responsibility of the traveler. Personal airfare must be reimbursed to the Authority in advance of the travel, if known. An Authorized Traveler who alters travel plans for personal reasons must pay any additional cost of transportation directly to the commercial carrier at the time of purchase, and will not charge such additional cost to the Authority nor request reimbursement of such additional cost.
 - c. Ticket Reimbursement. The Authority will not reimburse any traveler for ticket(s) obtained in all or in part through the use of an airline frequent traveler program, whether it be points, miles, or other reward-type program.
3. Car Rentals. Use of a rental car must be included on the Travel Authorization & Expense Report and deemed to be more economical, efficient or appropriate than alternative forms of ground transportation. Rental cars must be approved in advance by the Airport Director or designee.
 4. Privately Owned Vehicles. The approving authority may authorize the use of a privately-owned vehicle for travel on behalf of the Authority in lieu of Authority-owned or rented vehicles or common carriers.

An Authorized Traveler who requests, and is approved the use of a privately-owned vehicle, shall be entitled to a mileage allowance at the rate set forth in Section 5 below, or the air carrier fare for such travel, whichever is less.

All travel which is subject to a mileage allowance shall be shown from point of origin or the traveler's official headquarters, whichever is less, to point of destination and return, and if possible, shall be computed on the basis of the current map of the Department of Transportation. Actual vicinity mileage necessary for the conduct of Authority business is allowable but must be shown as a separate item on the Report.

No reimbursement other than a mileage allowance shall be allowed for expenditures related to the operation, maintenance or ownership of a privately-owned vehicle, except as provided above and in the Incidental Expenses.

5. Mileage Allowance. The mileage allowance for Authorized Travelers shall be in accordance with Section 162 of the Internal Revenue Code (Regulation 1.162-2(f)) as such regulation or replacement regulation may be amended.

Incidental Expenses

Receipts are required, when available, for the following incidental travel expenses:

- Convention and conference registration fees. Additionally, a traveler may be reimbursed for the actual and reasonable fees for attending events which are not included in a basic registration fee that directly enhance the public purpose of the Authority's participation at the conference or convention, including, but not limited to, banquets and other meal functions. It shall be the traveler's responsibility, however, to substantiate that such charges are proper and necessary.

- Reasonable tips and gratuities, not to exceed 20% of the underlying expense. Gratuities for meal allowances shall not be separately reimbursed.
- Actual passport and visa fees required for authorized travel
- Actual and necessary fees charged to purchase traveler's checks for authorized travel expenses
- Actual fees charged for exchange of currency necessary to pay authorized travel expenses
- Actual fees for immunizations required or recommended for authorized travel.
- Actual cost of maps necessary for conducting official business
- Taxi, train, or shuttle bus fare
- Storage or parking fees
- Gasoline when using a rental car
- Tolls
- Communication expense incurred in the conduct of Authority business.
- Laundry and Pressing. When authorized travel extends beyond four (4) days, the traveler may be reimbursed for laundry, dry cleaning, and pressing costs when substantiated by receipts.
- In countries where a language barrier may exist, reimbursement for expenses such as taxi fare, currency exchange fees, or tolls may be made without receipts provided that a statement is attached to the travel report and detailing non-receipted expenses.

As to conference related travel, the Authority will not reimburse for recreational expenses that are in addition to normal conference registration fees.

**Travel
Advances**

Authority Members and Employees, who have been authorized to travel may, when necessary, draw an advance of not less than \$25 nor more than the amount of estimated expenses for travel, less amounts prepaid by the Authority, by completing and submitting the Travel Authorization & Expense Report no less than five (5), nor more than 20 working days before said travel. The amount of advance is subject to the approval of the approving authority.

- If two or more travel reports are outstanding, no additional travel advances will be issued.
- For any advance that is outstanding for more than 30 days, and is directly attributable to the traveler's failure to properly file the report in a timely fashion, payroll deduction will automatically be made.

**Entertainment
Expenses**

Entertainment expenses are allowable for promotional items and services required to provide hospitality for Business Clients and authorized Guests as set forth below:

1. Tangible Items. Hospitality in the form of tangible items, such as tie tacks, medallions, paperweights, and other non-consumable items are distributed by the appropriate Department. Non-consumable items shall be requisitioned through normal purchasing procedures.
2. Recreational Activities. Hospitality in the form of recreational activities may be provided and shall be requisitioned through normal purchasing procedures when possible.
3. Entertainment. Actual and reasonable entertainment expenses of Authority members, employees and other authorized persons are allowable under this policy only when in the presence of or when physically accompanying a Business Client or authorized Guest. When incurred in the presence of a Business Client or authorized Guest, entertainment expenses shall be reimbursed for Authority members and Authorized Travelers, after approval by the approving authority. Under certain circumstances, with the approval of the Airport Director, alcoholic beverages may be an allowable entertainment expense.

Receipts

While receipts in the prescribed form are required for most payments or reimbursements pursuant to this policy, it is recognized that unexpected circumstances may arise such as language barriers, loss of receipts, or unavailability of receipts, which require an alternative procedure for documentation of reimbursable expenses. In those isolated situations where receipts are not available, a statement must be prepared by the traveler and included in the Travel Authorization & Expense Report. Such certification may then be presented instead of the unavailable or lost receipt.

Reporting

1. Domestic Travel. An employee must submit a completed Travel Authorization & Expense Report to the Finance ~~and Administration~~ Department with required documentation no later than twenty (20) working days after the travel period has ended.
2. International Travel. An employee must submit a completed Travel Authorization & Expense Report with required documentation to the Finance ~~and Administration~~ Department no later than the earliest of thirty (30) working days after the travel period has ended or upon receipt of the credit card statement verifying the international currency exchange rates. A copy of the applicable credit card statement, or appropriate receipts, must be submitted with the Travel Authorization & Expense Report.
3. Reporting Requirements. The following shall be included in completed Travel Expense Reports:
 - a. Trip Benefits. Trip benefits shall be stated on the Travel Authorization & Expense Report indicating significant benefits realized by the traveler as a result of the trip for all travel other than local travel.
 - b. Program Agenda. If not available upon completion of travel, include a statement to that effect on the Travel Authorization & Expense Report.
 - c. Significant Deviations from Estimated Expenses. Significant deviation from estimated expenses (i.e., more than the lesser of 20% or \$250) shall be explained in the Travel Authorization & Expense Report approved by the

approving authority.

4. Funds Due Authority. Any funds advanced in excess of the travel expenses incurred and allowed should be reimbursed to the Authority's Finance Department and a cash receipt form obtained no later than twenty (20) working days for Domestic travel, and thirty (30) working days for International travel, after the travel period has ended. A copy of the cash receipt must be attached to the travel expense report.
5. Funds Due Traveler. Travel Authorization & Expense Reports showing an amount due to or on behalf of an Authorized Traveler will be processed for payment in accordance with standard payment procedures. Payment of undisputed items will be processed for payment within two (2) payment cycles.
6. Canceled Trips. Canceled travel requests shall be documented as such and routed through ~~Travel Services~~ the approving authority. The traveler shall be responsible for requesting refunds for any registration fees, etc., which were expended prior to the required cancellation. Authority members, who cancel an authorized trip for reasons other than official Authority business, shall be responsible for all fees paid and not refundable to the Authority.

**APPROVAL AND
UPDATE HISTORY**

Approval	March 12, 2010 <u>June 11, 2010</u>
Supersedes	March 12, 2010, March 15, 2004

OBJECTIVE

To provide for the selection of certain professional architectural, engineering, and surveying services to be rendered to the Asheville Regional Airport Authority in accordance with the General Statutes of the State of North Carolina and any applicable federal regulations.

METHOD OF OPERATION

General

These procedures will be followed when selecting firms to provide professional architectural, engineering, and surveying ~~and mapping~~ services.

Definitions

Act. North Carolina General Statutes 143.

Amendment. A written modification to a Consulting Agreement or Work Authorization modifying the scope of a project previously awarded.

Authority. Asheville Regional Airport Authority.

Compensation. The total amount paid by the Authority for Professional Services.

Consulting Agreement. An agreement between the Authority and a firm for the performance of Professional Services awarded pursuant to the competitive selection requirements of this section.

Contract. All contract documents as prepared and/or approved by the Authority.

Firm. Any individual, organization, partnership, corporation, association, or other legal entity that is permitted by law to practice architecture, engineering, landscape architecture, land surveying or mapping in the State of North Carolina.

Professional Services. Those services within the scope of the practice of architecture, engineering, landscape architecture, registered land and ~~surveying, or mapping~~ as defined by the Laws of the State of North Carolina, or those performed by any architect, professional engineer, landscape architect, or registered land surveyor in connection with professional employment or practice.

Work Authorization. A written authorization subject to the provisions of a master Consulting Agreement for the award of a separate project within the scope of services for the Consulting Agreement.

Public Announce- ment and Qualifi- cations Procedures

General

The Staff publicly announces each occasion when Professional Services are required to be procured for a project when the fee for the professional service exceeds \$30,000.00 except in cases of valid public emergencies so certified by the Authority, or when the Authority elects to use one of its continuing consultants to perform the project.

The Staff causes its announcements to be published in a newspaper of general circulation within the Asheville area, and other advertising media which may be appropriate e.g. AAAE (American Association of Airport Executives), ACI (Airport Council International), etc... The advertisement will provide a general description of the project(s) that require Professional Services and define procedures on how an interested professional firm may apply for consideration by the Authority. A list of the project(s) also will be sent by the Staff to each firm that has expressed an interest in being notified.

Prior to any such public announcement for Professional Services under the Act, the Staff will define the project for which the professional services are required. The Staff may include within a single project:

- a grouping of minor construction, rehabilitation, or renovation activities,
- a grouping of substantially similar construction, rehabilitation or renovation activities,
- other grouping of construction, rehabilitation, or renovation activities that the Staff determines to be in the best interest of the Authority to be included within a single project.

The Authority will encourage firms engaged in the lawful practice of their profession who desire to provide

Professional Services to the Authority to submit annually a statement of qualifications and performance data.

Any firm or individual desiring to provide Professional Services to the Authority must first be qualified pursuant to law and regulations of the Authority. The Authority will make a finding that the firm or individual is fully qualified to render the required service. Among the factors to be considered in making this finding are the capabilities, adequacy of personnel, past record, and experience of the firm or individual.

The Staff evaluates in writing the performance of each firm under contract to the Authority to render Professional Services to the Authority, and makes that evaluation a part of the permanent record as information to be used when the firm is again under consideration for Authority work.

Staff will recommend a ranking to the Authority Board of the firms that are qualified to perform Professional Services, along with a designation that indicates the category or type(s) of project(s) for which the firm is qualified. **The Authority Board has final approval of the ranking.**

Competitive Selection

Staff meets and evaluates statements of qualifications and performance data on file or submitted for the specific projects for which each firm (through a letter of interest) has requested to be considered.

Staff conducts discussions with, and may require public presentations by firms that are deemed the most highly qualified to perform the required services. Factors considered by Staff may include: ability of the professional personnel, past performance, willingness to meet time and budget requirements, location of firm, recent/current/projected workloads of the firm, and the volume of work previously awarded to the firm by the Authority. The purpose of this consideration is to effect an equitable distribution of contracts among equally qualified firms, provided that such distribution does not violate the principle of selection of the most highly qualified firms. Staff will recommend a ranking to the Authority Board. **The Authority Board has final approval of the ranking.**

Note: This subsection does not apply to a professional service contract for a project when the fee for professional services is \$less than \$30,000.00.

Negotiation

When authorized by the Authority, the Staff attempts to negotiate a contract and compensation for the Professional Services of the chosen firm. As a part of the negotiation and in making the determination, the Staff conducts a detailed analysis of the cost of the Professional Services required. Staff then reports the negotiated compensation to the Authority for approval.

Should the Staff be unable to negotiate a tentative contract with the most qualified firm at a price determined to be fair, competitive, and reasonable, the negotiations with that firm will be formally terminated. Negotiations with the second most qualified firm will then be undertaken and if it is unable to negotiate, negotiations will be formally terminated. Then negotiations with the third most qualified firm will be undertaken.

Should the Staff be unable to negotiate a satisfactory tentative contract with any of the selected firms, additional firms will be selected in accordance with the section titled "Competitive Selections," above. Negotiations will continue in accordance with this section until an agreement is reached.

A successfully negotiated agreement is subject to approval as to form and legality by Authority Legal Counsel and to final approval by the Authority.

~~Prohibition Against Contingent Fees~~

~~Each contract for professional services must contain a prohibition against contingent fees.~~

Non-exclusion of Public

The public is not excluded from any proceedings under these regulations. Meetings held under this procedure will be announced by posting the time and place of each meeting on Authority bulletin boards.

Inconsistency With the Act

To the extent of any inconsistency between this procedure and the General Statutes of North Carolina, the provisions of the State Statute prevail.

Work Authorizations and Amendments to Consulting Agreements

**Negotiation of
Addenda**

When additional Professional Services which are within the advertised scope of a Consulting Agreement are required from one of the Authority's consultants, the Staff shall commence negotiations with the consultant for such services. The results of such negotiations shall be presented to the Authority for approval. If approved by the Authority, a Work Authorization to the Consulting Agreement authorizing the additional services shall be prepared and circulated for execution. The terms of all Work Authorizations shall include the scope, cost and time of completion for the services to be performed under the Work Authorization.

**Amendments to
Work Authorizations**

When modifications within the scope of a previously issued Work Authorization are required, the Staff shall commence negotiations with the consultant for such services. The results of such negotiations shall be presented to the Authority for approval. If approved by the Authority, an Amendment to the Work Authorization to the Consulting Agreement authorizing the modifications shall be prepared and circulated for execution. The terms of all Amendments shall include the effect of the modifications on the scope, cost and time of completion of the services authorized under the Work Authorization.

**Limits of
Approval**

The Airport Director, or designee has authority to approve, and implement Consulting Agreements, Work Authorizations and/or Amendments to Work Authorizations in amounts not exceeding \$50,000.00, provided funding is available within the Asheville Regional Airport Authority budget. All other Consulting Agreements, Work Authorizations or Amendments shall require the approval of the Authority Board.

**APPROVAL AND
UPDATE HISTORY**

Approval

June 11, 2010 ~~December 11, 2006~~

Supersedes

December 11, 2006, March 15, 2004

OBJECTIVE

To establish an organizational procedure for preparation, acceptance, and execution of and changes to construction and repair contracts and change orders for Authority projects in accordance with the General Statutes of the State of North Carolina and any applicable federal regulations.

METHOD OF OPERATION

Definitions

Act. North Carolina General Statutes 143.

Amendment. A written modification to a Contract modifying the scope of a project previously awarded.

Authority. Asheville Regional Airport Authority.

Bid Package. A set of contract documents defining a particular scope of work to be performed by the contractor during construction.

Change Order. A written modification to a construction and repair contract, approved in the manner set forth below, providing for additions or deletions in the plans, specifications, or scope of work that establishes the basis for additional compensation or credit, if any, and providing, if applicable, for an adjustment in contract time in order to accomplish the modification.

Construction and Repair Contract. A written agreement for construction and repair, remodeling, paving, or, modification entered into between the Construction Contractor and the Authority.

Construction Contractor. A private sector business which is properly licensed to perform the type of construction services required for a construction contract.

Construction Services. Those services provided by a Construction Contractor.

General Consultant. The person(s) or firm(s) selected by the Authority to advise and represent it as its architectural, engineering, or planning consultant(s) in connection with planning, design, and construction matters.

Legal Counsel. The person(s) or firm(s) appointed by the

Authority to advise and represent the Authority in legal matters.

General

These procedures provide guidelines and policy for the development of Authority construction contracts and the approval and disapproval of change orders and amendments to construction contracts.

**Public Announce-
ment and Selection
Procedures**

General

The Staff publicly announces each occasion when Construction Services are required to be procured for a project when the estimated cost for such Construction Services exceeds \$~~35~~500,000.00 except in cases of valid public emergencies so certified by the Authority, or if such project or services are exempted under the Act.

The Staff causes its announcements to be published in a newspaper of general circulation within the Asheville area, and other advertising media which may be appropriate e.g. AAAE (American Association of Airport Executives), ACI (Airport Council International), etc. The advertisement will provide a general description of the project(s) that require Construction Services and define procedures on how an interested Construction Contractor may apply for consideration by the Authority. A list of the project(s) also will be sent by the Staff to each firm that has expressed an interest in being notified.

Prior to any such public announcement for Construction Services under the Act, the Staff will have prepared plans and specifications for the project for which the Construction Services are required.

**Competitive
Selection**

Contracts may be awarded following a publicly advertised sealed bid process or by any other method allowed by any applicable local, state or federal authority. Requests for construction contract awards are reviewed by the Airport Director and included on the agenda of the Authority Board for approval.

A minimum of three bids are required. If three bids are not received, a second advertisement must be made, after which a contract may be awarded if fewer than three bids are received.

Recommendations for award of construction services contracts shall be based upon the lowest, responsive bidder or the most highly qualified proposer, price and other factors considered. **The Authority Board has final approval of the award of a Construction Contract.**

Note: The Public Announcement and Selection Procedures outlined above do not apply to ~~a~~-construction and repair services contract for ~~a~~-projects when the estimated cost of the project is less than ~~\$3500,000.00~~. For contracts under \$30,000.00, no bidding procedures are required. For contracts valued at \$30,000.00 to \$500,000.00, in such case the Informal Bidding Requirements outlined in the Act shall be utilized.

Negotiation

Subject to authorization by the Authority Board, in the event the lowest responsible bid is in excess of the funds available for the project, Staff will enter into negotiations with the lowest responsible bidder making reasonable necessary changes in the plans and specification as may be necessary to bring the contract price within the funds available, and may execute a contract with the bidder if the bidder agrees to the changes.

Contract Preparation

After approval of contract award by the Authority, a contract is prepared and executed by the Authority and the Construction Contractor, and if necessary, Federal or State agency concurrence. The Airport Director or designee issues the notice to proceed at the appropriate time.

Coordination of Project

Upon award of contract and subsequent notice to proceed, the Airport Director, or Designated Project Manager, serves as coordinator of the project.

PROCEDURES FOR CHANGES

Change Order Procedures

A Change Order may be initiated by a contractor's request or the Authority's issuance of a bulletin outlining the description of work, reasons for the change, and the estimated cost. The proposed Change Order request describes the scope of work involved, reason for the change, and the source of funding.

The Airport Director or designee:

1. Coordinates the documentation that describes and details the scope of the change including the estimated cost and time impact, if any;

2. Informs Federal and State agencies, when applicable, of the proposed change to determine funding eligibility for participation or reimbursement;
3. Assigns a Change Order number that identifies both the contract and the Change Order sequential number within that contract;
4. Requests the Administration and Director of Finance and Accounting Department to confirm the source of funds;
5. Approves the Change Order (within limits) or presents the Change Order to the Authority Board for approval, and obtains necessary signatures on the Change Order.

**Limits of Approval of
Contracts and
Change Orders**

The Airport Director is authorized to approve all Construction Contracts and Changes Orders up to \$50,000.00 provided funding is available from a budgeted funding source. Authority approval is required for all Construction Contracts, Amendments, and Change Orders exceeding \$50,000.00, or which involve Federal, State, or other governmental grant-in-aid funds which require such governmental entity's approval.

If an emergency or other urgent situation arises during the performance of a Construction Contract, the Airport Director has authority to approve a Field Change Order for an amount not to exceed \$75,000. Upon approval of a Field Change Order, the Airport Director or designee prepares a Change Order and submits it to the Authority Board for subsequent approval.

The limits of authority for Change Orders and Field Change Orders apply to all work covered by the proposed change. Additional Change Orders or Field Change Orders for the same work will not be separately issued.

The Airport Director or designee advises the Authority Board of all Change Orders so approved ~~by presenting, at each regularly scheduled Authority meeting, a summary sheet listing all Change Orders setting forth the Change Order number, amount, source of funding, description of work involved, reason for the change, effect on the end date of that contractor's contract, and effect on the end date of the project.~~

Payment for Change Unless otherwise set forth in the Construction Contract or

Orders the Change Order, partial payment to the contractor for work done pursuant to the Change Order will be made when work involved is satisfactorily completed.

Insurance Requirements All construction contracts must include by attachment current insurance certificates required in the contract.

Bonds/Deposits Payment and performance bonds (100%) and bid bonds/deposits (5%) are required for all projects valued at \$100,000 or more. The Airport Director or designee has the authority to determine whether payment and performance bonds are required for projects valued at less than \$100,000. Among the factors the Airport Director or designee will use to determine whether bonds will be required are:

- The complexity of the project;
- The reputation of the contractor for performance of work and payment of subcontractors; and
- The dollar value of the contract.

**APPROVAL AND
UPDATE HISTORY**

Approval June 11, 2010 ~~December 11, 2006~~

Supersedes December 11, 2006, March 15, 2004

OBJECTIVE

To describe the normal procedures for Internet usage. The procedure outlines the processes and designates the responsible parties for controlling how the Internet and the Local/Wide Area Networks shall be used.

METHOD OF OPERATION

General Policy

Computer networks and Internet access are available to staff of the Authority. The goal is to promote excellence by facilitating resource sharing, innovation, and communication. To further expand our services to the community, several technologies may be available to the public. It is necessary to regulate the use of such resources to prevent misuse and to clarify the responsibilities of the users. Misuse is defined as any use not consistent with the overall intent and objectives of the Authority.

User Eligibility

Staff is entitled to an individual system account. Request for staff accounts should be made directly to the Airport Director or designee.

Public access to public network systems (such as free internet access via wireless or wired technologies), stand-alone computers, and the Internet are limited to guest login accounts with browse only capability. Guests may save created files on their own diskettes, as space is not provided on local or network storage devices.

Other system accounts may be provided to persons or organizations not included above, provided that account use is consistent with the mission of the Authority and have merit. Requests or accounts must be approved by the Airport Director or ~~his/her~~ designee.

Regulations

The network or individual communication system will remain in operation during the Authority's normal business hours and at other times, unless there are hardware/software malfunctions or maintenance requirements. Shutdowns for extended periods of time will be announced.

A system account name and password will be issued to eligible users. A password may be replaced upon proper validation of user identity.

An electronic mailbox (Email) or user sub-directory will be provided. Internet Email capability is reserved for

administration and staff of the Authority. Users are advised that electronic mail is not a secure method of transmission. There is no guarantee that only the recipient will see any Email message. Caution should be exercised when sending personal information such as credit card numbers, social security numbers, etc. Per NC General Statutes 132 and 121, E-mail is defined as a public record.

Do not send confidential information.

Staff accounts are removed when employment ends. All files ~~and Email~~ will be erased when the account is removed.

Only the Airport Director or ~~his/her~~ designee may install programs after thorough inspection for virus(es), malware, spyware and copyright violation(s).

Only the Airport Director or ~~his/her~~ designee may approve the use of non-Authority owned or managed hardware or software on Authority network.

System Monitoring

Privacy – In order to enforce the policies and procedures herein, the ~~Authority's~~ Airport Director or ~~his/her~~ designee is permitted to monitor all activity on the computing facility network or stand-alone equipment for which they are responsible. The staff will strive to protect the privacy of the user. Staff may search the file systems of computer hardware for violations as specified in the section "System Monitoring" below. When there is evidence of a possible violation, they may view user files, read Email, monitor keystrokes and screens, and observe user activities in accordance with this policy.

This statement serves as notice to all users that regular monitoring of system activities will occur. Only the Airport Director or ~~his/her~~ designee may perform such monitoring.

The following information shall be monitored by the ~~Authority's~~ Airport Director or ~~his/her~~ designee:

- Local Area Network/Wide Area Network (LAN/WAN) System log files containing information pertaining to all processes executed on the system.
- LAN/WAN System directories, temporary storage areas, work areas and all areas outside the users' home sub-directories and Email files.

- Email messages with invalid recipient or sender fields.
- All directories regarding the presence of non-essential and "hidden" files.
- Unsuccessful attempts to log into a LAN/WAN system account.
- Attempts to disguise the source of Email. Any activity which, in the opinion of the staff, appears to compromise the security or integrity of a computer's operating system.
- Relevant information regarding a complaint brought by another user.

Prohibited Activities

Unauthorized usage and the use of profanity or sexually explicit material are prohibited. Violation of these rules ~~shall~~ may result in immediate termination of the account and disciplinary action, up to and including termination of employment as stated in the Human Resources Policies and Procedures.

Removal of access privileges may be reviewed by the ~~Authority's~~ Airport Director or designee. Decisions shall protect laws, privacy, data, system operations, and equipment.

If the unauthorized usage involves activities which are considered harmful or damaging to others or illegal, the computer system, network, or another computer (includes elements listed in North Carolina General Statutes 14-454 and 14-455), the account will be terminated immediately and the user investigated for criminal liability.

"Misuse" includes, but is not limited to, the following activities:

- Attempting to modify computer equipment or a computer's operating software, including terminals, communication devices, or other peripherals, or to deny access to such equipment to other users.
- Using an account for a purpose for which it was not intended, i.e., personal or commercial enterprises not consistent with the mission of the Authority, or allowing

such use by other individuals.

- Using the LAN/WAN system account of another person.
- Attempting to read, alter, change, execute, or delete electronic files belonging to another user.
- Violating property rights and copyrights in data and computer programs or violations of other intellectual property rights, i.e., software piracy.
- Creating or introducing self-replicating messages, programs, chain letters, viruses, malware, spyware or any other action which purposely destroys or alters data and system files, or consumes excessive amounts of computer system resources.
- Sending, forwarding, or returning harassing, "flaming," libelous, threatening, or profane Email.
- Sending Email fraudulently, i.e., by misrepresenting the identity of the sender.
- Using a "loophole" in a computer's operating system or a privileged password to damage a computer system or to gain access to a system or resource.
- Using the Authority's facilities to gain unauthorized access to computer facilities that are off-site.
- Intentionally using an excessive amount of resources, such as processing time or disk space, without permission of the Airport Director or designee.
- Interfering with the proper functioning of the LAN/WAN computer system(s) or impinging on another user's rights.
- Using the Authority's equipment to infringe on copyright laws, to make illegal copies, printouts, or duplicates of art, programs, or files, without proper authorization from the legal creator or owner.
- Creating or introducing games, network communications programs, or any foreign program onto any computer system in the Authority's LAN/WAN system.

Computer misuse shall be reported to the Airport Director for appropriate disciplinary action. All disciplinary actions instituted for computer misuse shall be consistent with current policies, procedures, which may result in disciplinary action, up to and including termination of employment. The Authority reserves the right to proceed criminally or civilly against the violator for alleged misuse of current applicable state, federal, or local laws.

**APPROVAL AND
UPDATE HISTORY**

Approval June 11, 2010 ~~March 15, 2004~~

Supersedes March 15, 2004

OBJECTIVE To prescribe the range of incentive options available for air service development for the Asheville Regional Airport Authority (Authority).

METHOD OF OPERATION

INTRODUCTION In an effort to stimulate air carrier growth and provide an incentive to incumbent and new entrant airlines for the addition of new air service at the Asheville Regional Airport (Airport), the Authority should establish a range of incentive options that it will make available. This policy provides the parameters within which Staff will be able to negotiate air service development on behalf of the Authority.

INCENTIVE PROGRAM For a new nonstop service to one on Asheville's top 20 destinations based on US Department of Transportation data or a new hub destination, the following range of options will be available for use in negotiating air service development at the Airport with current and prospective air service carriers

- Marketing and advertising of the new service up to \$150,000.00
- Waiver of the following fees/rents for a period of up to 12 months:
 1. Landing fees for the new service.
 2. Rental fees for new or expanded preferential lease space (ticket counter, queue and office space).
 3. Rent or common use areas (baggage claim, lower or upper level passenger boarding lounges, aircraft apron, loading bridges, etc.).
 4. Airport imposed security fees.
 5. Fees for shared terminal equipment for passenger processing.
- Assistance with Airport facility improvements and/or equipment purchases may be negotiated on

a case by case basis.

For increased capacity/passengers to an existing nonstop or hub destination, the following range of options will be available for use in negotiating air service development at the Airport with current air service carriers:

- Marketing and advertising of the new service up to \$50,000.
- Waiver of the following fees/rents for a period of up to 12 months, which will be based on the increased capacity/passengers using a rolling two (2) year average for each category unless the air service carrier has provided service for less than two (2) years:
 1. Landing fees for the expanded portion of the service.
 2. Rental fees for expanded preferential lease space (ticket counter, queue and office space) as a result of the expanded service.
 3. Rent for common use areas (baggage claim, lower or upper level passenger boarding lounges, aircraft apron, loading bridges, etc.) related specifically to the expanded service.
 4. Airport imposed security fees.
 5. Fees for shared terminal equipment for passenger processing.

REQUIREMENTS

For those incentives identified under the "Incentive Program" section of this policy, a formal contract is not required. However, Staff will codify the arrangement and provide air service entity with a written outline of the incentives that have been negotiated and approved.

If a revenue guarantee or other cash incentive is provided, a formal contract between the Authority and air service entity

must be executed.

APPLICABILITY

This policy applies to both incumbent and new entrant commercial or scheduled charter air service entities utilizing the Airport and desiring to provide new or expanded non-stop or hub service. The incentive options outlined above are based on new year round daily service being provided. Seasonal and/or charter service may be eligible for incentives as determined by Staff.

The Authority budgets for air service incentives annually. Therefore, once the Authority budgeted funds are exhausted for a given fiscal year further incentives may not be available until the next fiscal year.

**RIGHT TO AMEND
POLICY**

The Asheville Regional Airport Authority reserves the right to adopt such amendments to this policy from time to time as it determines is necessary or desirable to reflect current trends of airport activity for the benefit of the general public or the operation of the Airport.

**APPROVAL AND
UPDATE HISTORY**

Approval

April 13, 2007

Supersedes

December 18, 2000, May 17, 2004, October 18, 2004, January 24, 2005

OBJECTIVE To promote and enhance the quality of Commercial Ground Transportation, the public convenience, the safe and efficient movement of passengers and their luggage to and from the Airport.

METHOD OF OPERATION It is necessary for the maintenance, operation, regulation and improvement of the Airport that Commercial Ground Transportation be regulated for the safe and efficient use of the Airport's limited space and facilities, particularly the limited space at curbside in front of the Terminal Building; to enhance safety and reduce congestion in front of the Terminal Building; and to make the Airport as self-sustaining as possible.

Definitions The following words, terms and phrases shall have the meanings herein given, unless otherwise specifically defined:

Airline Personnel Transportation Service. The transportation, on a recurring basis, of airline employees (including but not necessarily limited to pilots and flight attendants) to or from the Airport pursuant to an agreement between an airline and an Operator, whether such agreement is written or oral or a combination thereof.

Commercial Ground Transportation. Any and all of the following: the act of providing the carriage of, airport users, passengers or luggage in a Commercial Vehicle to or from the Airport, including but not limited to the Terminal Building or the premises of any fixed base operation; the act of using a Private Vehicle to provide Commercial Ground Transportation to or from the Airport for the owner or other person in possession thereof, when such owner or other person is engaging in air travel, and when the Private Vehicle is to be placed in a commercial off-Airport parking lot or facility; the transportation, on a recurring basis, of airline employees (including but not necessarily limited to pilots and flight attendants) to or from the Airport pursuant to an agreement between an airline and an Operator (whether such agreement is written or oral or a combination thereof).

Commercial Ground Transportation Operator ("Operator"). Any partnership, corporation, limited liability company, enterprise, person, or other entity engaged in any type or form of Commercial Ground Transportation. (For purposes of gender, the word "it" when used in lieu of the

"Operator" in this Policy shall be deemed to also include "he and "she".)

Commercial Vehicle. Any vehicle, other than a Private Vehicle, which transports passengers, with their luggage (if any), to or from the Airport, and it includes specifically Courtesy Vehicles, Limousines and Taxicabs; and any vehicle which is used by an Operator for the provision of Airline Personnel Transportation Service or Luggage Transportation Service.

Courtesy Vehicle. A Commercial Vehicle of any size, with or without a meter, which is operated by, for, or for the benefit of, on behalf of, or pursuant to any contractual arrangement with a hotel, motel, off-Airport rent-a-car business, camp or off-Airport Parking lot or facility.

Limousine. A Commercial Vehicle that carries fifteen or fewer passengers for a fare, not determined by a meter.

Loading Area. A space or spaces designated by the Airport Director, or the Director of Operations and Maintenance on the Terminal Building Curbside for the loading of Commercial Vehicles.

Luggage Transportation Service. The transportation, on a recurring basis, of luggage from the Airport pursuant to an agreement between an airline and an Operator, whether such agreement is written or oral or a combination thereof.

Park or to be Parked. To put or leave or let a Commercial Vehicle stand or stop in any location on the Airport, whether the driver thereof leaves or remains in such vehicle, when such standing or stopping is in a place other than a parking space in a public parking lot and is not required: by a traffic control device, the Director of Operations and Maintenance, a Public Safety Officer, or designee, or conditions beyond the control of the driver; or to enable a passenger, with his or her luggage (if any), to get into or out of such Commercial Vehicle.

Pre-reservation. A passenger reservation, accommodation or arrangement for Commercial Ground Transportation made, provided for or arranged prior to the Commercial Vehicle's entry onto the Airport.

Private Vehicle. A vehicle which transports a person or persons to or from the Airport at no charge, either direct or

indirect, to such person or persons or to any other person or entity. A vehicle which is operated by, for, or for the benefit of, on behalf of, or pursuant to any contractual arrangement with a hotel, motel, off-Airport rent-a-car business, camp or off-Airport parking lot or facility, and which carries passengers with Pre-reservations is not a Private Vehicle.

Solicitation. Either directly or indirectly, actively or passively, and at the Airport, to ask, request, seek or try to obtain a passenger or passengers for Commercial Ground Transportation.

Taxicab. A Commercial Vehicle that carries fifteen or fewer passengers for a fare, determined by a meter.

Bidding Option

The Authority may from time to time request bids for the carriage of passengers, with their luggage (if any), in a Commercial Vehicle to or from the Airport. In addition, the Authority may from time to time enter into an agreement with the successful bidder ("Contract Operator") for such specific Commercial Ground Transportation; and in its sole discretion, and without bidding, the Authority may, from time to time, award an agreement to a Contract Operator for such specific Commercial Ground Transportation. No such agreement (whether awarded with or without bidding) shall be exclusive. The Contract Operator's rights are non-exclusive, and the Authority has, and shall continue to have, the absolute right to enter into agreements with third parties for such specific Commercial Ground Transportation, and such agreements may be on the same or different terms than those set forth in any other agreement.

Nothing in an agreement with the Contract Operator or this Policy prohibits or restricts the City of Asheville, the Asheville Transit Authority or any other governmental agency, department or subdivision from providing mass transportation services.

Loading Areas

The Loading Area (which shall be designated from time to time by the Airport Director, the Director of Operations and Maintenance, or their designee) shall be used by all Commercial Vehicle Operators

Except for Commercial Vehicles of the Contract Operator or except as may be permitted from time to time by a written agreement with the Authority or by the Airport Director, the Director of Operations and Maintenance, or designee, no Commercial Vehicle shall be Parked on the Airport. The

Airport Director may establish at his/her sole discretion an area on Airport Property for a Commercial Airport Ground Transportation holding lot. The Airport Director may also waive the permitting requirements for such Operators as seasonal or specific delivery companies at his/her sole discretion if in his judgment it is in the best interest of the Airport Authority.

Solicitation

The Operators and the Contract Operator shall not engage in Solicitation.

Passenger Contact

When on Airport Property for the purpose of making contact in or about the Terminal Building with a passenger who has a Pre-reservation, an Operator may make contact with such passenger only in the area designated as the "Contact Area" ~~on Exhibit A, which is attached hereto and incorporated herein. The requirement for the contact area is subject to change from time to time by the Airport Director, Director of Operations and Maintenance, or designee, and is not intended to allow unattended vehicles. Passenger assistance may be granted beyond the contact area by the Guest Services Coordinator only if arranged in advance by the driver.~~ If the Operator wishes to display a placard or sign in order to contact such passenger, placard or sign may only set forth thereon the name of the passenger and/or the name of the passenger's organization, association or company. The name, logo type, emblem or symbol of the passenger's destination may be included on a placard or sign when the Operator also identifies at least the event or name of the individuals they intend to transport and verification of a pre-reservation can be obtained. Airport Operations and/or the Department of Public Safety shall have the right to restrict the Operator from displaying a placard or sign at their sole discretion. The vehicle operator may not leave their vehicle unattended at any time other than in areas designated by the Airport Director, the Director of Operations and Maintenance, or designee.

Statement of Information

Each Operator shall forthwith deliver to the Airport Director, the Director of Operations and Maintenance, or designee at his/her office a written statement verified and acknowledged in writing by an officer of the Operator (if a corporation), member or managing member (if a limited liability company), general partner (if a partnership) or owner, stating the Operator's full legal name, assumed name (if any), street address, mailing address, emergency contact (available at all times), telephone number and facsimile number. An updated replacement statement shall be

delivered to the Airport Director, the Director of Operations and Maintenance, or designee, no later than July 1st of each calendar.

**Commercial
Vehicle/Driver
Identification and
Standards**

All Commercial Vehicles shall be clearly identified by at least the Operator's name, assumed name or logo. Each Operator shall deliver to the Airport Director, the Director of Operations and Maintenance, or designee, at his/her office a written list verified and acknowledged in writing by an officer of the Operator (if a corporation), member or managing member (if a limited liability company), general partner (if a partnership), or owner, stating the license plate number, model, year, color and markings (such as a name, logo, telephone number, emergency contact (available at all times), and so forth) of each Commercial Vehicle. Vehicle and driver inspections may be conducted from time to time for Taxicab and On-Demand Shared Ride Services in order to provide a standard for Commercial Vehicles and drivers. The Director of Operations and Maintenance shall have the Authority to set standards, or a combination thereof, as agreed upon through the Airport Ground Transportation Association, Carolinas Parking Association, North Carolina Association of Transportation Regulators, and as set forth in the Recommendations for North American Airport Ground Transportation Standards that are adopted from time to time. If the Commercial Vehicle is used in the provision of Airline Personnel Transportation Service or Luggage Transportation Service, this list shall also state, with the license plate number, the date on which the annual permit fee (which is referred to below) was paid to the Authority. An updated replacement list shall be delivered to the Airport Director, the Director of Operations and Maintenance, or designee, no later than July 1st of each calendar year; and if a Commercial Vehicle is obtained or utilized after July 1st, the Operator shall forthwith provide to the Airport Director, the Director of Operations and Maintenance, or designee, at his/her office a written notice thereof, stating the information.

Violations

While at the Airport, the Commercial Vehicles and the drivers thereof shall be subject to traffic-control directions by the Airport Director, the Director of Operations and Maintenance, Airport Operations Supervisors, Maintenance Supervisor, Airport Public Safety Officers, and other law enforcement officers. The Department of Public Safety will continuously monitor for unattended vehicles, Policy, and Rules and Regulation Violations on the Airport, and will provide enforcement to ensure this requirement meets

security guidelines as may change from time to time. Further, Public Safety Officers, and Authority Management may issue Violation Notices, and fines in accordance with the Authority Rules and Regulations for violations of this policy.

In the event that an Operator or one of its drivers violates any provision of this Policy or the Authority's Rules and Regulations, the Airport Director, the Director of Operations and Maintenance, or designee may prohibit the Operator or the driver, or both of them, from entering upon the Airport property to provide Commercial Ground Transportation for a period not exceeding ten (10) days and impose a fine in accordance with the Authority's Rules and Regulations. In the event that an Operator or one of its drivers violates any provision of this Policy within ~~sixty-ninety~~ (690) days of a previous violation, the Airport Director, the Director of Operations and Maintenance may in his/her sole discretion prohibit the Operator or the driver, or both of them, from entering upon the Airport property to provide Commercial Ground Transportation for a period not exceeding thirty (30) days and impose a fine in accordance with Authority's Rules and Regulations. If after the third offense, the Operator or one of its drivers violates any provision of this policy within the remainder of the permit year, or within ~~ninety-one hundred eighty~~ (18090) days of the previous violation, the Airport Director may in his/her sole discretion prohibit the Operator or the driver, or both of them, from entering upon the Airport to provide Commercial Ground Transportation for a period not exceeding six (6) months, and impose a fine in accordance with the Authority's Rules and Regulations. Before the imposition of such a prohibition, the Operator and the driver will be given the opportunity to appear before the Airport Director at an informal hearing, in order to present information and evidence in opposition to such a prohibition. A letter must be sent to the Airport Director by certified mail within five (5) business days stating the reasons for the appeal. The Airport Director will respond to the appeal within thirty (30) days with a final decision. In the event that the Operator or one of its drivers do not request an appeal in writing within five business days, the Operator, driver or both shall immediately cease operation on Airport Property as originally notified by the Airport Director. (This provision is in addition to, and not in limitation of, the Authority's other rights and remedies.)

Annual Permit Fee

An annual permit fee shall be paid by each Operator which is engaged in the provision of Commercial Ground

Transportation, including Airline Personnel Transportation Service, Luggage Transportation Service or any other vehicle engaged in transporting airport passengers with pre-reservations or their luggage. This annual permit fee shall be paid to the Authority at the Authority's office in advance and no later than July 1st of each Permit Year. This annual permit fee shall be for a period of twelve (12) months, commencing on July 1st and ending on June 30th. No annual permit fee or portion thereof shall be refundable in the event that an Operator discontinues such Commercial Ground Transportation or a Commercial Vehicle is no longer utilized.

The annual permit fees effective on the adoption of this policy are as follows:

- a. A \$50.00 permit fee for each Commercial Vehicle, or
- b. A "company" permit fee of \$500.00 shall apply to the permitting of ten (10) or more Commercial Vehicles by a single company or \$1,000.00 for an owner of two (2) or more companies.

The Authority may from time to time change the amount of the permit fee, with due regard to such matters as, for example, the Authority's property and improvements and the costs thereof, and the Authority's operational and maintenance expenses.

An airline shall forthwith provide to the Authority a copy of any agreement between the airline and an Operator relative to Airline Personnel Transportation Service or Luggage Transportation Service. If the entire agreement is not in written form, the airline shall provide to the Authority a written summary of the agreement, current insurance certificate in the appropriate amounts, the names of the contract parties and sub-contract parties (if any) the term of the agreement, and all consideration from the airline to the Operator by July 1st, or the permit application may be denied.

Compliance

The Operators and the Contract Operator shall comply with all Airport Policies and Procedures, Rules and Regulations, applicable laws and regulations of the State of North Carolina and the United States of America and their respective agencies, departments and subdivisions. All fines must be paid and the operator must be in good standing with the Authority, or the permits in effect will be suspended

until the operator pays all fines and corrects any and all deficiencies, including, but not limited to vehicle inspections.

**RIGHT TO AMEND
POLICY**

The Asheville Regional Airport Authority reserves the right to adopt such amendments to this policy from time to time as it determines is necessary or desirable to reflect current trends of airport activity for the benefit of the general public or the operation of the Airport.

**APPROVAL AND
UPDATE HISTORY**

Approval

June 11, 2010 ~~January 24, 2005~~

Supersedes

January 24, 2005, March 15, 2004; September 15, 1997; December 1, 1991; July 16, 1990; September 22, 1986; Enacted, June 23, 1986

OBJECTIVE

To promote and enhance public convenience and order, the efficient movement and control of passengers and traffic to and from the Airport, and the efficient and safe use of the Airport's limited space and facilities, particularly the limited space at curbside in front of the Terminal Building; to help pay for the maintenance, operation and improvement of the Airport; to enhance the financial stability and viability of the Authority; to help make the Authority as self-sustaining as reasonably possible; and to foster competition among rent-a-car businesses.

METHOD OF OPERATION

It is necessary for the maintenance, operation, regulation and improvement of the Airport that this Regulation be enacted with respect to off-Airport rent-a-car businesses which derive commercial benefit from the use of the Airport or its facilities.

Off Airport rent-a car businesses use the Airport and its facilities for private business and commercial interests and purposes without having leases, agreements or concession contracts with the Authority or licenses from the Authority.

Definitions

The following words, terms and phrases shall have the following meanings:

Off Airport Rent-A-Car Business means engaging in the rental and/or short-term leasing of vehicles by an "off Airport rent-a-car business operator". (As used in this Regulation, the words "short term" shall mean a period of forty or less consecutive days.)

Off Airport Rent-A-Car Business Operator (Operator) means any partnership, corporation, enterprise, person or other entity which or who engages in the rental and/or short-term leasing of vehicles and which does not have a lease, agreement or concession contract with, or a license from, the Authority granting the privilege of having an office or offices, counter space, or any other facility on the Airport from which to conduct its rent-a-car business. (For purposes of gender, the word "it" as used in this Regulation in lieu of the word "Operator" shall be deemed to include "he" and "she".)

Gross Receipts means all fees and charges from all of the Operator's business originating on, at, from and with respect to the Airport (including but not limited to reservations made through travel agencies and reservations made by telephone, facsimile, telegraph and other means of communication, and including but not limited to all base, time and mileage fees and charges from the Operator's customers for the rental of vehicles and the short-term leasing of vehicles), plus all premiums and other fees and charges (regardless of how they may be denominated) for personal accident insurance coverage, personal effects insurance coverage, personal effects protection insurance coverage, liability insurance supplement, additional liability insurance coverage, and other types and kinds of insurance coverage's and policies (regardless of how they may be denominated, regardless of parties covered, and regardless of the risks insured against), plus all sums for insurance waivers, collision damage waivers, and loss damage waivers, whether cash or credit, and whether collected or uncollected. (As used in this Regulation, the words "short term" shall mean a period of forty or less consecutive days.) Gross Receipts do not include the following: sales taxes which are separately stated on the Operator's vehicle rental agreements and vehicle short-term leasing agreements, and which the Operator collects and remits separately to a government taxing authority; gasoline refueling service fees which are paid by customers upon the return of vehicles to the Operator, for gasoline pumped into the vehicles after their return to the Operator; compensation received by the Operator from customers and insurance carriers in payment of actual damages to, or the destruction or theft of, vehicles and other personal property of the Operator; and compensation received from any final commercial sale of a vehicle or other personal property of the Operator or an unrelated third party (provided that the Operator does not regain or retain any title, right, interest or ownership in or to the vehicle or other personal property).

For the purposes of this definition of "Gross Receipts", it shall be presumed that, if a customer's business address or residential address is beyond a radius of fifty miles from the Airport, all charges and sums (as identified above in this paragraph) relative to such customer are to be included in the Gross Receipts; and the burden shall be upon the Operator to rebut this presumption by clear and convincing documentation.

Park or The parking of means to put or leave or let a vehicle stand or stop in any location on the Airport (including but not limited to the Airport's short-term pay parking lot, the Airport's long-term pay parking lot, and the premises of a fixed base operator), whether the driver thereof leaves or remains in such vehicle, when such standing or stopping is not required: by a traffic control, a Public Safety Officer, Airport Director, the Director of Operations and Maintenance, or designee, or conditions beyond the control of the driver; to enable the driver to enter the Terminal Building in order to locate a customer who has a pre-existing reservation for the rental or short-term leasing of a vehicle; or to enable a passenger, with his or her baggage (if any), to get into or out of such vehicle. (Nothing herein shall be deemed to authorize the parking of any vehicle in an otherwise restricted or prohibited area at the Airport.)

Solicit means, either directly or indirectly, actively or passively, and at the Airport, to ask, request, seek or try to obtain a customer or customers for an Operator.

Bidding Option

None

Loading Areas

Commercial Curb or as otherwise specified by the Airport Director, the Director of Operations and Maintenance, or designee.

Solicitation

No Operator or any of its employees or agents shall solicit business while at the Airport.

Statement of Information

On or before January 10th of each calendar year, each Operator shall deliver to the Authority at the Airport Director's office a written and legible statement setting forth the following information: the Operator's full legal name, assumed name, street address, mailing address, telephone number and facsimile telephone number; and an itemize description of each vehicle which is to be used at the Airport in the Operator's off-Airport rent-a-car business (which description shall include each vehicle's license number, state of registration, make, model, color and year). If any of this information changed during the year after the delivery of this statement (including but not limited to the deletion or addition of a vehicle), a supplemental written and legible statement shall be forthwith delivered to the Authority at the Airport Director's office.

**Commercial Vehicle
Identification**

Annual Permit Fee

By reason of the nature of their business activities and the relationship between such business activities and passengers arriving at and departing from the Airport, off-Airport rent-a-car business operators ("Operators") conduct a significant portion of their businesses on, at, from and with respect to the Airport, and in so doing, they use the Airport and its facilities in furthering their own business and commercial interests and purposes, for which privilege a reasonable privilege fee ("Fee") should be paid to the Authority.

In establishing the Fee, as set forth below, due regard and consideration has been given by the Authority to, among other things, the value of the Airport and its facilities which are used by the Operators, and the Authority's expenses for the maintenance, operation and improvement of the Airport and such facilities.

As a consequence of the Operators carrying out their business activities, additional vehicular and pedestrian traffic is created at the Airport, which, among other things, increases the need to regulate traffic.

Monthly Fees

In view of the above findings and with due regard for the facilities at the Airport and the maintenance, operation, regulation and improvement thereof, the Fee, as set forth below, is reasonable, necessary and proper.

Each Operator shall pay to the Authority at the office of the Authority's Airport Director ("Airport Director") a Fee for each calendar month, which Fee shall be payable on or before the twentieth day of each month for the previous month, ~~commencing January 20, 1992 for the month of December, 1991.~~ The Fee due each month shall equal 7.5% of the Gross Receipts during the previous month; provided that, if at any time during such previous month an Operator parks, or permits the parking of, a vehicle or vehicles (which are intended for, or which are utilized for, rental or short-term leasing purpose or purposes) in the Airport's short-term pay parking lot or in the Airport's long-term pay parking lot or on the premises of a fixed base operator located on the Airport, the Fee due for the month shall equal 10% of the Gross Receipts during such previous month. ~~(As of December 1, 1991, there are two fixed base~~

~~operators located at the Airport, that is, Asheville Jet, Inc. and Piedmont Aviation Services, Inc.~~

Reporting

On or before the twentieth day of each month, ~~commencing on January 20, 1992 for the month of December, 1991,~~ each Operator shall deliver to the Authority at the Airport Director's office a written and legible report ("Report") for the previous month's Gross Receipts in such detail, form and manner as directed by the Airport Director from time to time. The Reports shall be certified by an authorized representative of the Operator.

In addition to these Reports, each Operator shall, within ninety days after the close of each of the Operator's fiscal or calendar years, deliver to the Authority at the Airport Director's office a certified yearly financial statement from the Operator's accountant, stating the amount of the Operator's Gross Receipts during such year. This statement shall be verified and acknowledged in writing by an officer of the Operator (if a corporation), general partner (if a partnership) or owner. Upon the Authority's request, the Operator shall deliver to the Airport Director copies of all working papers supporting this statement.

In addition to these Reports and certified yearly financial statements, each Operator shall keep legible and accurate books of account and records (including but not limited to invoices, sales slips, customer credit records, and North Carolina sales tax reports) covering its off-Airport rent-a-car and its Gross Receipts, and each such book of account and record shall be safe-guarded by the Operator for a period of not less than five years.

Should the Authority elect from time to time to audit the reports, or any of them, each Operator shall provide the Authority and its representatives unlimited access to all such books of account and records, which shall be made available upon the Authority's request, and which may be examined and copied by the Authority and its representatives. Also, upon the Authority's request, the Operator shall make personnel available to explain any information or entry set forth therein. If an audit discloses that the Reports then

being audited understated the Operator's Gross Receipts by 2% or more, such Operator shall forthwith reimburse the

Authority for all costs and expenses of the audit. In addition to all of the other rights and remedies of the Authority, all portions of the understated amounts due to the Authority as Fees shall be paid immediately, with interest at the highest legal rate.

Compliance

The following additional provisions are applicable to the Operators:

Nothing in this Regulation bestows or grants to any Operator any exclusive privilege.

The Authority has, has had, and shall continue to have the absolute right to develop, expand, improve and renovate the Airport (including but not limited to the Terminal Building), regardless of the desires or views of any Operator and without interference or hindrance from any Operator; and the Authority may continue to so develop, expand, improve and renovate the Airport.

All of the employees and agents of each Operator shall be courteous at all times while at the Airport, and they shall not use improper language or act in a loud, boisterous or otherwise improper manner while at the Airport

The use of an illicit drug or the drinking of an alcoholic beverage by any of the Operator's employees or agents while at the Airport is prohibited.

The vehicles made available by each Operator shall be maintained in good operator order, free from known mechanical defects.

Each Operator shall comply with all federal, state and local laws, ordinances, rules and regulations applicable to the conduct of its business at the Airport.

Each Operator shall comply with all of the Authority's current and future regulations and policies concerning the operation and use of the Airport.

If so authorized by the Authority from time to time, each Operator may use in common with other provides of rent-a-car services or other Operators a passenger loading and unloading temporary parking area, which use shall be in accordance with all directives (if any) of the Airport Director, [the Director of Operations and Maintenance, or Designee.](#)

The Authority shall not be responsible for snow or ice removal from any such temporary parking area.

Each Operator shall indemnify the Authority and its present and future officers, members, Airport Director, employees and agents harmless at all times in the future for, against and from all claims, demands, judgments, settlements, damages, losses, costs and expenses (including but not limited to attorneys' fees) which related to or arise out of the conduct of the Operator's business at the Airport or the use or operation of any of the Operator's vehicles.

Each Operator shall purchase and maintain comprehensive general liability insurance coverage in at least the amount of \$1,000,000 relative to its acts and omissions at the Airport. The Authority and its present and future officers, members, Airport Director, employees and agents shall be named as additional insured's under such policy.

Each Operator shall forthwith deliver to the Airport Director a certificate of the above insurance coverage. The certificate shall provide that the coverage referred to therein shall not be terminated, modified or renewed until the Authority has received thirty days written notice thereof. In the event that an insurance carrier should terminate, modify or not renew the above insurance coverage, the Operator shall immediately contract with another insurance carrier to provide the requisite coverage and shall immediately deliver to the Airport Director a replacement certificate.

The above coverage shall be written through an insurance carrier or carriers which are qualified to do business in the state of North Carolina.

The Operators may use in common with others the authority's roads and driveways, unless otherwise restricted.

Each Operator is an independent contractor, and no Operator is the agent, partner or employee of the Authority.

If any of the provisions of this Regulation, or any portion thereof, shall contravene or be invalid under the laws or regulations of the State of North Carolina or the United States of America, or any of their respective agencies, departments or subdivisions, such contravention or invalidity shall not invalidate the whole Regulation, but this Regulation

shall be construed as if not containing the particular provision, or portion thereof, held to be in contravention or invalid, and the rights and obligations of the Operators and the Authority shall be construed accordingly,

North Carolina shall govern and apply to this Regulation.

Violations

In the event that the Authority employs an attorney for the collection of any unpaid Fee, or portion thereof, the Operator shall pay to the Authority the sum of 15% of the outstanding balance as reasonable attorney's fees for services rendered to the Authority in that regard.

**RIGHT TO AMEND
POLICY**

This Regulation may be amended from time to time by the Authority.

**APPROVAL AND
UPDATE HISTORY**

- | **Approval** [June 11, 2010](#) ~~[December 11, 2006](#)~~
- | **Supersedes** [December 11, 2006,](#) December 1, 1991; January 20, 1992, August, 17, 1992



MEMORANDUM

TO: Members of the Airport Authority

FROM: Kevin E. Howell, Director of Properties & Development

DATE: June 11, 2010

ITEM DESCRIPTION – New Business Item C

Approval of Scope of Services and Fees for Extended Contract Administration and Resident Project Representative Services for the A Gates - Terminal Improvements and Renovation Project with RS&H

BACKGROUND

At the June 12, 2009 Authority Board meeting, the Board approved a scope and fee proposal with RS&H for contract administration (CA) and resident project representative (RPR) services on the A Gates Project. The total fee was based on a combination of lump sum and hourly not-to-exceed methods. The total value was \$747,308. The contract time for this construction project was 330 calendar days and the RS&H scope and fee was based on the same timeline and included an additional amount of time for punchlist and close out tasks.

To date, the project has experienced several delays primarily due to unforeseen structural conditions in the building (not noted on previous as-builts), additional coordination with TSA for checkpoint modifications, and winter weather that exceeded historical averages. As a result the contractor has been awarded 128 additional calendar days to the construction contract.

Therefore the existing contract with RS&H will run out prior to the new completion date of the project and the project will not have adequate professional services or inspection services without an extension.



ISSUES

The attached proposed scope and fee by RS&H for the extension of services is based on the same methods as the first CA / RPR contract. The proposed fee totals \$134,568.00 and approval of this professional service agreement requires approval by the Airport Authority Board.

ALTERNATIVES

None recommended at this time.

FISCAL IMPACT

The current CA / RPR contract in the amount of \$747,308 is funded by a combination of funds from the stimulus grant and a portion of airport funds which are scheduled for future AIP reimbursement at 95%.

The new proposed fee for extension of CA/ RPR services totals \$134,568. Staff proposes to fund the new fee with a combination of deleting allowances in the original construction contract and securing additional funds from the FAA to assist with covering the unforeseen conditions and extensions. Staff has already begun discussions with FAA ADO staff on additional funds, but we will not know the exact amount available until later in the month of June.

Through a combination of the funding plan outlined above, the CA / RPR extension contract will not require any additional funding from the overall Board approved amounts for this project.

RECOMMENDED ACTION

It is respectfully requested that the Authority Board resolve to (1) approve the Scope of Services and Fee Proposal with RS&H not to exceed the amount of \$134,568.00; and (2) authorize the Airport Director to execute the necessary documents.

Attachment

Consultant Scope of Services

Asheville Regional Airport Authority

Scope of Services Number #6 for Professional Consulting Services, as referenced in the Professional Consulting Agreement between the Asheville Regional Airport Authority and RS&H Architects-Engineers-Planners, Inc., dated September 2, 2008.

Project: Terminal Building Renovation and Expansion

Scope of Services: See Attachment A

Consultant Team: RS&H, Hutchinson-Biggs (Surveying), Froehling & Robertson (Geotechnical), PMCM2 (RPR)

Schedule: See Attachment A

Project Budget: \$8,789,406.00

Fees: Basic Services – Lump Sum amount of \$71,568
Special Services – Not-to-Exceed amount of \$63,000 (labor billed hourly plus expenses at cost)

Authority:

Asheville Regional Airport Authority

Consultant:

RS&H Architects-Engineers-Planners, Inc.

By: _____
Lew Bleiweis, A.A.E.
Airport Director

By: _____
Title: _____

Date: _____

Date: _____

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

Finance Manager

Asheville Regional Airport Authority

Terminal Building Renovation and Expansion

AVL Task Order 06

PROJECT PROPOSAL

TERMINAL BUILDING RENOVATION **ADDITIONAL CONSTRUCTION** **ADMINISTRATION** **AND RESIDENT PROJECT** **REPRESENTATIVE SERVICES** **BASE BID AND ALTERNATES 1, 2 & 3**



Improving Your World

RS&H Architects-Engineers-Planners, Inc.

8008 Corporate Center Drive

Suite 410

Charlotte, NC 28226

By: William Sandifer, Vice President

May 24, 2010

**ASHEVILLE REGIONAL AIRPORT AUTHORITY
PROJECT PROPOSAL / PROJECT WORK SCOPE
TERMINAL BUILDING EXPANSION & RENOVATION**

PROFESSIONAL SERVICES WORK PLAN

The Asheville Regional Airport Authority (the Authority) initiated a construction program which involves the renovation and expansion of the airside and holdroom areas of the existing passenger terminal building. The Authority retained the services of RS&H Architects-Engineers-Planners, Inc. (Consultant) for the A/E supervision of the construction phase of the renovation. During the construction phase of the project the contractor experienced several delays primarily due to the following:

1. Unforeseen structural conditions of the building (not noted on as-built drawings), which necessitated the partial re-design of the TSA modifications to permit temporary passenger re-routing to the B gates area.
2. Additional coordination with TSA during the modifications.
3. Weather delays during an unusually harsh winter environment for Asheville

As a result of these delays in completing the project, the Contractor has been granted additional time. The original contract time for the project was 330 days for substantial completion. The Contractor has been granted an additional 128 calendar days due to the circumstances described above. As a result of this additional time the Consultant will be required to continue to provide project inspection and construction administration duties, as defined herein. This Project Fee Proposal provides the basis of the estimate for the additional required compensation and defines the task efforts and deliverables required for the Project.

BASIC SERVICES

Task 1.1 Submittals Review

Receipt, logging, distributing, tracking, reviewing, annotating, determination of disposition and returning of Contractor submittals.

- Shop Drawings - Includes required shop drawings, required product data and a reasonable number of resubmittals for deficient initial submittals.
- Substitution Requests – Includes a reasonable number of voluntary substitution requests and a reasonable number of resubmittals for deficient initial submittals.
- Payment Applications - Includes administrative submittals and applications for payment.

Task 1.2 Contractor Inquiries, Clarifications, and Changes

Receipt, logging, distributing, tracking, reviewing, determination of response, production of documentation and returning of Contractor inquiries and document changes.

- RFI's - Includes a reasonable number of RFI's seeking clarification of document requirements, approval for minor changes, direction on coordination items, tentative acceptability of substitutions, etc.
- CCA's - Includes a reasonable number of Contractor Corrective Action requests and directives.
- C/RFP's - Includes the issuance of Clarifications and/or Requests for Proposals and follow on Change Orders which may be required due to unforeseen conditions, RFI items or changes due to multi package design and construction strategies.
- RCO's – Includes a reasonable number of Requests for Change Orders arising from the Contractors determination or interpretation that work is expected that is not considered to be a part of the contract scope.

Task 1.3 Periodic Site Visits

During the progress of the Project, the Consultant, as a representative of the Owner, will continue to visit the site at intervals appropriate to the stage of the construction to (1) become generally familiar with and to keep the Owner informed about the progress and quality of the portion of the Work in progress, (2) endeavor to guard the Owner against defects and deficiencies in the Work and (3) determine in general if the Work is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the contract documents.

Additional site visits will be required, at intervals appropriate to the stage of the work. A total of 4 additional site visits will be performed by an architect or engineer representing the Consultant.

SPECIAL SERVICES

The A/E services are divided into two categories: Basic Services and Special Services. Basic Services are those services recognized as necessary A/E efforts performed in direct support of the production of Construction Documents. Special Services are efforts which further the progress of the project but are not a direct participation in the document production for the basic facility. Due to the extension of contract time, additional Part-time Resident Project Representative services will also be required.

Task 2.0 Part-Time RPR Services/Special Inspections

The Consultant will provide part-time Resident Project Representative services for up to an additional 4 month period. This time will be charged on a not-to-exceed basis. If the project schedule or work effort exceeds the total hourly budget for the project, the Consultant reserves the right to request additional funds to complete the RPR services. The RPR services are estimated on a basis of being on-site approximately three days per week with an additional two hours per week for construction project team meetings and completing the necessary federal and state documentation reports. The scope of duties for the RPR shall be as defined in the original contract (i.e., Scope of Services Number 5. Additional testing services are also included in this task to provide testing for unforeseen conditions.

END OF PROPOSAL



**PROJECT PROPOSAL
 ADDITIONAL CONSTRUCTION ADMINISTRATION & RPR SERVICES
 BASE BID + ALTERNATE 1 + ALTERNATE 2 + ALTERNATE 3**

TASK TITLE	PROJ MGR/ DIRECTORS	SENIOR A/E	STAFF A/E	A/E	SENIOR TECHN	TECHN	ADMIN ASST/ WRO PROC	TOTAL
1.0 BASIC SERVICES								
Task 1.1 Submittals Review	8	16	40				8	72
Task 1.3 Contractor Inquiries/Clarifications/Changes	32	80	80				16	208
Task 1.4 Periodic Site Visits	32	64	64				8	168
TOTAL HOURS	72	160	184	0	0	0	32	448
RATE	\$77.44	\$54.09	\$34.27	\$26.73	\$37.03	\$19.71	\$19.35	
TOTAL DIRECT LABOR \$	\$5,576	\$8,654	\$6,306	\$0	\$0	\$0	\$619	\$21,155
OVERHEAD @	178.0%							\$37,656
PROFIT @	12.0%							\$7,057
TOTAL LABOR								\$65,868
Total Proposed Labor for:	1.0 BASIC SERVICES							\$65,868
OTHER DIRECT NON-SALARY COSTS								
REPRODUCTION / POSTAGE								
Reproduction								250
Postage / Overnight Mail								250
Total								\$500
TRAVEL								
	#People	#Days	Airfare @	Car @	Lodging @	Per Diem @		
Periodic Observation Visits	8	1	\$425	\$75	\$100	\$50		\$5,200
TOTAL TRAVEL								\$5,200
TOTAL ODC's								\$5,700
Total Proposed Fee for:	1.0 BASIC SERVICES							\$71,568
2.0 SPECIAL SERVICES								
PMCM - Part-time RPR Services (Cost Plus)								\$ 60,000.00
Testing Services (F&R)								\$ 3,000.00
Total Proposed Fee for:	2.0 SPECIAL SERVICES							\$ 63,000.00
GRAND TOTAL - SCOPE OF SERVICES NUMBER 6								\$134,568


DESIGNATED
PUBLIC
SMOKING AREA



Asheville
REGIONAL AIRPORT

MAY 7 2010



MEMORANDUM

TO: Members of the Airport Authority
FROM: Lew Bleiweis, A.A.E., Airport Director
DATE: June 11, 2010

ITEM DESCRIPTION – Information Section Item A

April, 2010 Traffic Report – Asheville Regional Airport

SUMMARY

April 2010 overall passenger traffic numbers were up 22.7%. Passenger traffic numbers reflect a 23.8% increase in passenger enplanements from April 2009.

AIRLINE PERFORMANCE

Delta Airlines: Delta's April 2010 enplanements increased by 36.7% compared to April 2009. There were no flight cancellations for the month.

Continental Airlines: Continental's April 2010 passenger enplanements decreased by 12.0% compared to April 2009. There was one (1) flight cancellation for the month.

US Airways: US Airways' April 2010 passenger enplanements represent a 0.3% decrease. There were two (2) flight cancellations for the month.

Monthly Traffic Report

Asheville Regional Airport

April 2010



Category	Apr 2010	Apr 2009	Percentage Change	*CYTD-2010	*CYTD-2009	Percentage Change	*MOV12-2010	*MOV12-2009	Percentage Change
Passenger Traffic									
Enplaned	29,441	23,782	23.8%	91,508	81,513	12.3%	301,703	285,601	5.6%
Deplaned	<u>29,168</u>	<u>23,985</u>	21.6%	<u>90,956</u>	<u>80,565</u>	12.9%	<u>298,905</u>	<u>284,249</u>	5.2%
Total	58,609	47,767	22.7%	182,464	162,078	12.6%	600,608	569,850	5.4%
Aircraft Operations									
Airlines	31	7	342.9%	163	79	106.3%	447	1,058	-57.8%
Commuter /Air Taxi	<u>1,677</u>	<u>1,414</u>	18.6%	5,672	5,105	11.1%	17,801	18,965	-6.1%
Subtotal	<u>1,708</u>	<u>1,421</u>	20.2%	<u>5,835</u>	<u>5,184</u>	12.6%	<u>18,248</u>	<u>20,023</u>	-8.9%
General Aviation	3,623	3,569	1.5%	12,202	12,469	-2.1%	44,858	50,158	-10.6%
Military	<u>367</u>	<u>261</u>	40.6%	<u>1,208</u>	<u>1,010</u>	19.6%	<u>3,913</u>	<u>3,221</u>	21.5%
Subtotal	<u>3,990</u>	<u>3,830</u>	4.2%	<u>13,410</u>	<u>13,479</u>	-0.5%	<u>48,771</u>	<u>53,379</u>	-8.6%
Total	5,698	5,251	8.5%	19,245	18,663	3.1%	67,019	73,402	-8.7%
Fuel Gallons									
100LL	22,896	15,105	51.6%	58,799	51,049	15.2%	219,959	221,040	-0.5%
Jet A (GA)	95,313	59,281	60.8%	266,520	226,264	17.8%	1,108,865	1,257,479	-11.8%
Subtotal	<u>118,209</u>	<u>74,386</u>	58.9%	<u>325,319</u>	<u>277,313</u>	17.3%	<u>1,328,824</u>	<u>1,478,519</u>	-10.1%
Jet A (A/L)	<u>274,328</u>	<u>201,556</u>	36.1%	<u>970,275</u>	<u>773,402</u>	25.5%	<u>2,696,131</u>	<u>2,843,607</u>	-5.2%
Total	392,537	275,942	42.3%	1,295,594	1,050,715	23.3%	4,024,955	4,322,126	-6.9%

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

Monday, May 24, 2010

Airline Enplanements, Seats, and Load Factors

Asheville Regional Airport

April 2010



	Apr 2010	Apr 2009	Percentage Change	*CYTD-2010	*CYTD-2009	Percentage Change
AirTran Airways						
Enplanements	1,183	0	#Div/0!	4,216	0	#Div/0!
Seats	1,521	0	#Div/0!	5,850	0	#Div/0!
Load Factor	77.8%	#Num!	#Error	72.1%	#Num!	#Error
American Airlines						
Enplanements	712	0	#Div/0!	712	0	#Div/0!
Seats	1,056	0	#Div/0!	1,056	0	#Div/0!
Load Factor	67.4%	#Num!	#Error	67.4%	#Num!	#Error
Continental Airlines						
Enplanements	2,034	2,312	-12.0%	5,810	7,081	-17.9%
Seats	2,600	3,150	-17.5%	10,300	11,900	-13.4%
Load Factor	78.2%	73.4%	6.6%	56.4%	59.5%	-5.2%
Delta Air Lines						
Enplanements	14,651	10,714	36.7%	44,890	34,662	29.5%
Seats	18,350	14,600	25.7%	63,800	48,100	32.6%
Load Factor	79.8%	73.4%	8.8%	70.4%	72.1%	-2.4%
Northwest Airlines						
Enplanements	0	2,365	-100.0%	791	9,288	-91.5%
Seats	0	2,800	-100.0%	1,450	12,400	-88.3%
Load Factor	#Num!	84.5%	#Error	54.6%	74.9%	-27.2%
United Airlines						
Enplanements	2,491	0	#Div/0!	7,890	0	#Div/0!
Seats	3,000	0	#Div/0!	11,700	0	#Div/0!
Load Factor	83.0%	#Num!	#Error	67.4%	#Num!	#Error

Monday, May 24, 2010

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

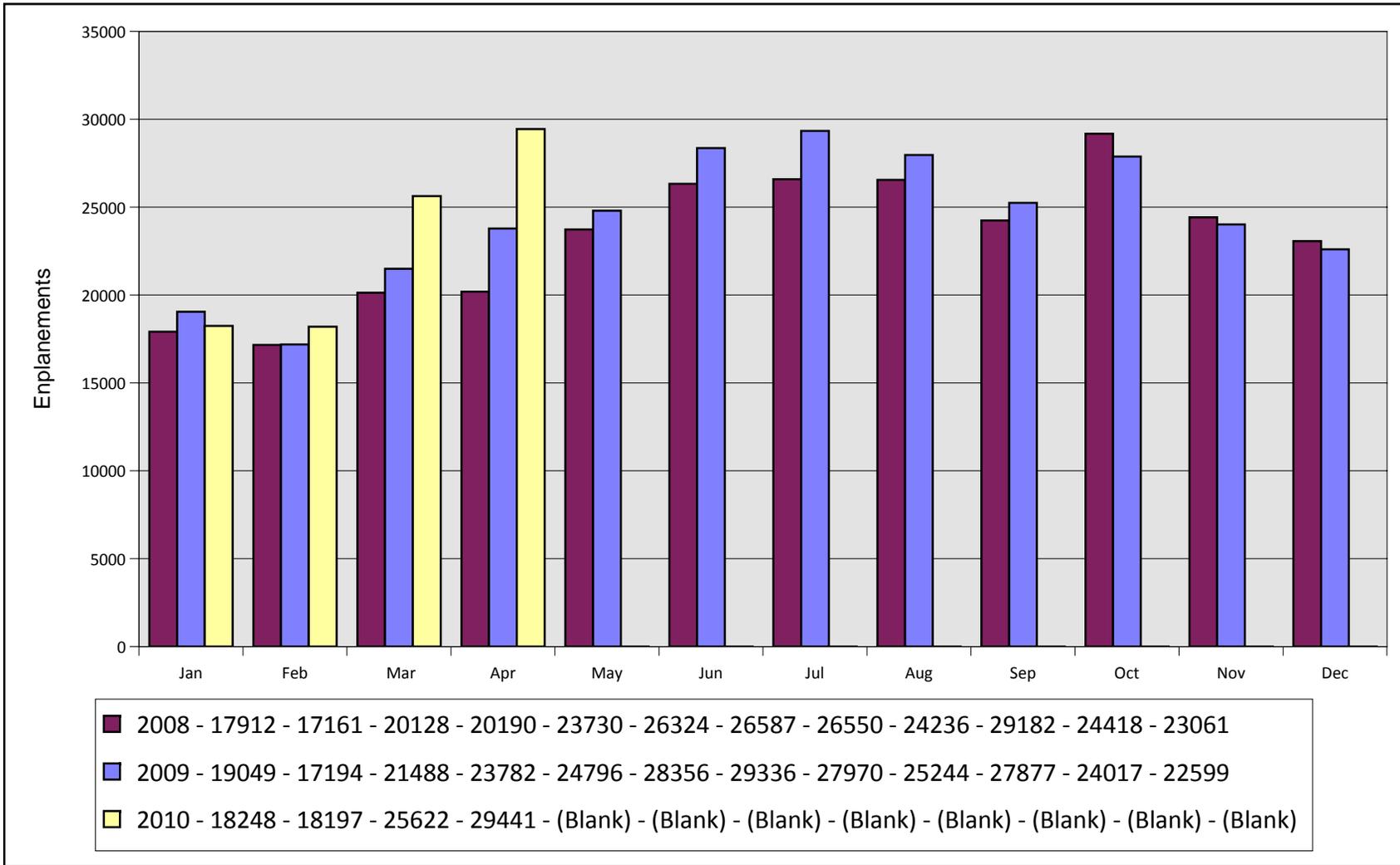
	Apr 2010	Apr 2009	Percentage Change	*CYTD-2010	*CYTD-2009	Percentage Change
US Airways						
Enplanements	8,370	8,391	-0.3%	27,199	30,482	-10.8%
Seats	11,375	9,929	14.6%	40,615	38,489	5.5%
Load Factor	73.6%	84.5%	-12.9%	67.0%	79.2%	-15.4%
Totals						
Enplanements	29,441	23,782	23.8%	91,508	81,513	12.3%
Seats	37,902	30,479	24.4%	134,771	110,889	21.5%
Load Factor	77.7%	78.0%	-0.4%	67.9%	73.5%	-7.6%

Airline Flight Completions Asheville Regional Airport April 2010

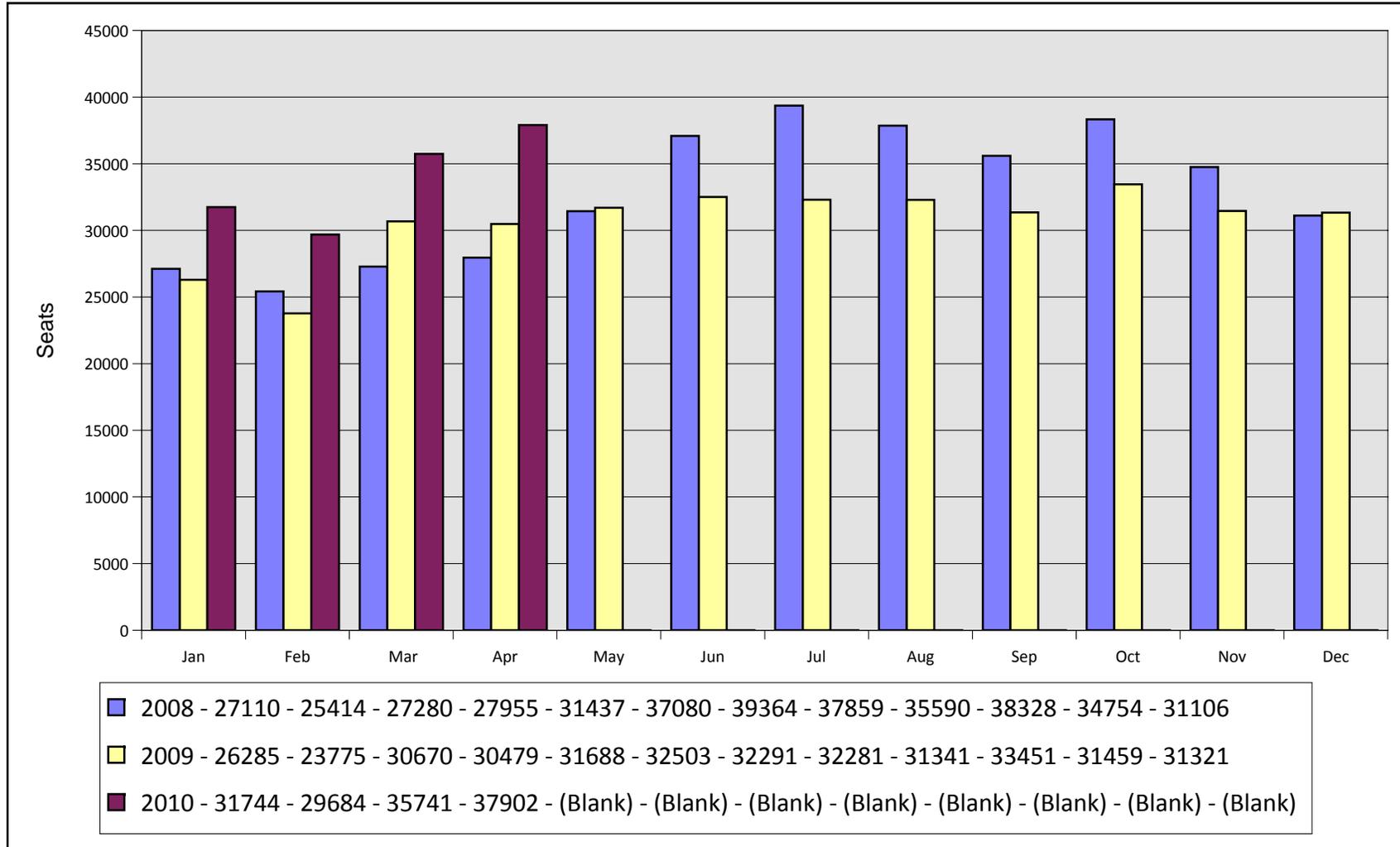


Airline	Scheduled Flights	Field	Cancellations Due To			Total Cancellations	Percentage of Completed
			Mechanical	Weather	Other		
AirTran Airways	13	0	0	0	0	0	100.0%
American Airlines	24	0	0	0	0	0	100.0%
Continental Airlines	59	0	0	1	0	1	98.3%
Delta Air Lines	367	0	0	0	0	0	100.0%
Northwest Airlines	0	0	0	0	0	0	#Num!
Sky King, Inc.	2	0	0	0	0	0	0.0%
United Airlines	60	0	0	0	0	0	100.0%
US Airways	237	0	1	1	0	2	99.6%
Total	762	0	1	2	0	3	99.6%

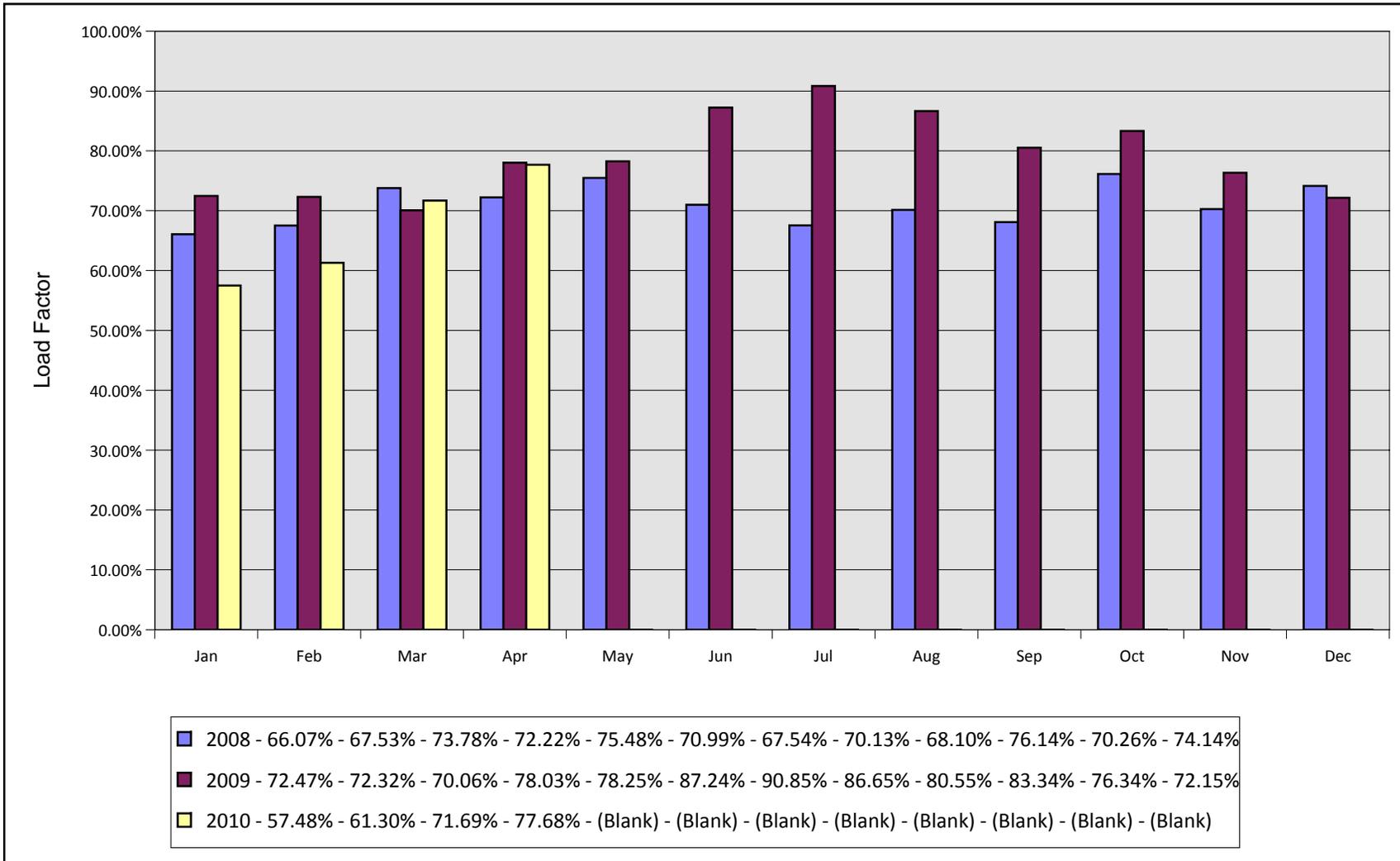
Monthly Enplanements By Year Asheville Regional Airport



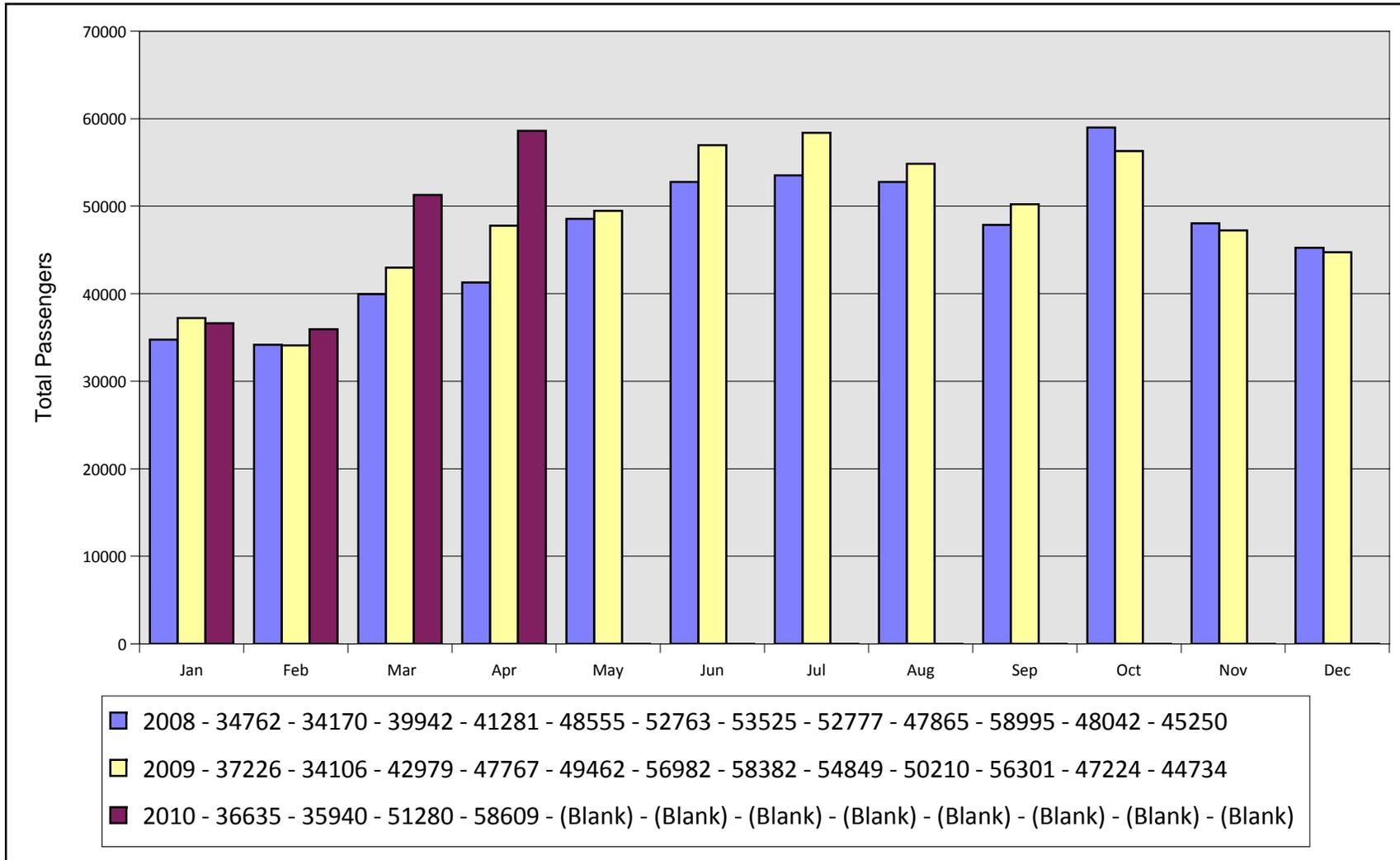
Monthly Seats By Year Asheville Regional Airport



Monthly Load Factors By Year Asheville Regional Airport

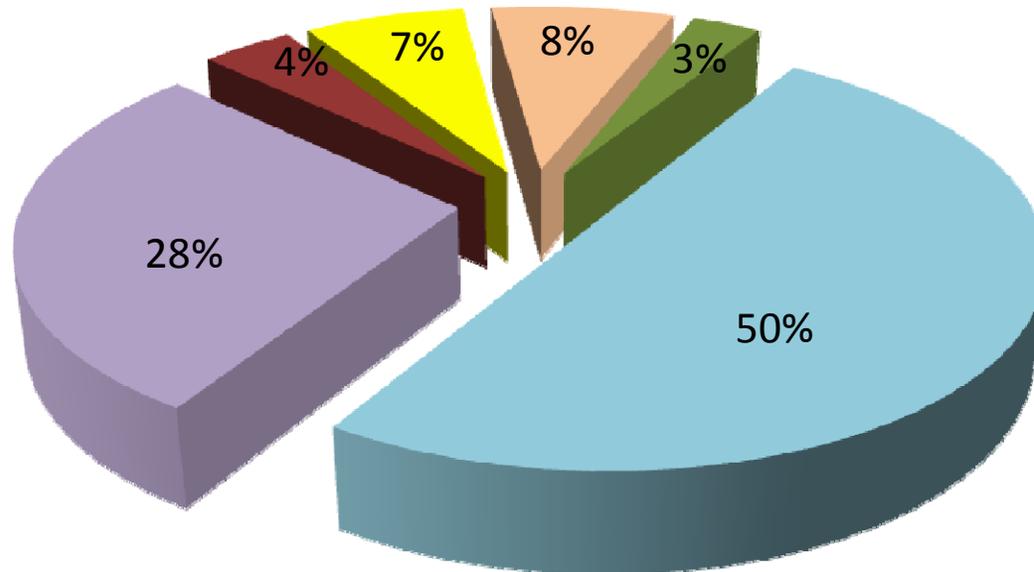


Total Monthly Passengers By Year Asheville Regional Airport

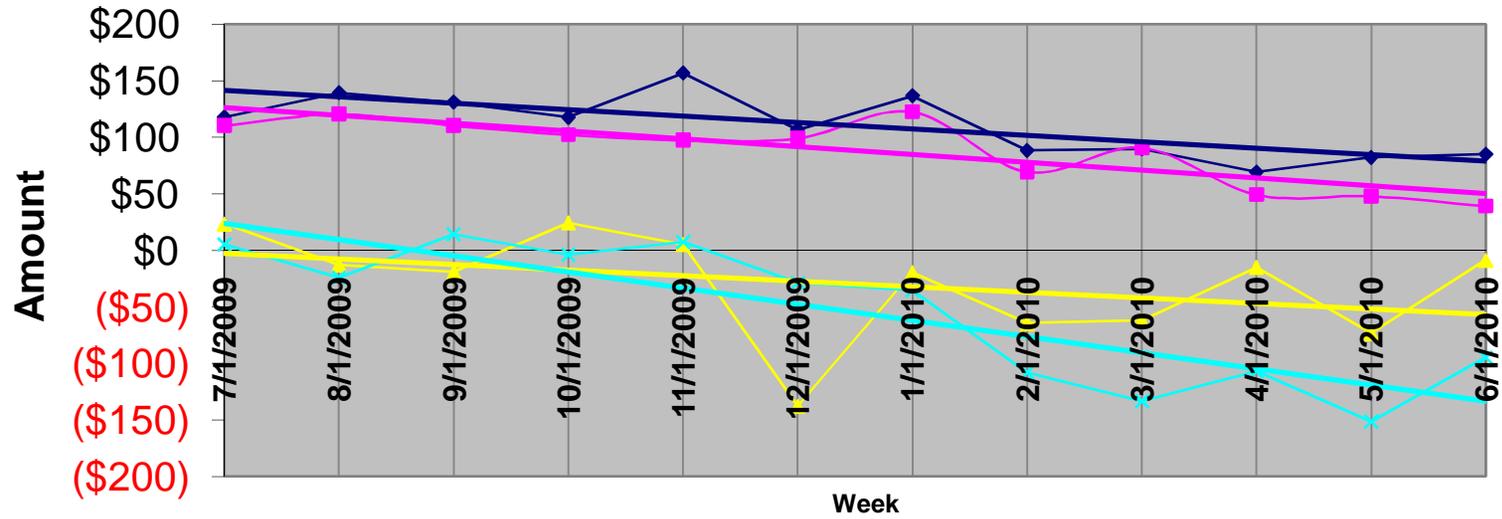


Airline Market Share Analysis (Enplanements) Asheville Regional Airport

Report Period From April 2010 Through April 2010



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



Asheville Regional Airport
Sample airfares as of 5/27/10
21 Day Advance Purchase, 3 day Stay

							Difference in Fares				
		ASHEVILLE	ATLANTA	CHARLOTTE	GREENVILLE	TRI-CITIES	ATLANTA	CHARLOTTE	GREENVILLE	TRI-CITIES	
ABQ	Albuquerque	\$401	\$438	\$343	\$493	\$473	(\$37)	\$58	(\$92)	(\$72)	
ATL	Atlanta	\$477		\$117	\$433	\$475	\$477	\$360	\$44	\$2	
AUS	Austin	\$312	\$345	\$319	\$481	\$478	(\$33)	(\$7)	(\$169)	(\$166)	
BWI	Baltimore	\$293	\$217	\$167	\$263	\$537	\$76	\$126	\$30	(\$244)	
BOS	Boston	\$303	\$280	\$137	\$286	\$472	\$23	\$166	\$17	(\$169)	
ORD	Chicago	\$332	\$257	\$297	\$402	\$378	\$75	\$35	(\$70)	(\$46)	
CVG	Cincinnati	\$416	\$253	\$236	\$435	\$396	\$163	\$180	(\$19)	\$20	
CLE	Cleveland	\$374	\$261	\$431	\$486	\$429	\$113	(\$57)	(\$112)	(\$55)	
DFW	Dallas	\$395	\$272	\$282	\$455	\$451	\$123	\$113	(\$60)	(\$56)	
DEN	Denver	\$409	\$279	\$444	\$438	\$473	\$130	(\$35)	(\$29)	(\$64)	
DTW	Detroit	\$337	\$237	\$317	\$246	\$538	\$100	\$20	\$91	(\$201)	
FLL	Fort Lauderdale	\$318	\$194	\$297	\$338	\$465	\$124	\$21	(\$20)	(\$147)	
RSW	Ft.Myers	\$319	\$232	\$339	\$348	\$429	\$87	(\$20)	(\$29)	(\$110)	
BDL	Hartford	\$333	\$479	\$505	\$433	\$425	(\$146)	(\$172)	(\$100)	(\$92)	
IAH	Houston	\$448	\$255	\$548	\$465	\$518	\$193	(\$100)	(\$17)	(\$70)	
IND	Indianapolis	\$323	\$215	\$279	\$226	\$449	\$108	\$44	\$97	(\$126)	
JAX	Jacksonville	\$277	\$195	\$259	\$233	\$469	\$82	\$18	\$44	(\$192)	
MCI	Kansas City	\$300	\$254	\$293	\$293	\$280	\$46	\$7	\$7	\$20	
LAS	Las Vegas	\$516	\$407	\$507	\$518	\$515	\$109	\$9	(\$2)	\$1	
LAX	Los Angeles	\$428	\$367	\$421	\$436	\$440	\$61	\$7	(\$8)	(\$12)	
MHT	Manchester	\$351	\$360	\$211	\$444	\$407	(\$9)	\$140	(\$93)	(\$56)	
MEM	Memphis	\$364	\$190	\$313	\$228	\$606	\$174	\$51	\$136	(\$242)	
MIA	Miami	\$350	\$209	\$237	\$338	\$440	\$141	\$113	\$12	(\$90)	
MKE	Milwaukee	\$353	\$197	\$312	\$310	\$420	\$156	\$41	\$43	(\$67)	
MSP	Minneapolis/Saint Paul	\$405	\$316	\$297	\$276	\$582	\$89	\$108	\$129	(\$177)	
BNA	Nashville	\$501	\$417	\$440	\$603	\$580	\$84	\$61	(\$102)	(\$79)	
MSY	New Orleans	\$280	\$225	\$282	\$263	\$515	\$55	(\$2)	\$17	(\$235)	
LGA	New York	\$359	\$240	\$237	\$336	\$457	\$119	\$122	\$23	(\$98)	
EWR	Newark	\$379	\$277	\$253	\$394	\$503	\$102	\$126	(\$15)	(\$124)	
MCO	Orlando	\$236	\$220	\$217	\$328	\$250	\$16	\$19	(\$92)	(\$14)	
PHL	Philadelphia	\$283	\$237	\$312	\$358	\$377	\$46	(\$29)	(\$75)	(\$94)	
PHX	Phoenix	\$340	\$299	\$392	\$376	\$483	\$41	(\$52)	(\$36)	(\$143)	
PIT	Pittsburgh	\$307	\$237	\$249	\$283	\$426	\$70	\$58	\$24	(\$119)	
PDX	Portland	\$505	\$578	\$503	\$526	\$495	(\$73)	\$2	(\$21)	\$10	
PVD	Providence	\$391	\$320	\$517	\$379	\$500	\$71	(\$126)	\$12	(\$109)	
RDU	Raleigh/Durham	\$298	\$175	\$349	\$312	\$451	\$123	(\$51)	(\$14)	(\$153)	
RIC	Richmond	\$308	\$200	\$259	\$246	\$443	\$108	\$49	\$62	(\$135)	

STL	Saint Louis	\$325	\$227	\$306	\$338	\$385	\$98	\$19	(\$13)	(\$60)
SLC	Salt Lake City	\$559	\$451	\$474	\$589	\$646	\$108	\$85	(\$30)	(\$87)
SAT	San Antonio	\$320	\$265	\$286	\$375	\$537	\$55	\$34	(\$55)	(\$217)
SAN	San Diego	\$427	\$365	\$489	\$494	\$500	\$62	(\$62)	(\$67)	(\$73)
SFO	San Francisco	\$550	\$377	\$492	\$529	\$580	\$173	\$58	\$21	(\$30)
SRQ	Sarasota/Bradenton	\$341	\$245	\$319	\$338	\$483	\$96	\$22	\$3	(\$142)
SEA	Seattle	\$490	\$412	\$495	\$471	\$569	\$78	(\$5)	\$19	(\$79)
SYR	Syracuse	\$313	\$357	\$285	\$347	\$407	(\$44)	\$28	(\$34)	(\$94)
TPA	Tampa	\$206	\$225	\$277	\$338	\$437	(\$19)	(\$71)	(\$132)	(\$231)
YYZ	Toronto	\$547	\$602	\$505	\$583	\$519	(\$55)	\$42	(\$36)	\$28
DCA	Washington DC	\$428	\$250	\$237	\$264	\$327	\$178	\$191	\$164	\$101
IAD	Washington DC	\$428	\$219	\$237	\$284	\$327	\$209	\$191	\$144	\$101
PBI	West Palm Beach	\$318	\$194	\$289	\$338	\$571	\$124	\$29	(\$20)	(\$253)

*These sample airfares were available 5/27/10, based on a 21-day advance purchase and a 3 day stay. Other restrictions may apply. To obtain the most up-to-date pricing information for your travel needs, please contact your travel agent or visit the following web sites: www.aa.com; www.airtran.com; www.continental.com; www.delta.com; www.united.com; www.usairways.com; www.travelocity.com; www.orbitz.com; or www.expedia.com. Airfares are subject to change without notice - and lower airfares are often not available on all dates. Please see our "special airfares" section on our web site for any last minute airfare specials. Sample airfares will be updated each Tuesday.

\$85 \$39 (\$8) (\$95) **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 5/27/10
0 Day Advance Purchase, 3 day Stay

							Difference in Fares				
		ASHEVILLE	ATLANTA	CHARLOTTE	GREENVILLE	TRI-CITIES	ATLANTA	CHARLOTTE	GREENVILLE	TRI-CITIES	
ABQ	Albuquerque	\$555	\$627	\$443	\$1,039	\$655	(\$72)	\$112	(\$484)	(\$100)	
ATL	Atlanta	\$567		\$383	\$522	\$607	\$567	\$184	\$45	(\$40)	
AUS	Austin	\$506	\$540	\$676	\$618	\$634	(\$34)	(\$170)	(\$112)	(\$128)	
BWI	Baltimore	\$555	\$328	\$353	\$903	\$579	\$227	\$202	(\$348)	(\$24)	
BOS	Boston	\$523	\$324	\$367	\$535	\$587	\$199	\$156	(\$12)	(\$64)	
ORD	Chicago	\$415	\$274	\$649	\$709	\$581	\$141	(\$234)	(\$294)	(\$166)	
CVG	Cincinnati	\$606	\$417	\$602	\$683	\$574	\$189	\$4	(\$77)	\$32	
CLE	Cleveland	\$865	\$480	\$680	\$548	\$941	\$385	\$185	\$317	(\$76)	
DFW	Dallas	\$607	\$314	\$698	\$643	\$565	\$293	(\$91)	(\$36)	\$42	
DEN	Denver	\$607	\$339	\$522	\$887	\$635	\$268	\$85	(\$280)	(\$28)	
DTW	Detroit	\$621	\$284	\$727	\$616	\$601	\$337	(\$106)	\$5	\$20	
FLL	Fort Lauderdale	\$509	\$289	\$541	\$977	\$555	\$220	(\$32)	(\$468)	(\$46)	
RSW	Ft. Myers	\$529	\$264	\$495	\$787	\$737	\$265	\$34	(\$258)	(\$208)	
BDL	Hartford	\$581	\$683	\$539	\$555	\$541	(\$102)	\$42	\$26	\$40	
IAH	Houston	\$568	\$337	\$721	\$749	\$654	\$231	(\$153)	(\$181)	(\$86)	
IND	Indianapolis	\$528	\$480	\$477	\$552	\$597	\$48	\$51	(\$24)	(\$69)	
JAX	Jacksonville	\$465	\$229	\$259	\$752	\$589	\$236	\$206	(\$287)	(\$124)	
MCI	Kansas City	\$491	\$314	\$364	\$883	\$635	\$177	\$127	(\$392)	(\$144)	
LAS	Las Vegas	\$496	\$369	\$605	\$602	\$550	\$127	(\$109)	(\$106)	(\$54)	
LAX	Los Angeles	\$479	\$682	\$440	\$980	\$579	(\$203)	\$39	(\$501)	(\$100)	
MHT	Manchester	\$723	\$382	\$319	\$845	\$590	\$341	\$404	(\$122)	\$133	
MEM	Memphis	\$801	\$440	\$662	\$746	\$876	\$361	\$139	\$55	(\$75)	
MIA	Miami	\$603	\$307	\$716	\$679	\$737	\$296	(\$113)	(\$76)	(\$134)	
MKE	Milwaukee	\$513	\$217	\$495	\$448	\$626	\$296	\$18	\$65	(\$113)	
MSP	Minneapolis/Saint Paul	\$708	\$179	\$706	\$1,071	\$702	\$529	\$2	(\$363)	\$6	
BNA	Nashville	\$593	\$539	\$486	\$874	\$780	\$54	\$107	(\$281)	(\$187)	
MSY	New Orleans	\$497	\$274	\$309	\$797	\$655	\$223	\$188	(\$300)	(\$158)	
LGA	New York	\$519	\$441	\$417	\$493	\$677	\$78	\$102	\$26	(\$158)	
EWR	Newark	\$537	\$595	\$655	\$657	\$1,236	(\$58)	(\$118)	(\$120)	(\$699)	
MCO	Orlando	\$195	\$264	\$512	\$837	\$301	(\$69)	(\$317)	(\$642)	(\$106)	
PHL	Philadelphia	\$455	\$304	\$931	\$586	\$581	\$151	(\$476)	(\$131)	(\$126)	
PHX	Phoenix	\$449	\$364	\$450	\$783	\$587	\$85	(\$1)	(\$334)	(\$138)	
PIT	Pittsburgh	\$458	\$284	\$329	\$439	\$579	\$174	\$129	\$19	(\$121)	
PDX	Portland	\$780	\$851	\$569	\$1,046	\$685	(\$71)	\$211	(\$266)	\$95	
PVD	Providence	\$581	\$453	\$539	\$521	\$587	\$128	\$42	\$60	(\$6)	
RDU	Raleigh/Durham	\$850	\$264	\$648	\$787	\$711	\$586	\$202	\$63	\$139	
RIC	Richmond	\$723	\$294	\$366	\$787	\$705	\$429	\$357	(\$64)	\$18	

STL	Saint Louis	\$653	\$239	\$815	\$762	\$669	\$414	(\$162)	(\$109)	(\$16)
SLC	Salt Lake City	\$739	\$610	\$636	\$1,299	\$870	\$129	\$103	(\$560)	(\$131)
SAT	San Antonio	\$392	\$309	\$341	\$627	\$683	\$83	\$51	(\$235)	(\$291)
SAN	San Diego	\$497	\$907	\$539	\$1,046	\$967	(\$410)	(\$42)	(\$549)	(\$470)
SFO	San Francisco	\$497	\$687	\$619	\$985	\$597	(\$190)	(\$122)	(\$488)	(\$100)
SRQ	Sarasota/Bradenton	\$610	\$259	\$753	\$859	\$746	\$351	(\$143)	(\$249)	(\$136)
SEA	Seattle	\$557	\$409	\$631	\$985	\$517	\$148	(\$74)	(\$428)	\$40
SYR	Syracuse	\$503	\$513	\$395	\$513	\$811	(\$10)	\$108	(\$10)	(\$308)
TPA	Tampa	\$203	\$259	\$428	\$782	\$597	(\$56)	(\$225)	(\$579)	(\$394)
YYZ	Toronto	\$979	\$1,314	\$1,473	\$931	\$1,059	(\$335)	(\$494)	\$48	(\$80)
DCA	Washington DC	\$388	\$324	\$653	\$514	\$635	\$64	(\$265)	(\$126)	(\$247)
IAD	Washington DC	\$388	\$324	\$561	\$514	\$635	\$64	(\$173)	(\$126)	(\$247)
PBI	West Palm Beach	\$611	\$297	\$717	\$944	\$737	\$314	(\$106)	(\$333)	(\$126)

*These sample airfares were available 5/27/10, based on a 0 day advance purchase and a 3 day stay. Other restrictions may apply. To obtain the most up-to-date pricing information for your travel needs, please contact your travel agent or visit the following web sites: www.aa.com; 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.

\$152 **(\$3)** **(\$192)** **(\$109)** **Average Fare difference**

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

Schedule Compare Report for all Airlines for Passenger flights between AVL and ALL for Jun10 vs. Jun09

AI	Ops/Week				Seats/Week			
	Jun10	Jun09	Diff	Pct Chg	Jun10	Jun09	Diff	Pct Chg
UA	32	0	32	100.00	1,600	0	1,600	100.00
DL	179	152	27	17.76	8,950	7,600	1,350	17.76
US	116	98	18	18.37	6,058	4,900	1,158	23.63
AA	14	0	14	100.00	616	0	616	100.00
FL	16	4	12	300.00	1,872	468	1,404	300.00
CO	28	30	-2	-6.67	1,400	1,500	-100	-6.67
NW	0	14	-14	-100.00	0	700	-700	-100.00
TOTAL	385	298	87	29.19	20,496	15,168	5,328	35.13

Schedule Compare Report for all Airlines for Passenger flights between AVL and ALL for Jul10 vs. Jul09

AI	Ops/Week				Seats/Week			
	Jul10	Jul09	Diff	Pct Chg	Jul10	Jul09	Diff	Pct Chg
DL	188	142	46	32.39	9,400	7,100	2,300	32.39
UA	32	0	32	100.00	1,600	0	1,600	100.00
US	118	98	20	20.41	6,314	4,900	1,414	28.86
AA	14	0	14	100.00	616	0	616	100.00
FL	16	6	10	166.67	1,872	702	1,170	166.67
CO	28	28	0	0.00	1,400	1,400	0	0.00
NW	0	14	-14	-100.00	0	700	-700	-100.00
TOTAL	396	288	108	37.50	21,202	14,802	6,400	43.24

Schedule Compare Report for all Airlines for Passenger flights between AVL and ALL for Aug10 vs. Aug09

AI	Ops/Week				Seats/Week			
	Aug10	Aug09	Diff	Pct Chg	Aug10	Aug09	Diff	Pct Chg
DL	184	139	45	32.37	9,200	6,950	2,250	32.37
UA	32	0	32	100.00	1,600	0	1,600	100.00
US	118	98	20	20.41	6,314	4,900	1,414	28.86
AA	14	0	14	100.00	616	0	616	100.00
FL	16	6	10	166.67	1,872	702	1,170	166.67
CO	28	28	0	0.00	1,400	1,400	0	0.00
NW	0	14	-14	-100.00	0	700	-700	-100.00
TOTAL	392	285	107	37.54	21,002	14,652	6,350	43.34



MEMORANDUM

TO: Members of the Airport Authority

FROM: Vickie Thomas, Director of Finance & Accounting

DATE: June 11, 2010

ITEM DESCRIPTION – Information Section Item B

Asheville Regional Airport – Explanation of Extraordinary Variances
Month Ended April, 2010 (Month 10 of FY-2010)

SUMMARY

Operating Revenues for the month of April were \$672,629, 4.47% over budget. Operating Expenses for the month were \$494,683, 24.62% below budget. As a result, Net Operating Revenues before Depreciation were \$190,392 over budget. Net Non-Operating Revenues were \$187,447, 37.07% over budget.

Year-to-date Operating Revenues were \$5,967,549, 2.26% under budget. Year-to-date Operating Expenses were \$4,973,522, 13.81% below budget. Net Operating Revenues before Depreciation were \$658,751 over budget. Net Non-Operating Revenues for the year were \$1,431,049, 5.18% over budget.

REVENUES

Significant variations to budget for April were:

Terminal Space Rentals-Airline	\$11,261	13.10%	Higher than budgeted enplanements
Concessions	(\$16,958)	(66.47%)	Advertising decreased due to waiver of Departure Media's MAG until A-Gates open & lower than budgeted guest services sales & ATM rental fees
Auto Parking	\$36,057	20.31%	Higher than budgeted enplanements
Other Leases/Fees	\$51,685	197.75%	Insurance settlement for FY09 lightning damage
Reimbursable Costs	(\$46,445)	(100.00%)	Timing of Avcon costs billed to Charah
Passenger Facility Charges	\$52,780	66.67%	PFC revenue was budgeted conservatively & higher than budgeted enplanements

Information Section – Item B



EXPENSES

Significant variations to budget for April were:

Personnel Services	(\$26,561)	(8.69%)	No Deputy Airport Director & lower than budgeted benefits
Professional Services	(\$11,586)	(60.84%)	Timing of some Professional Services & some budgeted, but not to be done in FY10
Travel & Training	(\$17,234)	(72.24%)	Timing of some Travel & Training & some budgeted, but not to be done in FY10
Repairs & Maintenance	(\$17,550)	(64.61%)	Timing of Maintenance
Advertising, Printing & Binding	(\$13,086)	(66.65%)	Timing of Advertising purchases & certain radio buys budgeted, but not to be done in FY10
Operating Supplies	(\$13,633)	(50.27%)	Guest Services not yet selling attraction tickets & timing of other operating supplies purchases
Emergency Repair	(\$12,020)	(60.10%)	Emergency repair spending needs lower than budgeted
Reimbursable Costs	(\$46,445)	(100.00%)	Timing of Avcon costs billed to Charah
Business Development	\$11,189	22.10%	Timing of advertising & Air IT spending

STATEMENT OF NET ASSETS

Significant variations to prior month were:

Cash – Cash increased by \$944k due to receiving the Part A funds for the current year AIP grant which reimbursed the A Gates design cost spent in FY09.

Accounts Receivable – Accounts Receivable increased by \$120k due to \$53k in past due invoices for Odyssey and to small increases for several other customers.

Grants Receivable – Grants Receivable increased by \$507k mainly due to higher construction invoices eligible for AIP funding.

Accounts Payable – Accounts Payable increased by \$841k mainly due to higher construction invoices.

**ASHEVILLE REGIONAL AIRPORT
INVESTMENT AND INTEREST INCOME SUMMARY
As of April 30, 2010**

<u>Institution:</u>	<u>Date of Purchase</u>	<u>Date of Maturity</u>	<u>Interest Rate</u>	<u>Investment Amount</u>	<u>Monthly Interest</u>
Bank of America			0.30%	\$ 2,019,246	392
Petty Cash				100	
NC Capital Management Trust				216,735	19
Wachovia-Gov. Advantage Acct.			0.40%	3,159,326	737
PFC Revenue Account			0.30%	377,597	74
 <u>Restricted Cash:</u>					
CFC Revenue			0.10%	208,361	17
Additional Collateral Fund			0.40%	2,019,713	365
 <u>Commercial Paper:</u>				0	
Total				<u>\$ 8,001,078</u>	<u>\$ 1,605</u>

Investment Diversification:

1.BANKS	32.56%
2.CAP.TRUST	2.71%
3.GOV.ADV.ACCTS.	64.73%
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 April 30, 2010

	Current Month	Prior Period
Cash and Investments Beginning of Period	\$ 7,056,610	\$ 7,133,161
Net Income/(Loss) Before Capital Contributions	90,389	19,395
Depreciation	275,004	275,004
Decrease/(Increase) in Receivables	(626,788)	360,859
Increase/(Decrease) in Payables	800,974	(288,569)
Decrease/(Increase) in Prepaid Expenses	(39,003)	21,726
Decrease/(Increase) in Long Term Assets	(1,248,595)	(1,055,082)
Principal Payments of Bond Maturities	(32,907)	(32,749)
Contributed Capital	1,725,394	622,865
Increase(Decrease) in Cash	944,468	(76,551)
Cash and Investments End of Period	\$ 8,001,078	\$ 7,056,610

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

For the Month Ending April 30, 2010

	April Actual	April Budget	Variance \$	Variance %	YTD Actual	YTD Budget	Variance \$	Variance %	Annual Budget
Operating Revenue:									
Terminal	\$259,907	\$264,241	(\$4,334)	(1.64%)	\$2,556,203	\$2,626,429	(\$70,226)	(2.67%)	\$3,154,910
Airfield	74,581	68,304	6,277	9.19%	630,856	683,042	(52,186)	(7.64%)	819,650
Hangar	65,042	72,816	(7,774)	(10.68%)	626,698	728,158	(101,460)	(13.93%)	873,790
Parking Lot/Roadway	214,378	179,508	34,870	19.43%	1,840,413	1,795,083	45,330	2.53%	2,154,100
Land Use Fees	58,721	58,951	(230)	(0.39%)	313,379	273,042	40,337	14.77%	390,940
Total Operating Revenue	\$672,629	\$643,820	\$28,809	4.47%	\$5,967,549	\$6,105,754	(\$138,205)	(2.26%)	\$7,393,390
Operating Expenses:									
Administrative	\$211,261	\$290,519	(\$79,258)	(27.28%)	\$1,964,015	\$2,560,975	(\$596,960)	(23.31%)	\$3,085,935
Terminal	161,873	169,800	(7,927)	(4.67%)	1,619,003	1,701,151	(82,148)	(4.83%)	2,033,790
Airfield	112,890	135,381	(22,491)	(16.61%)	1,155,318	1,230,818	(75,500)	(6.13%)	1,499,045
Hangar	1,633	4,809	(3,176)	(66.04%)	16,334	48,125	(31,791)	(66.06%)	57,565
Parking Lot	1,898	7,134	(5,236)	(73.40%)	26,474	38,063	(11,589)	(30.45%)	44,475
Rental Car Service Facility	4,312	-	4,312	0.00%	35,620	-	35,620	0.00%	-
Land Use Expenses	816	48,623	(47,807)	(98.32%)	156,758	191,346	(34,588)	(18.08%)	294,223
Total Operating Expenses	\$494,683	\$656,266	(\$161,583)	(24.62%)	\$4,973,522	\$5,770,478	(\$796,956)	(13.81%)	\$7,015,033
Operating Revenue before Depreciation									
	\$177,946	(\$12,446)	\$190,392	(1,529.74%)	\$994,027	\$335,276	\$658,751	196.48%	\$378,357
Depreciation	275,004	291,667	(16,663)	(5.71%)	2,783,618	2,916,667	(133,049)	(4.56%)	3,500,000
Operating Income(Loss) Before Non-Operating Revenue and Expenses									
	(\$97,058)	(\$304,113)	\$207,055	(68.08%)	(\$1,789,591)	(\$2,581,391)	\$791,800	(30.67%)	(\$3,121,643)
Non-Operating Revenue and Expense									
Customer Facility Charges	73,224	75,000	(1,776)	(2.37%)	631,640	750,000	(118,360)	(15.78%)	900,000
Passenger Facility Charges	131,947	79,167	52,780	66.67%	977,014	791,667	185,347	23.41%	950,000
Interest Revenue	1,605	1,917	(312)	(16.28%)	22,702	19,167	3,535	18.44%	23,000
Interest Expense	(19,329)	(19,329)	-	0.00%	(200,307)	(200,307)	-	0.00%	(238,488)
Sale of Assets	-	-	-	0.00%	-	-	-	0.00%	-
Non-Operating Revenue-Net	\$187,447	\$136,755	\$50,692	37.07%	\$1,431,049	\$1,360,527	\$70,522	5.18%	\$1,634,512

Income (Loss) Before Capital Contributions	<u>\$90,389</u>	<u>(\$167,358)</u>	<u>\$257,747</u>	<u>(154.01%)</u>	<u>(\$358,542)</u>	<u>(\$1,220,864)</u>	<u>\$862,322</u>	<u>(70.63%)</u>	<u>(\$1,487,131)</u>
Capital Contributions	<u>\$1,725,394</u>	<u>\$0</u>	<u>\$1,725,394</u>	<u>0.00%</u>	<u>\$6,389,410</u>	<u>\$0</u>	<u>\$6,389,410</u>	<u>0.00%</u>	<u>\$0</u>
Increase in Net Assets	<u>\$1,815,783</u>	<u>(\$167,358)</u>	<u>\$1,983,141</u>	<u>(1,184.97%)</u>	<u>\$6,030,868</u>	<u>(\$1,220,864)</u>	<u>\$7,251,732</u>	<u>(593.98%)</u>	<u>(\$1,487,131)</u>

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

For the Month Ending April 30, 2010

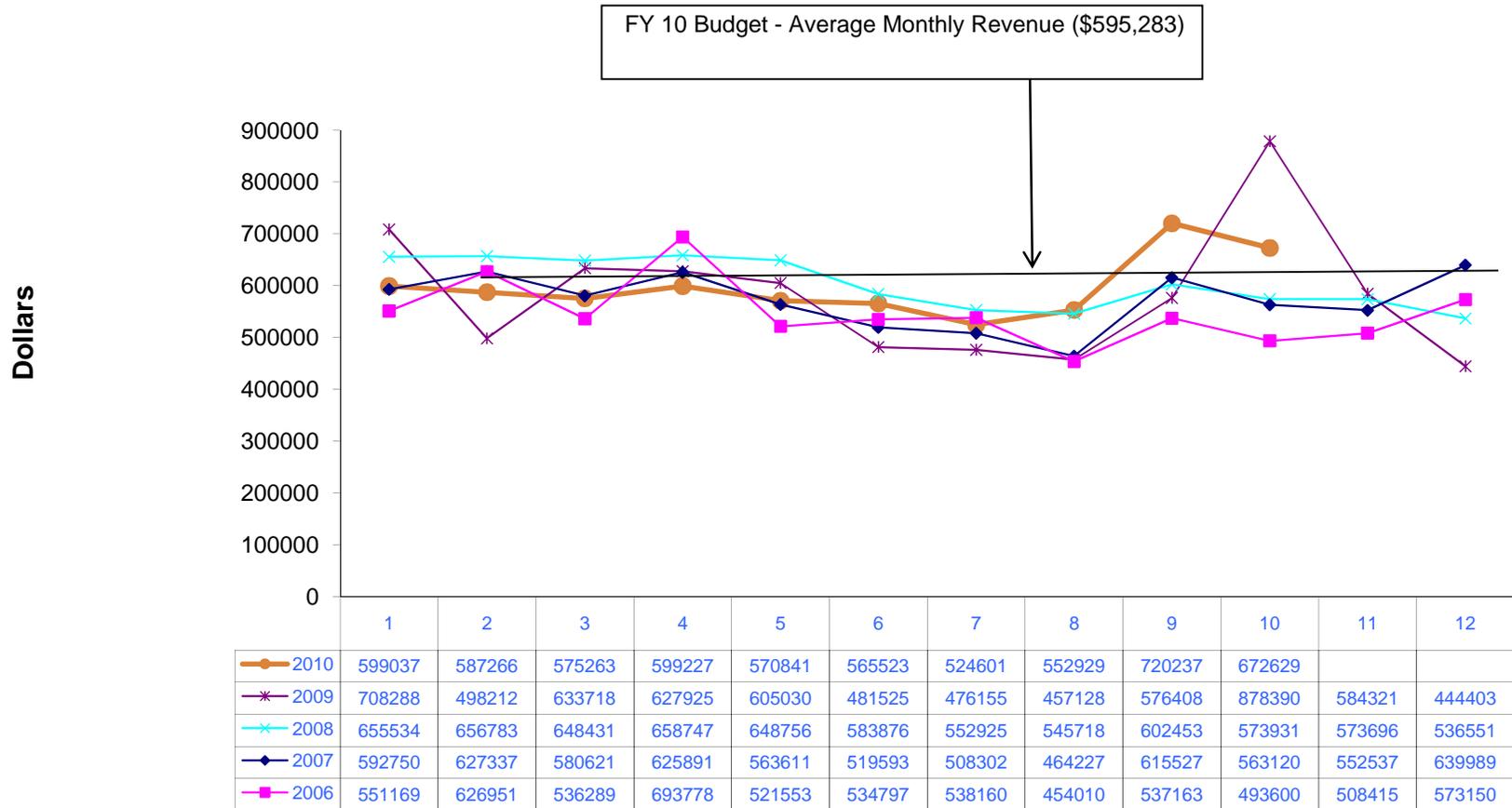
	April Actual	April Budget	Variance \$	Variance %	YTD Actual	YTD Budget	Variance \$	Variance %	Annual Budget
Operating Revenue:									
Terminal Space Rentals - Non Airline	\$15,660	\$14,988	\$672	4.48%	\$155,803	\$149,875	\$5,928	3.96%	\$179,850
Terminal Space Rentals - Airline	97,204	85,943	11,261	13.10%	917,001	859,425	57,576	6.70%	1,031,310
Concessions	8,555	25,513	(16,958)	(66.47%)	92,179	240,343	(148,164)	(61.65%)	291,370
Auto Parking	213,628	177,571	36,057	20.31%	1,817,698	1,775,708	41,990	2.36%	2,130,850
Rental Car - Car Rentals	99,244	96,348	2,896	3.01%	989,547	963,475	26,072	2.71%	1,156,170
Rental Car - Facility Rent	42,452	42,980	(528)	(1.23%)	417,909	428,610	(10,701)	(2.50%)	514,570
Commercial Ground Transportation	750	1,938	(1,188)	(61.30%)	22,715	19,375	3,340	17.24%	23,250
Landing Fees	39,207	41,054	(1,847)	(4.50%)	316,380	410,542	(94,162)	(22.94%)	492,650
FBO'S/SASO'S	65,042	72,816	(7,774)	(10.68%)	626,698	728,158	(101,460)	(13.93%)	873,790
Building Leases	11,170	8,625	2,545	29.51%	104,040	86,250	17,790	20.63%	103,500
Land Leases	1,895	3,462	(1,567)	(45.26%)	18,600	25,517	(6,917)	(27.11%)	32,440
Other Leases/Fees	77,822	26,137	51,685	197.75%	355,270	261,367	93,903	35.93%	313,640
Reimbursable Costs	-	46,445	(46,445)	(100.00%)	133,709	157,109	(23,400)	(14.89%)	250,000
Total Operating Revenue	\$672,629	\$643,820	\$28,809	4.47%	\$5,967,549	\$6,105,754	(\$138,205)	(2.26%)	\$7,393,390
Operating Expenses:									
Personnel Services	\$279,240	\$305,801	(\$26,561)	(8.69%)	\$2,750,243	\$3,052,478	(\$302,235)	(9.90%)	\$3,661,630
Professional Services	7,457	19,043	(11,586)	(60.84%)	118,946	185,505	(66,559)	(35.88%)	204,895
Accounting & Auditing	-	2,091	(2,091)	(100.00%)	13,183	27,820	(14,637)	(52.61%)	32,000
Other Contractual Services	43,781	35,094	8,687	24.75%	431,247	380,502	50,745	13.34%	441,560
Travel & Training	6,624	23,858	(17,234)	(72.24%)	98,229	162,664	(64,435)	(39.61%)	191,930
Communications & Freight	4,774	5,379	(605)	(11.25%)	43,967	53,992	(10,025)	(18.57%)	64,750
Utility Services	26,767	36,034	(9,267)	(25.72%)	303,216	361,785	(58,569)	(16.19%)	425,000
Rentals & Leases	1,063	1,018	45	4.42%	10,899	10,183	716	7.03%	12,220
Insurance	16,334	19,167	(2,833)	(14.78%)	162,404	191,667	(29,263)	(15.27%)	230,000
Repairs & Maintenance	9,613	27,163	(17,550)	(64.61%)	194,460	251,508	(57,048)	(22.68%)	297,275
Advertising, Printing & Binding	6,549	19,635	(13,086)	(66.65%)	139,488	174,926	(35,438)	(20.26%)	206,120
Promotional Activities	3,227	6,013	(2,786)	(46.33%)	52,319	57,673	(5,354)	(9.28%)	65,400
Other Current Charges & Obligations	4,352	6,337	(1,985)	(31.32%)	45,614	50,447	(4,833)	(9.58%)	59,050
Office Supplies	132	2,250	(2,118)	(94.13%)	6,751	22,500	(15,749)	(70.00%)	27,000
Operating Supplies	13,486	27,119	(13,633)	(50.27%)	139,830	245,048	(105,218)	(42.94%)	284,790
Books, Publications, Subscriptions & Meml	1,486	3,190	(1,704)	(53.42%)	22,921	38,940	(16,019)	(41.14%)	43,589
Contingency	-	-	-	0.00%	-	-	-	0.00%	30,835
Emergency Repair	7,980	20,000	(12,020)	(60.10%)	17,982	60,000	(42,018)	(70.03%)	100,000
Reimbursable Costs	-	46,445	(46,445)	(100.00%)	133,709	157,109	(23,400)	(14.89%)	250,000
Business Development	61,818	50,629	11,189	22.10%	288,114	285,731	2,383	0.83%	386,989
Total Operating Expenses	\$494,683	\$656,266	(\$161,583)	(24.62%)	\$4,973,522	\$5,770,478	(\$796,956)	(13.81%)	\$7,015,033

Operating Revenue before Depreciation	\$177,946	(\$12,446)	\$190,392	(1,529.74%)	\$994,027	\$335,276	\$658,751	196.48%	\$378,357
Depreciation	275,004	291,667	(16,663)	(5.71%)	2,783,618	2,916,667	(133,049)	(4.56%)	3,500,000
Operating Income(Loss) Before Non-Operating Revenue and Expenses	(\$97,058)	(\$304,113)	\$207,055	(68.08%)	(\$1,789,591)	(\$2,581,391)	\$791,800	(30.67%)	(\$3,121,643)
Non-Operating Revenue and Expense									
Customer Facility Charges	73,224	75,000	(1,776)	(2.37%)	631,640	750,000	(118,360)	(15.78%)	900,000
Passenger Facility Charges	131,947	79,167	52,780	66.67%	977,014	791,667	185,347	23.41%	950,000
Interest Revenue	1,605	1,917	(312)	(16.28%)	22,702	19,167	3,535	18.44%	23,000
Interest Expense	(19,329)	(19,329)	-	0.00%	(200,307)	(200,307)	-	0.00%	(238,488)
Sale of Assets	-	-	-	0.00%	-	-	-	0.00%	-
Non-Operating Revenue-Net	\$187,447	\$136,755	\$50,692	37.07%	\$1,431,049	\$1,360,527	\$70,522	5.18%	\$1,634,512
Income (Loss) Before Capital Contributions	\$90,389	(\$167,358)	\$257,747	(154.01%)	(\$358,542)	(\$1,220,864)	\$862,322	(70.63%)	(\$1,487,131)
Capital Contributions	\$1,725,394	\$0	\$1,725,394	0.00%	\$6,389,410	\$0	\$6,389,410	0.00%	\$0
Increase in Net Assets	\$1,815,783	(\$167,358)	\$1,983,141	(1,184.97%)	\$6,030,868	(\$1,220,864)	\$7,251,732	(593.98%)	(\$1,487,131)

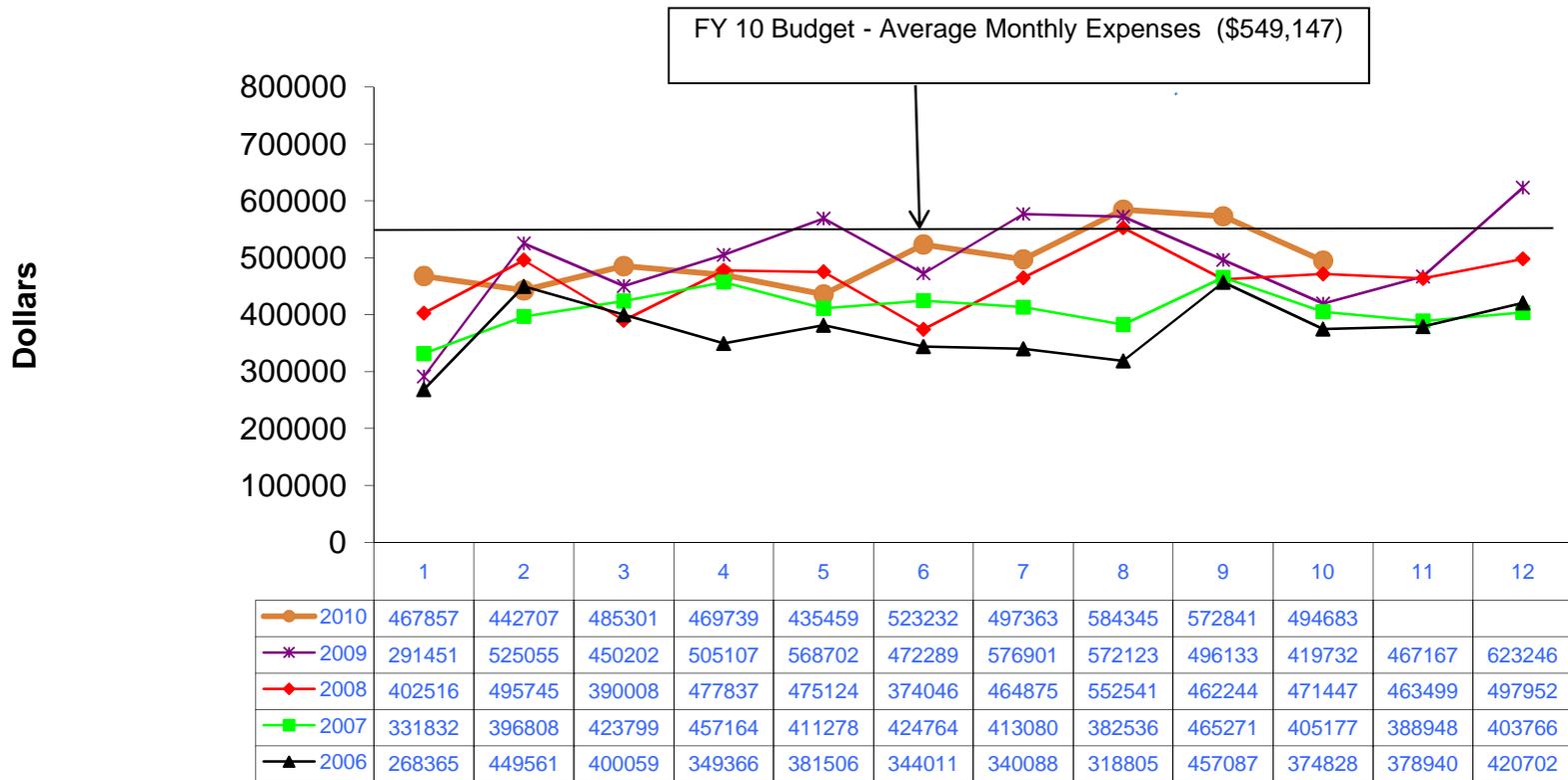
ASHEVILLE REGIONAL AIRPORT AUTHORITY
STATEMENT OF FINANCIAL POSITION
As of April 30, 2010

<u>ASSETS</u>	<u>April</u>	<u>Last Month</u>
Current Assets:		
Unrestricted Net Assets:		
Cash and Cash Equivalents	\$5,773,004	\$4,838,720
Accounts Receivable	852,959	733,144
Grants Receivable	1,445,769	938,796
Prepaid Expenses	54,797	15,794
Total Unrestricted Assets	<u>8,126,529</u>	<u>6,526,454</u>
Restricted Assets:		
Cash and Cash Equivalents	2,228,074	2,217,890
Total Restricted Assets	<u>2,228,074</u>	<u>2,217,890</u>
 Total Current Assets	 <u>10,354,603</u>	 <u>8,744,344</u>
Noncurrent Assets:		
Construction in Progress	25,454,426	24,205,830
Property and Equipment - Net	42,668,591	42,943,594
Total Noncurrent Assets	<u>68,123,017</u>	<u>67,149,424</u>
	<u>\$78,477,620</u>	<u>\$75,893,768</u>
 <u>LIABILITIES AND NET ASSETS</u>		
Current Liabilities:		
Payable from Unrestricted Assets:		
Accounts Payable	\$2,726,342	\$1,885,568
Accrued Liabilities	163,097	173,167
Customer Deposits	121,725	121,725
Unearned Revenue	87,140	116,868
Revenue Bond Payable - Current	407,484	405,528
Total Payable from Unrestricted Assets	<u>3,505,788</u>	<u>2,702,856</u>
 Total Current Liabilities	 <u>3,505,788</u>	 <u>2,702,856</u>
Noncurrent Liabilities:		
Other Postemployment Benefits	380,310	380,310
Compensated Absences	195,597	195,597
Net Pension Obligation-LEO Special Separation Allowance	12,320	12,320
Revenue Bond Payable - Noncurrent	3,565,556	3,600,420
Total Noncurrent Liabilities	<u>4,153,783</u>	<u>4,188,647</u>
 Total Liabilities	 <u>7,659,571</u>	 <u>6,891,503</u>
Net Assets:		
Invested in Capital Assets	64,149,977	63,143,476
Restricted	2,228,074	2,217,890
Unrestricted	4,439,998	3,640,899
Total Net Assets	<u>70,818,049</u>	<u>69,002,265</u>
	<u>\$78,477,620</u>	<u>\$75,893,768</u>

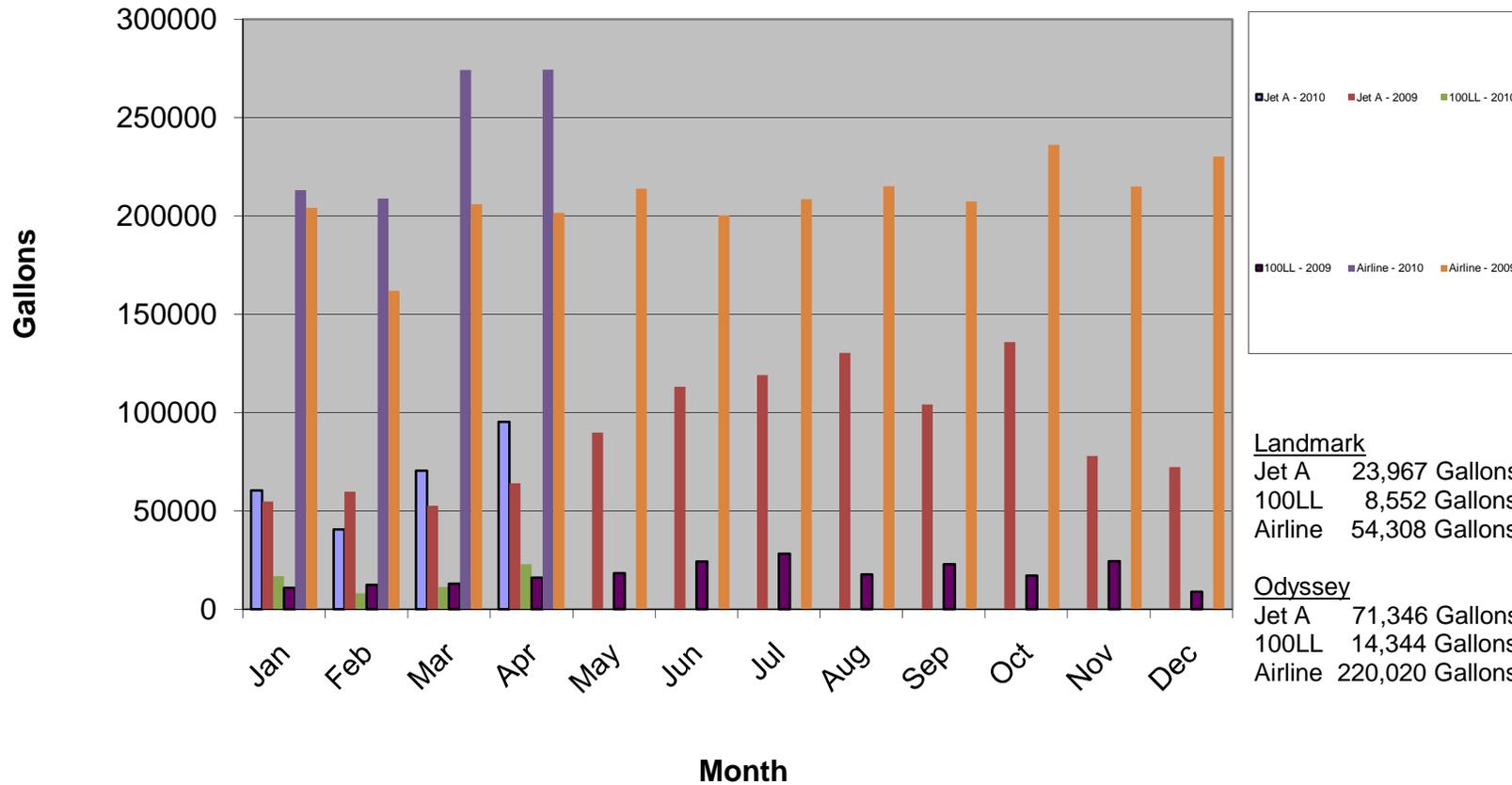
ASHEVILLE REGIONAL AIRPORT Annual Operating Revenue by Month April 2010



ASHEVILLE REGIONAL AIRPORT Annual Operating Expenses by Month April 2010



AVL Fuels Sales - Gallons April 2010



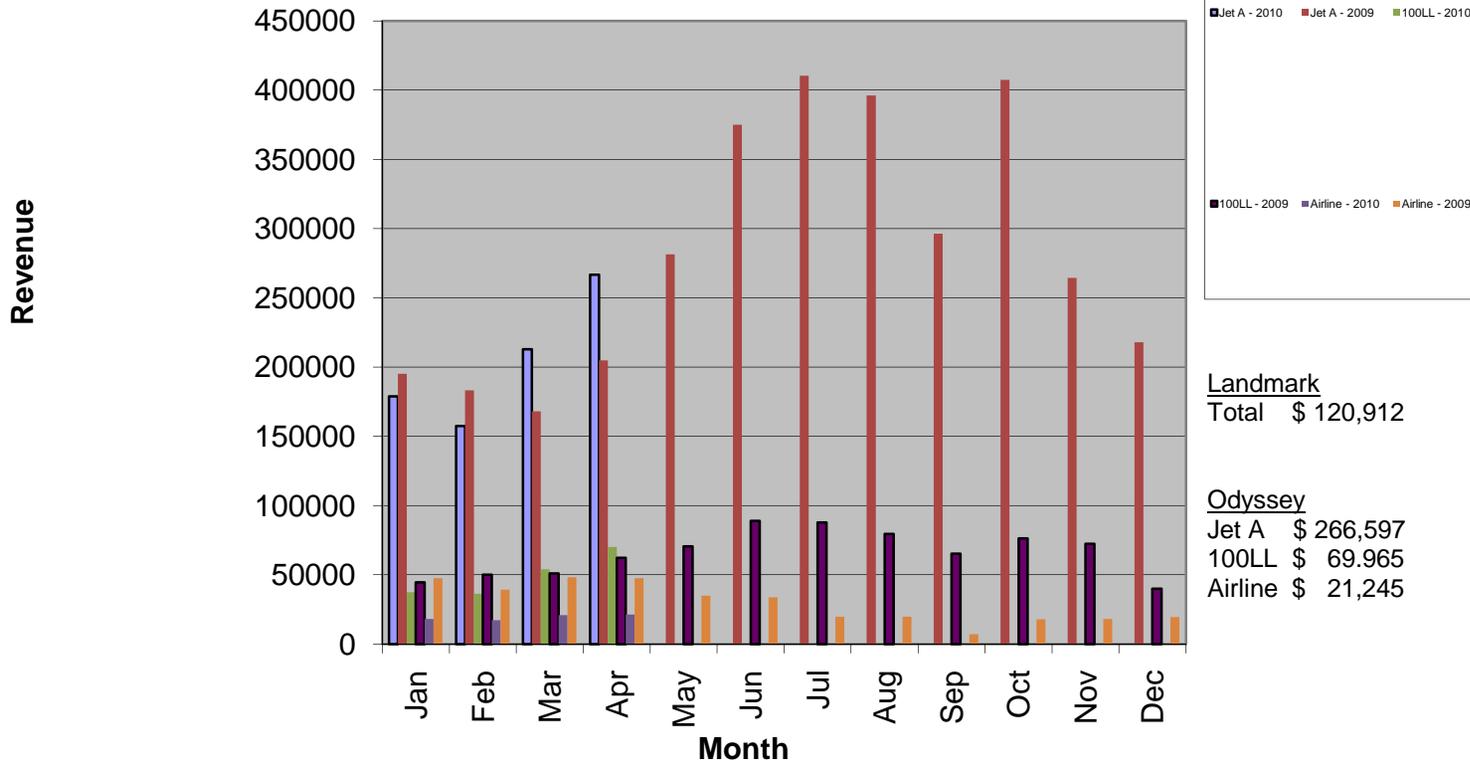
Landmark

Jet A	23,967 Gallons
100LL	8,552 Gallons
Airline	54,308 Gallons

Odyssey

Jet A	71,346 Gallons
100LL	14,344 Gallons
Airline	220,020 Gallons

AVL Fuels Sales - Revenue April 2010



**Asheville Regional Airport Authority
Capital Carryover Schedule
As of April 30, 2010**

Project	Original Board Authorized Amount	Carryover Approved in FY10 Budget	FY2010 Spending Through 4/30/2010	Cumulative Spending at 4/30/2010
A Gate Terminal Renovation	10,486,704	8,986,311	4,908,333	5,858,726
Landside Roadway and Parking	5,293,995	4,645,686	3,465,000	4,113,308
North General Aviation Expansion	3,700,000	1,122,521	808,658	3,386,137
PC Air and Fixed Ground Power	561,080	553,677	50	7,453
Triturator Lava Cart Service	266,827	234,408	207,757	240,176
Terminal Roof Replacement 2009	181,125	153,659	150,847	178,313
Lacy Griffin Building Renovation	51,700	51,700	47,095	47,095
Advantage West Building Improvements	27,500	27,500	-	-
Wireless Mesh System-Phase II	30,000	30,000	21,235	21,235
GA Apron & Taxiway Connector	188,000	18,325	18,325	188,000
Runway 16-34 Rehab Ph 1 2008	186,633	14,205	-	172,428
Art Program FF&E	27,175	18,891	-	8,284
168 Wright Bros Way Hanger	2,500,000	103,194	49,367	2,196,174
	23,500,739	15,960,077	9,676,667	16,417,329



MEMORANDUM

TO: Members of the Airport Authority

FROM: Amy S. Burritt, Interim Manager, Marketing and Public Relations

DATE: June 11, 2010

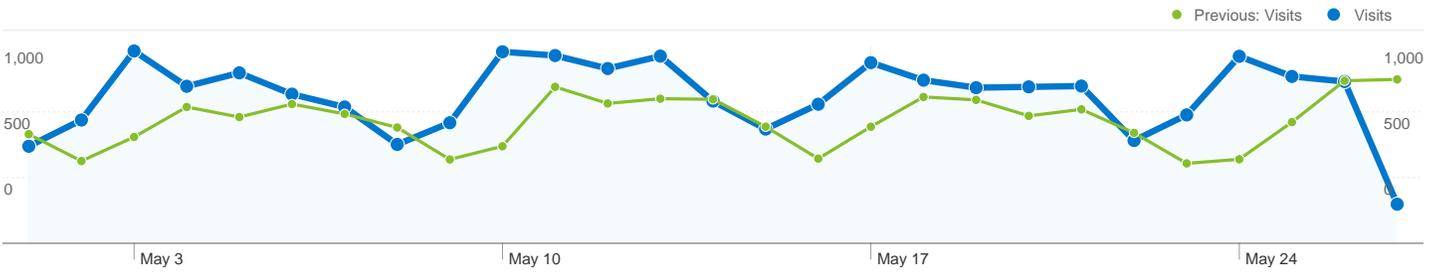
ITEM DESCRIPTION – Information Section Item C

Marketing and Public Relations Report for the Month of May, 2010

- Events
 - Planned and executed AirTran-TPA inaugural
 - Assisted with Buncombe County HonorAir flight
 - Sponsored and attended The Community Foundation of Western North Carolina's Power of the Purse event
 - Attended Henderson County Chamber Business After Hours
- Advertising & Promotions
 - Met with Charter Media, WNC Magazine, WLOS, and WOXL
 - Completed creative for Sophie Magazine and Carolina Purple Pages
 - Completed flyaway promotions with WTMT and WWNC radio stations
 - Began flyaway promotions with ESPN Radio and WOXL stations
- Media & Public Relations
 - Received/responded to seven media inquiries/interviews
 - Provided AVL information to 675 Southern Living Magazine subscribers
- Social Media
 - 341 Facebook fans
 - 325 Twitter followers
 - 57 Blog mentions
- Guest Services
 - Assisted 3,736 passengers, a 24% increase over May, 2009
 - Collected \$24.61 in gross revenue of business services



- Posted \$1925 in brochure advertising sales – six renewals; one new account
- Collected/replied to 15 comment cards/survey responses
- Recruited one new volunteer program participant
- CPR training completed by two Guest Services staff members
- Website
 - Google Analytics: See attached data regarding May activity at www.flyavl.com
 - Booking Engine: \$143.20 in booking fees collected from 91 reservations for the month of April; 830 new booking engine members for a total of 24,997 members



Site Usage

20,180 Visits

Previous: 277,891 (-92.74%)

40.20% Bounce Rate

Previous: 40.82% (-1.51%)

66,552 Pageviews

Previous: 929,732 (-92.84%)

00:03:37 Avg. Time on Site

Previous: 00:03:40 (-1.46%)

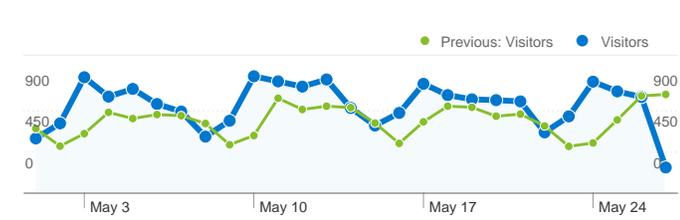
3.30 Pages/Visit

Previous: 3.35 (-1.43%)

65.21% % New Visits

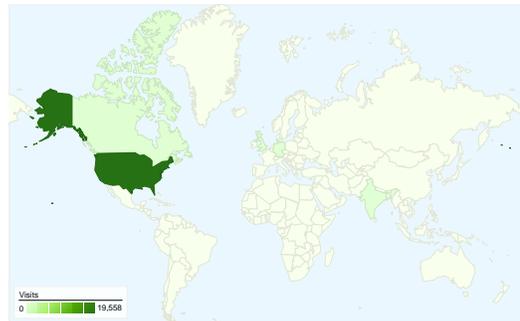
Previous: 63.83% (2.17%)

Visitors Overview

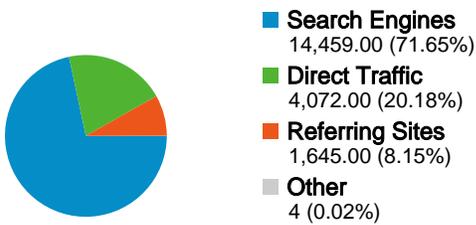


Visitors
15,309

Map Overlay

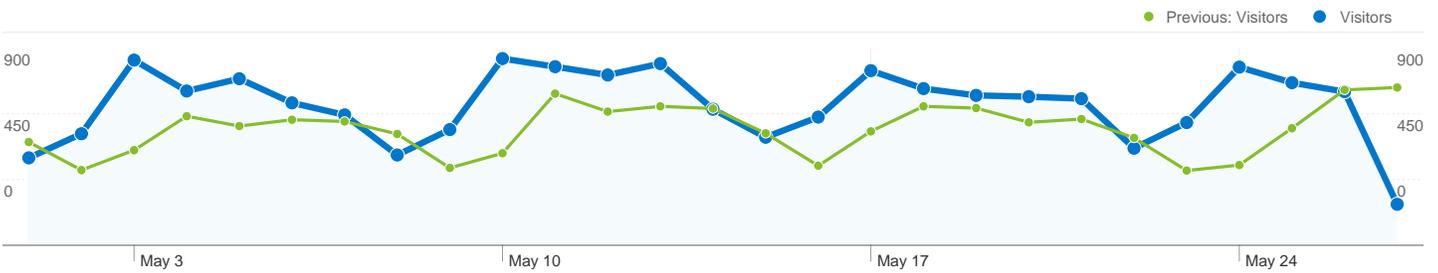


Traffic Sources Overview



Referring Sites		
Source	Visits	% visits
flyavl.com		
May 1, 2010 - May 27, 2010	97	5.90%
May 1, 2009 - May 27, 2010	1,453	5.41%
% Change	-93.32%	8.98%
biltmore.com		
May 1, 2010 - May 27, 2010	63	3.83%
May 1, 2009 - May 27, 2010	1,252	4.66%
% Change	-94.97%	-17.86%
groveparkinn.com		
May 1, 2010 - May 27, 2010	61	3.71%
May 1, 2009 - May 27, 2010	604	2.25%
% Change	-89.90%	64.87%
ashevillenc.com		
May 1, 2010 - May 27, 2010	57	3.47%
May 1, 2009 - May 27, 2010	501	1.87%
% Change	-88.62%	85.73%
en.wikipedia.org		
May 1, 2010 - May 27, 2010	50	3.04%
May 1, 2009 - May 27, 2010	877	3.27%
% Change	-94.30%	-6.93%

Content Overview		
Pages	Pageviews	% Pageviews
/		
May 1, 2010 - May 27, 2010	19,026	28.59%
May 1, 2009 - May 27, 2010	263,584	28.35%
% Change	-92.78%	0.84%
/flights/flight-view---real-time.html		
May 1, 2010 - May 27, 2010	6,060	9.11%
May 1, 2009 - May 27, 2010	95,562	10.28%
% Change	-93.66%	-11.41%
/flights/arrivals---real-time.html		
May 1, 2010 - May 27, 2010	3,281	4.93%
May 1, 2009 - May 27, 2010	55,580	5.98%
% Change	-94.10%	-17.53%
/airlines/airtran.html		
May 1, 2010 - May 27, 2010	2,523	3.79%
May 1, 2009 - May 27, 2010	30,239	3.25%
% Change	-91.66%	16.56%
/rental-cars/		
May 1, 2010 - May 27, 2010	2,398	3.60%
May 1, 2009 - May 27, 2010	24,950	2.68%
% Change	-90.39%	34.27%



15,309 people visited this site

20,180 Visits

Previous: 277,891 (-92.74%)

15,309 Absolute Unique Visitors

Previous: 182,698 (-91.62%)

66,552 Pageviews

Previous: 929,732 (-92.84%)

3.30 Average Pageviews

Previous: 3.35 (-1.43%)

00:03:37 Time on Site

Previous: 00:03:40 (-1.46%)

40.20% Bounce Rate

Previous: 40.82% (-1.51%)

65.21% New Visits

Previous: 63.83% (2.17%)

Technical Profile

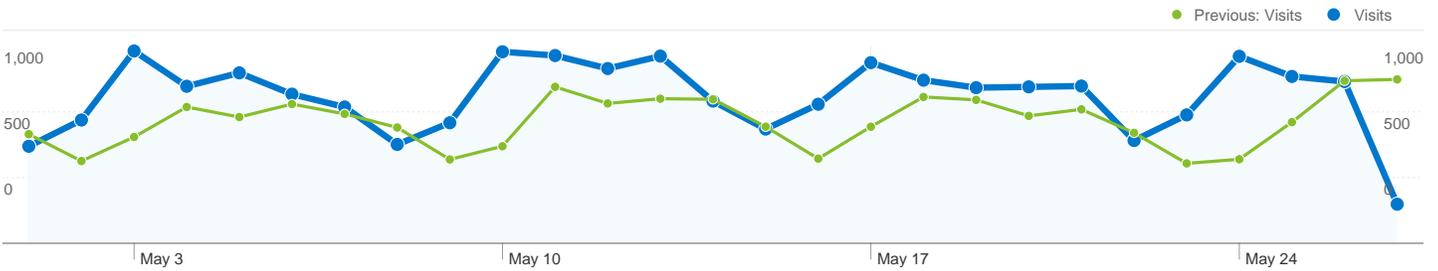
Browser	Visits	% visits	Connection Speed	Visits	% visits
Internet Explorer			Cable		
May 1, 2010 - May 27, 2010	12,435	61.62%	May 1, 2010 - May 27, 2010	7,649	37.90%
May 1, 2009 - May 27, 2010	177,188	63.76%	May 1, 2009 - May 27, 2010	102,420	36.86%
% Change	-92.98%	-3.36%	% Change	-92.53%	2.84%
Firefox			DSL		
May 1, 2010 - May 27, 2010	4,172	20.67%	May 1, 2010 - May 27, 2010	5,145	25.50%
May 1, 2009 - May 27, 2010	58,002	20.87%	May 1, 2009 - May 27, 2010	70,916	25.52%
% Change	-92.81%	-0.95%	% Change	-92.74%	-0.09%

Safari		
May 1, 2010 - May 27, 2010	2,564	12.71%
May 1, 2009 - May 27, 2010	31,717	11.41%
% Change	-91.92%	11.32%
Chrome		
May 1, 2010 - May 27, 2010	777	3.85%
May 1, 2009 - May 27, 2010	6,577	2.37%
% Change	-88.19%	62.68%
Mozilla Compatible Agent		
May 1, 2010 - May 27, 2010	51	0.25%
May 1, 2009 - May 27, 2010	1,973	0.71%
% Change	-97.42%	-64.40%

Unknown		
May 1, 2010 - May 27, 2010	4,859	24.08%
May 1, 2009 - May 27, 2010	72,860	26.22%
% Change	-93.33%	-8.16%
T1		
May 1, 2010 - May 27, 2010	2,014	9.98%
May 1, 2009 - May 27, 2010	23,174	8.34%
% Change	-91.31%	19.68%
Dialup		
May 1, 2010 - May 27, 2010	360	1.78%
May 1, 2009 - May 27, 2010	5,881	2.12%
% Change	-93.88%	-15.70%

Traffic Sources Overview

May 1, 2010 - May 27, 2010
Comparing to: May 1, 2009 - May 27, 2010



All traffic sources sent a total of 20,180 visits

20.18% Direct Traffic

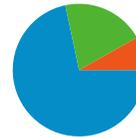
Previous: 23.66% (-14.70%)

8.15% Referring Sites

Previous: 9.66% (-15.65%)

71.65% Search Engines

Previous: 66.65% (7.49%)



- **Search Engines**
14,459.00 (71.65%)
- **Direct Traffic**
4,072.00 (20.18%)
- **Referring Sites**
1,645.00 (8.15%)
- **Other**
4 (0.02%)

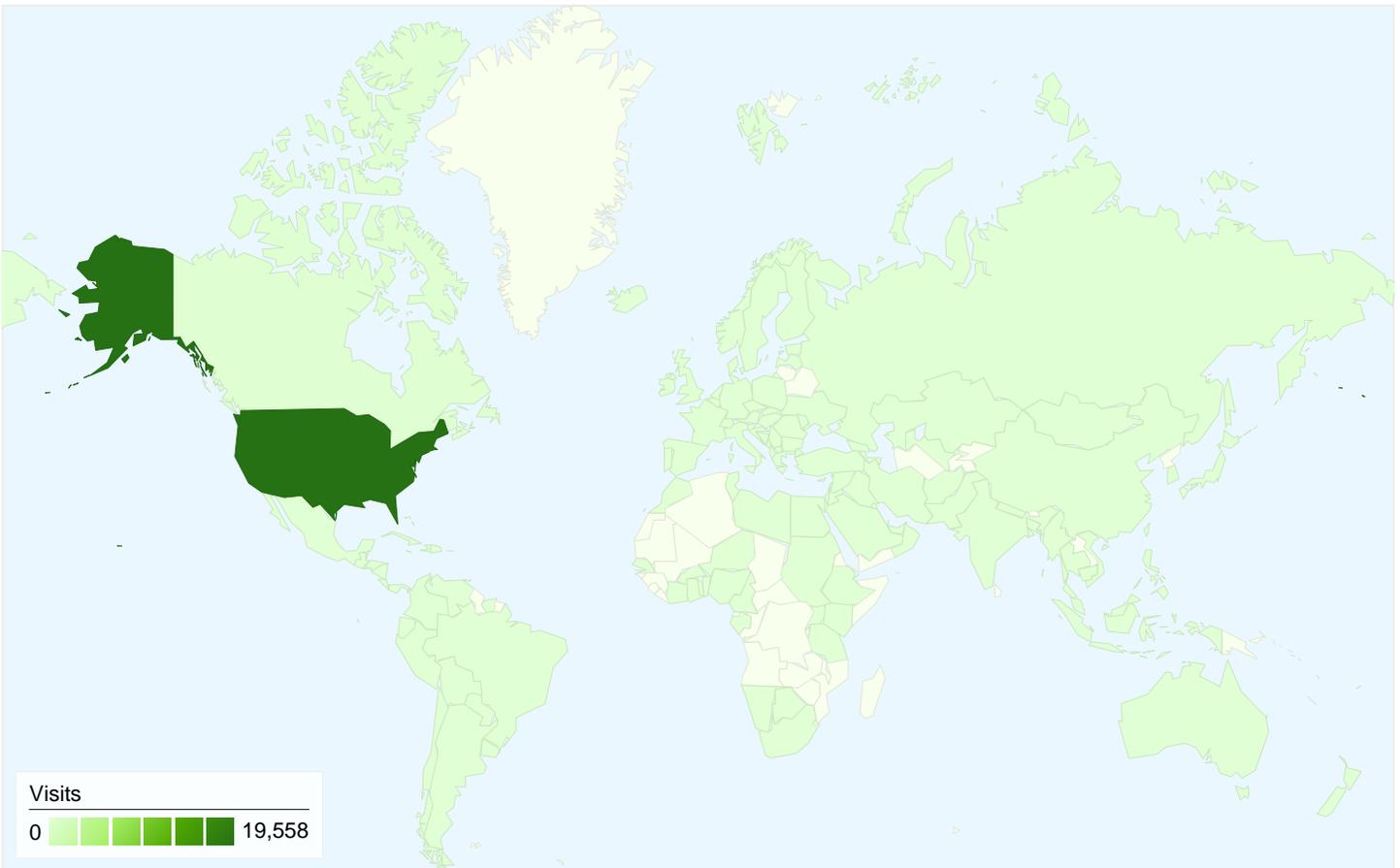
Top Traffic Sources

Sources	Visits	% visits
google (organic)		
May 1, 2010 - May 27, 2010	11,347	56.23%
May 1, 2009 - May 27, 2010	145,286	52.28%
% Change	-92.19%	7.55%
(direct) ((none))		
May 1, 2010 - May 27, 2010	4,072	20.18%
May 1, 2009 - May 27, 2010	65,738	23.66%
% Change	-93.81%	-14.70%
yahoo (organic)		
May 1, 2010 - May 27, 2010	1,401	6.94%
May 1, 2009 - May 27, 2010	19,084	6.87%
% Change	-92.66%	1.09%
bing (organic)		
May 1, 2010 - May 27, 2010	1,190	5.90%
May 1, 2009 - May 27, 2010	13,330	4.80%
% Change	-91.07%	22.93%
aol (organic)		

Keywords	Visits	% visits
asheville airport		
May 1, 2010 - May 27, 2010	4,880	33.75%
May 1, 2009 - May 27, 2010	64,040	34.57%
% Change	-92.38%	-2.38%
asheville regional airport		
May 1, 2010 - May 27, 2010	1,279	8.85%
May 1, 2009 - May 27, 2010	16,894	9.12%
% Change	-92.43%	-3.01%
asheville nc airport		
May 1, 2010 - May 27, 2010	1,029	7.12%
May 1, 2009 - May 27, 2010	14,884	8.04%
% Change	-93.09%	-11.43%
avl		
May 1, 2010 - May 27, 2010	640	4.43%
May 1, 2009 - May 27, 2010	7,127	3.85%
% Change	-91.02%	15.04%
avl airport		

May 1, 2010 - May 27, 2010	284	1.41%
May 1, 2009 - May 27, 2010	4,115	1.48%
% Change	-93.10%	-4.96%

May 1, 2010 - May 27, 2010	570	3.94%
May 1, 2009 - May 27, 2010	6,385	3.45%
% Change	-91.07%	14.36%



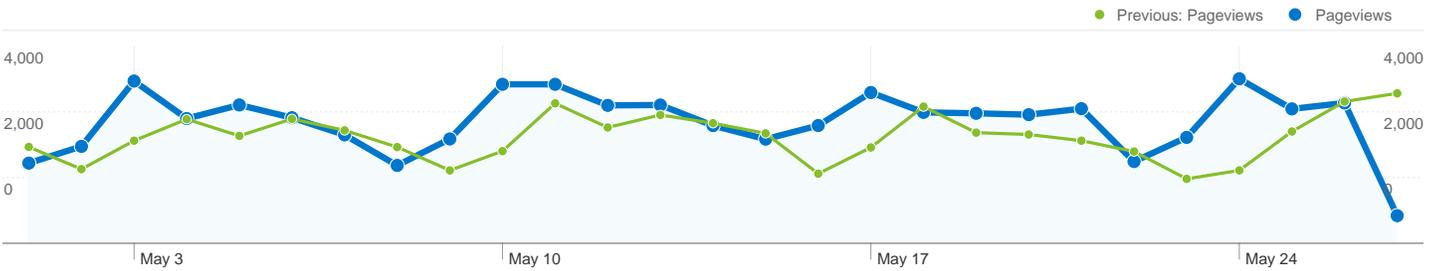
20,180 visits came from 153 countries/territories

Site Usage

Visits	Pages/Visit	Avg. Time on Site	% New Visits	Bounce Rate	
20,180 Previous: 277,891 (-92.74%)	3.30 Previous: 3.35 (-1.43%)	00:03:37 Previous: 00:03:40 (-1.46%)	65.25% Previous: 63.87% (2.16%)	40.20% Previous: 40.82% (-1.51%)	
Country/Territory	Visits	Pages/Visit	Avg. Time on Site	% New Visits	Bounce Rate
United States					
May 1, 2010 - May 27, 2010	19,558	3.30	00:03:39	64.83%	39.99%
May 1, 2009 - May 27, 2010	268,228	3.36	00:03:42	63.53%	40.58%
% Change	-92.71%	-1.52%	-1.32%	2.04%	-1.46%
Canada					
May 1, 2010 - May 27, 2010	133	2.71	00:02:18	84.96%	45.86%
May 1, 2009 - May 27, 2010	1,966	2.85	00:02:19	79.86%	46.54%
% Change	-93.23%	-5.06%	-0.59%	6.39%	-1.45%
United Kingdom					
May 1, 2010 - May 27, 2010	90	3.88	00:03:05	66.67%	31.11%

May 1, 2009 - May 27, 2010	1,393	3.68	00:02:49	72.51%	36.68%
% Change	-93.54%	5.50%	9.83%	-8.05%	-15.19%
India					
May 1, 2010 - May 27, 2010	50	1.62	00:00:30	56.00%	80.00%
May 1, 2009 - May 27, 2010	679	1.71	00:00:42	46.54%	78.94%
% Change	-92.64%	-5.26%	-29.39%	20.33%	1.34%
Germany					
May 1, 2010 - May 27, 2010	41	3.73	00:02:30	85.37%	31.71%
May 1, 2009 - May 27, 2010	541	3.85	00:03:08	82.81%	40.67%
% Change	-92.42%	-2.99%	-20.19%	3.09%	-22.03%
Mexico					
May 1, 2010 - May 27, 2010	22	3.73	00:02:46	86.36%	36.36%
May 1, 2009 - May 27, 2010	140	3.00	00:02:32	87.86%	46.43%
% Change	-84.29%	24.24%	9.47%	-1.70%	-21.68%
France					
May 1, 2010 - May 27, 2010	16	2.50	00:01:57	75.00%	56.25%
May 1, 2009 - May 27, 2010	224	3.25	00:02:49	75.00%	41.96%
% Change	-92.86%	-23.08%	-30.83%	0.00%	34.04%
Australia					
May 1, 2010 - May 27, 2010	15	4.00	00:05:07	93.33%	53.33%
May 1, 2009 - May 27, 2010	228	3.27	00:03:05	80.26%	41.23%
% Change	-93.42%	22.42%	65.85%	16.28%	29.36%
Japan					
May 1, 2010 - May 27, 2010	15	7.33	00:02:20	80.00%	33.33%
May 1, 2009 - May 27, 2010	189	3.78	00:02:34	68.25%	50.79%
% Change	-92.06%	93.85%	-8.89%	17.21%	-34.38%
Saudi Arabia					
May 1, 2010 - May 27, 2010	14	2.43	00:01:35	42.86%	64.29%
May 1, 2009 - May 27, 2010	61	2.80	00:03:11	72.13%	49.18%
% Change	-77.05%	-13.37%	-50.32%	-40.58%	30.71%

1 - 10 of 153



Pages on this site were viewed a total of 66,552 times

66,552 Pageviews
Previous: 929,732 (-92.84%)

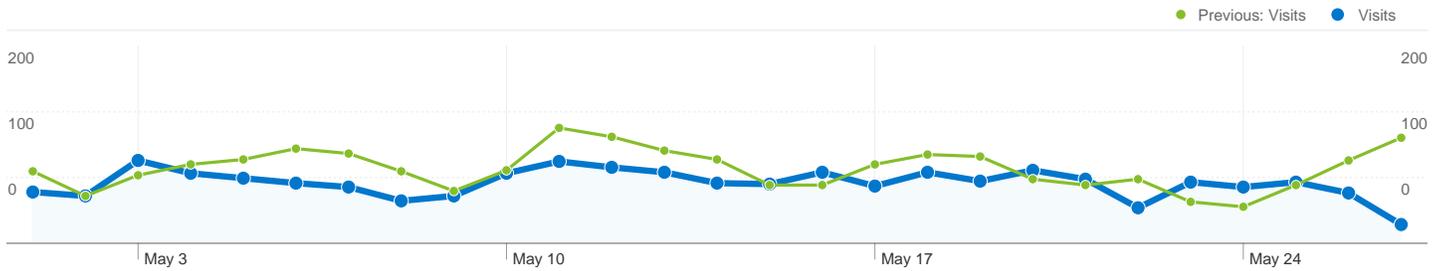
47,533 Unique Views
Previous: 654,790 (-92.74%)

40.20% Bounce Rate
Previous: 40.82% (-1.51%)

Top Content

Pages	Pageviews	% Pageviews
/		
May 1, 2010 - May 27, 2010	19,026	28.59%
May 1, 2009 - May 27, 2010	263,584	28.35%
% Change	-92.78%	0.84%
/flights/flight-view---real-time.html		
May 1, 2010 - May 27, 2010	6,060	9.11%
May 1, 2009 - May 27, 2010	95,562	10.28%
% Change	-93.66%	-11.41%
/flights/arrivals---real-time.html		
May 1, 2010 - May 27, 2010	3,281	4.93%
May 1, 2009 - May 27, 2010	55,580	5.98%
% Change	-94.10%	-17.53%
/airlines/airtran.html		
May 1, 2010 - May 27, 2010	2,523	3.79%
May 1, 2009 - May 27, 2010	30,239	3.25%
% Change	-91.66%	16.56%
/rental-cars/		

May 1, 2010 - May 27, 2010	2,398	3.60%
May 1, 2009 - May 27, 2010	24,950	2.68%
% Change	-90.39%	34.27%



Referring sites sent 1,645 visits via 1,678 sources

Site Usage

Source	Visits	Pages/Visit	Avg. Time on Site	% New Visits	Bounce Rate
Visits 1,645 Previous: 26,854 (-93.87%)					
Pages/Visit 2.89 Previous: 2.95 (-2.02%)					
Avg. Time on Site 00:03:38 Previous: 00:03:03 (19.27%)					
% New Visits 69.18% Previous: 69.39% (-0.30%)					
Bounce Rate 48.21% Previous: 49.98% (-3.55%)					
Source	Visits	Pages/Visit	Avg. Time on Site	% New Visits	Bounce Rate
flyavl.com					
May 1, 2010 - May 27, 2010	97	6.68	00:30:35	1.03%	17.53%
May 1, 2009 - May 27, 2010	1,453	5.25	00:16:39	2.20%	17.41%
% Change	-93.32%	27.23%	83.73%	-53.19%	0.65%
biltmore.com					
May 1, 2010 - May 27, 2010	63	2.03	00:01:06	95.24%	58.73%
May 1, 2009 - May 27, 2010	1,252	1.73	00:01:06	91.61%	71.49%
% Change	-94.97%	17.71%	-0.39%	3.96%	-17.84%
groveparkinn.com					
May 1, 2010 - May 27, 2010	61	2.82	00:01:09	77.05%	50.82%
May 1, 2009 - May 27, 2010	604	2.60	00:01:48	86.92%	54.80%
% Change	-89.90%	8.48%	-35.99%	-11.36%	-7.27%
ashevillenc.com					
May 1, 2010 - May 27, 2010	57	1.96	00:01:24	64.91%	68.42%
May 1, 2009 - May 27, 2010	501	2.74	00:02:10	81.44%	49.10%
% Change	-88.62%	-28.25%	-35.90%	-20.29%	39.35%
en.wikipedia.org					
May 1, 2010 - May 27, 2010	50	4.76	00:02:52	86.00%	22.00%
May 1, 2009 - May 27, 2010	877	4.86	00:02:38	83.58%	24.63%
% Change	-94.30%	-2.14%	8.80%	2.89%	-10.68%
nps.gov					
May 1, 2010 - May 27, 2010	50	1.48	00:00:27	98.00%	76.00%

May 1, 2009 - May 27, 2010	380	1.44	00:00:47	96.58%	78.42%
% Change	-86.84%	2.44%	-42.93%	1.47%	-3.09%
google.com					
May 1, 2010 - May 27, 2010	49	2.04	00:03:29	36.73%	59.18%
May 1, 2009 - May 27, 2010	1,171	2.77	00:05:49	48.68%	48.25%
% Change	-95.82%	-26.29%	-40.00%	-24.53%	22.66%
willowwinds.com					
May 1, 2010 - May 27, 2010	47	2.89	00:01:11	85.11%	48.94%
May 1, 2009 - May 27, 2010	725	2.40	00:01:10	83.86%	52.97%
% Change	-93.52%	20.71%	1.45%	1.48%	-7.61%
charter.net					
May 1, 2010 - May 27, 2010	46	4.13	00:04:48	54.35%	39.13%
May 1, 2009 - May 27, 2010	764	3.87	00:03:33	57.85%	31.02%
% Change	-93.98%	6.65%	35.58%	-6.06%	26.14%
airtran.com					
May 1, 2010 - May 27, 2010	39	2.90	00:01:43	84.62%	35.90%
May 1, 2009 - May 27, 2010	454	3.58	00:02:15	83.92%	37.89%
% Change	-91.41%	-19.15%	-23.64%	0.83%	-5.25%
1 - 10 of 1,678					

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

Project Number	Project Name	Project Description	Professional Services Consultant	Professional Services Contract	General Contractor	Original Construction Contract	Change Orders (thru 6/01/2010)	Percent of Original Contract	Total Project Cost	Percent Complete	Expensed to Date (thru 6/01/2010)	Start Date	End Date	Current Project Status (as of 6/01/2010)
Planning Phase														
None														
Design Phase														
1	Westside Site Preparation Project	The Westside Site Preparation Project includes site preparation of approximately 20 acres located west of RW 16/34 for future development. The project is currently in the design and permitting phase.	AVCON	\$232,000.00	Charah	na	\$0.00	0.00%	\$232,000.00* <i>(project expenses are being reimbursed by Charah through a separate agreement)</i>	90%	\$179,325.50	Dec-09	Summer 2010	401/404 permit process is underway and erosion control plans have been submitted to NCDENR for phase 1. Construction phase will start upon approval of permits.
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	(\$55,682.47)	-0.70%	\$ 10,442,521.53	65%	\$6,386,277.82	July '09	Nov-10	Precast installation is complete. The building will dried-in within the next 30 days. Electrical, mechanical and plumbing work continue.
1a		2 Passenger Boarding Bridges	RS&H	(included above)	ThyssenKrupp Airport Systems	\$940,406.00	na	na	(included above)	80%	\$629,517.00	Jul-09	Aug-10	Passenger Boarding Bridges (PBBs) are 80% complete and being held for installation until the terminal building is ready.
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	\$4,688,513.51	90%	\$4,448,586.96	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 underway. For more information, see individual components below.
2a		Parking Lot and Terminal Drive	LPA Group	(included above)	APAC	\$1,614,092.45	\$50,386.90	3.12%	(included above)	95%	\$1,504,547.08	Jul-09	May-10	The parking lot is substantially complete. The contractor is working on punch list items.
2b		Toll Plaza Expansion	LPA Group	(included above)	Patton Construction	\$495,840.00	\$54,739.15	11.04%	(included above)	99%	\$542,063.81	Jul-09	May-10	The building is substantially complete. The contractor is completing punch list items and parking lot equipment (not in contract) is being installed.
2c		Wright Brothers Way Improvements Project	LPA Group	(included above)	Moore and Sons Construction Co.	\$1,700,922.00	\$53,814.01	3.03%	(included above)	85%	\$1,268,784.61	Jul-09	Jun-10	The contractor is completing the north end of Wright Brothers Way.
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	95%	\$ 3,386,137.31	Nov-07	Summer 2010	The contractor is working on removal a rock knoll on site. Final capping will take place this summer.

Asheville Regional Airport Authority
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Project Number	Project Name	Project Description	Professional Services Consultant	Professional Services Contract	General Contractor	Original Construction Contract	Change Orders (thru 6/01/2010)	Percent of Original Contract	Total Project Cost	Percent Complete	Expensed to Date (thru 6/01/2010)	Start Date	End Date	Current Project Status (as of 6/01/2010)
4	Triturator Facility	Construction and installation of a dump site to support airline waste disposal and a facility to protect staff from weather elements.	RS&H	\$48,147.00	Perry Bartsch Jr.	\$198,800.00	\$22,992.00	11.50%	\$269,939.00	99%	\$264,101.91	Jul-09	Apr-10	The project is substantially complete. The contractor is working on punch list items.
5	Pre-Conditioned Air and Fixed Ground Power	Pre-Conditioned Air and Fixed Ground Power will be added to all boarding bridges for customer comfort and functionality	RS&H	\$8,000.00	INET Airport System Inc.	\$502,800.00	\$21,600.00	4.30%	\$510,800.00	15%	\$7,402.71	Jul-09	Summer 2010	Equipment is in production and installation is being scheduled to coordinate with related work on the A Gates Project.