



AGENDA

Greater Asheville Regional Airport Authority Regular Meeting
Friday, October 6, 2017, 8:30 a.m.
Conference Room at Administrative Offices

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

- I. CALL TO ORDER
- II. PRESENTATIONS:
 - A. Department of Public Safety – Kevan Smith ([document](#))
- III. FINANCIAL REPORT ([document](#))
- IV. CONSENT ITEMS:
 - A. Approval of the Greater Asheville Regional Airport Authority September 8, 2017 Regular Meeting Minutes ([document](#))
 - B. Approval of the Greater Asheville Regional Airport Authority September 8, 2017 Closed Session Minutes
 - C. Approval of Amended Human Resources Policies and Procedures and the Administration Policies and Procedures ([document](#))
- V. OLD BUSINESS:
 - A. Airline Non-Signatory Fees



VI. NEW BUSINESS:

- A. Approval of the Greater Asheville Regional Airport Authority Board 2018 Schedule ([document](#))
- B. Approval of Scope of Services No. 12 to Contract with Delta Airport Consultants, Inc. for Environmental Assessment Services Associated with South Terminal Apron Expansion ([document](#))

VII. DIRECTOR'S REPORT:

- A. FAA Grant
- B. Discussion of Key Priorities: Air Service Development, Master Plan, Long Term Economic Development, Community Outreach ([document](#))

VIII. INFORMATION SECTION:

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

- A. August 2017 Traffic Report ([document](#))
- B. August 2017 Monthly Financial Report ([document](#))
- C. October 2017 Development/Project Status Report ([document](#))
- D. Potential Board Items for the Next Regular Meeting:
 - Approval of Award of Contract for Terminal Assessment Study

IX. PUBLIC AND TENANTS' COMMENTS

X. CALL FOR NEXT MEETING

XI. CLOSED SESSION:

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



XII. AUTHORITY MEMBER REPORTS:

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

XIII. ADJOURNMENT

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



Greater Asheville Regional Airport Authority

Department of Public Safety



Who we are:

- The AVL Department of Public Safety consist of 18 personnel providing 24/7/365 emergency service coverage to the airport.
 - Chief
 - Captain
 - 4 Lieutenants
 - 9 Public Safety Officers
 - 3 Firefighters

What do we do?

- 4 Main Jobs
 - Police
 - Fire
 - Emergency Medical Service
 - Operations support

Departmental Priorities

- Since 2014 our focus has been on emergency service certifications recognized by the industry as standard not only for airports but for each respective field.
 - Law Enforcement Certification – required
 - Emergency Medical Technician
 - Must obtain within 1 year of employment
 - Firefighter II
 - Highly encouraged

Police Requirements

- Law Enforcement Officers
 - NC Basic Law Enforcement Training
 - 616 hours (minimum)
 - 32 Hours of mandatory in-service training each year for the State.
 - Additional Training
 - Specialized training in long guns (AR-15 Carbines)
 - TASER Electronic Control Devices
 - ASP Baton
 - SFST

TSA Law Enforcement Support

- TSA does not have a law enforcement branch at AVL. They contract with the airport for law enforcement support.
- DPS maintains a roving patrol with a flexible response time by agreement with TSA.
- Our typical response time to the screening checkpoint is less than 2 minutes.
- Any criminal enforcement needed is conducted by DPS.

Law Enforcement Drills

LAW ENFORCEMENT DRILLS



Law Enforcement Drills

LAW ENFORCEMENT DRILLS



FAA Fire Rescue Requirements

- Aviation Firefighting is known as ARFF.
- Airports are rated by “Index” based on the length of aircraft that service the airport. AVL is Index B but at times we meet the requirement for Index C based on flight schedules.
- Index B requires a minimum response of vehicles capable of dispersing 450 pounds of dry chemical and 1500 gallons of water with enough foam concentrate to produce 1500 gallons of water-foam mix.
- Index C requires 3000 gallons of water foam mix on top of the dry chemical.

Our Fleet



FAA Fire Rescue Requirements

- Each firefighter must be trained in 12 aviation firefighting topics and have one live fire drill before they can assume duties at an airport.
- The department has 3 minutes to respond a ARFF vehicle or combination of vehicles that meet index requirements, to the mid point of the furthest runway upon notification of an alert.

Firefighting Requirements

- For the FAA required training DPS strives for a minimum of 24 hours of aviation specific fire training each year on top of our Law Enforcement Training
- Additional DPS requirements or goals
 - NFPA Firefighter Level 2 Certification from the NC Office of the State Fire Marshall
 - 344 hours
 - IFSAC ARFF specific 40 hour class

Drivers Training



Live Fire Drills

FLAG FILE DRILLS

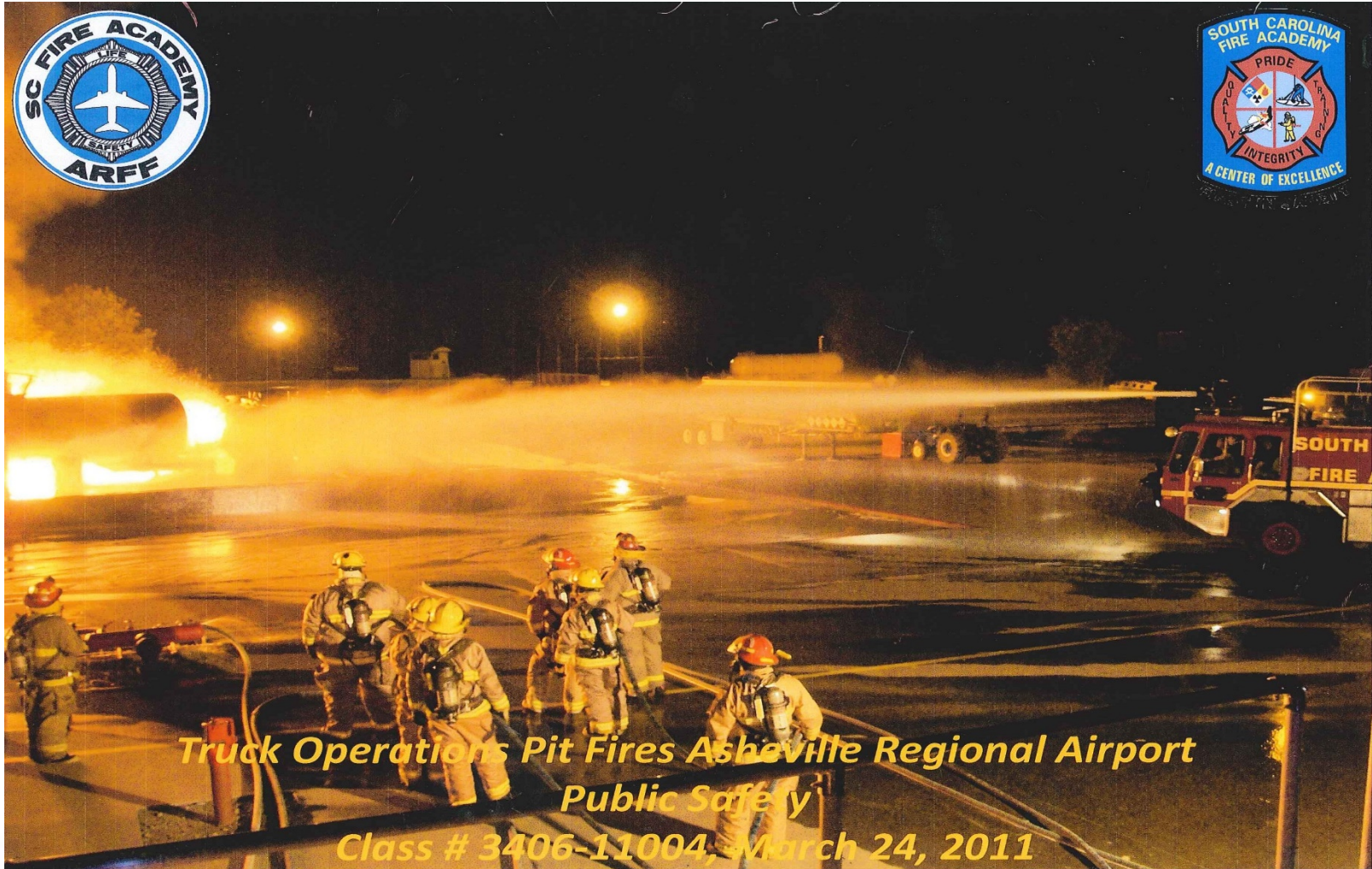


Live Fire Drills

FLAG FILE DRILLS



Nighttime Drills



Joint Agency Training



Medical Requirements

- NC Emergency Medical Technician
 - 125 hours
 - Recurring Training with AB-Tech through their EMS program for Buncombe County First Responders
 - Includes NARCAN and Epinephrine capabilities.
 - 24 Hours of mandatory in-service training each year for the state in addition to the 32 for Law Enforcement and 24 for Firefighting.

Medical Care Training

MEDICAL CARE TRAINING



Medical Care Drills

MEDICAL CARE DRILLS



Joint Agency Training



Additional Certifications

- Within our 18 person department:
 - 2 Weapons Armorers
 - 2 TASER Instructors
 - 3 Firefighter Level II Instructors
 - 3 Law Enforcement Instructors
 - 1 EMS Instructor
 - 1 Incident Command Instructor
 - 2 First Aid CPR Instructors.
 - 3 Technical Rescuers (1 instructor)
 - 1 Hazardous Materials Technician
 - 3 Wildland Firefighters
 - 2 Fire and Life Safety Educators
 - 2 Critical Incident Stress Management Liaisons
 - 2 Aerial operators

Industry Involvement

- Vice President of the Buncombe County Firefighters Association
- Board Member Blue Ridge Honor Flight
- Committee member of the Airport Law Enforcement Agencies Network
- Active member of:
 - ARFF Working Group
 - NC Association of Chief's of Police
 - NC Association of Rescue and EMS
 - Henderson County Epidemiology Task Force
 - NC Fire Chief's Association

Community Involvement

- Members of DPS currently serve as volunteers or part time employees of the following departments:
 - Barnardsville Fire Department
 - Brevard Fire Department
 - Buncombe County Sheriff's Office
 - Columbus FD
 - Cowee FD
 - Edneyville FD
 - Number 7 FD

Parades and Events



Operation Medicine Drop

Operation Medicine Drop



What are we typically doing?

- On patrol at AVL
 - You will see us around the terminal and property responding to all calls for emergency service.
- Training at various locations across county and the country.
 - We train diligently to maintain and hone our skills
- Helping our neighbors right here at home.
 - Staying active in our communities.

Where will you see us?

- Participating with events at AVL.
- Participating with parades and firefighting demonstrations in Buncombe and Henderson Counties.
- Providing a informational resource to area departments for any aircraft incident.
- Training
- Responding whenever someone is in need of assistance.

Narcotics Cash Seizures

NARCOTICS CASH SEIZURES



Law Enforcement Mutual Aid Assistance



Fire-Rescue Mutual Aid Assistance



Fire-Rescue Mutual Aid Assistance

FIRE-RESCUE MUTUAL AID ASSISTANCE



Aircraft Incidents



Aircraft Incidents

Aircraft Incidents



Vehicle Incidents

Vehicle Incidents



Fires and Security Functions

Fires and Security Functions



QUESTIONS?



**Asheville Regional Airport
Executive Summary
August-17**

AIRPORT ACTIVITY

	Month	Variance to Prior Year	Calendar Year to Date	Variance to Prior Year
Passenger Enplanements	48,440	17.2%	302,731	15.0%
Aircraft Operations				
Commercial	1,974	19.4%	11,906	10.2%
Scheduled Flights	743	17.2%		
Flight Cancellations	3			
Seats	57,935	22.8%	377,832	17.1%
Load Factor	83.6%	(4.5%)	80.1%	(1.8%)
General Aviation	3,959	9.5%	27,456	(5.4%)
Military	351	8.3%	2,959	6.9%

FINANCIAL RESULTS

	Month	Variance to Budget	Fiscal Year to Date	Variance to Budget
Operating Revenues	\$ 1,011,431	7.0%	\$ 1,996,182	7.1%
Operating Expenses	424,161	(23.3%)	1,128,244	(12.5%)
Net Operating Revenues before Depreciation	<u>\$ 587,270</u>	49.7%	<u>\$ 867,938</u>	51.1%
Net Non-Operating Revenues	<u>\$ 322,369</u>	21.6%	<u>\$ 633,258</u>	5.8%
Grants:				
FAA AIP Grants	\$ 3,259,045		\$ 3,345,064	
NC Dept of Transportation Grants	-		-	
Total	<u>\$ 3,259,045</u>		<u>\$ 3,345,064</u>	

CASH

Restricted	\$ 16,445,425
Designated for O&M Reserve	4,517,470
Designated for Emergency Repair	650,000
Unrestricted, Undesignated	10,309,072
Total	<u>\$ 31,921,967</u>

RECEIVABLES PAST DUE

	Total	1-30 Days	31-60 Days	Over 60 Days
Advertising Customers	18,535	11,660	4,150	2,725
Allegiant	689	-	-	689
American	1,588	141	-	1,447
Avis	927	927	-	-
Budget	1,129	381	532	216
Enterprise	12,358	6,706	607	5,045
FAA/TSA	36,658	17,066	9,637	9,955
FAA	12,901	12,901	-	0
Paradies	712	-	712	-
Signature	2,000	-	-	2,000
Skywest	294	-	-	294
United	35,216	17,962	17,104	150
Vanguard	7,462	4,665	1,186	1,611
Miscellaneous	3,559	157	605	2,797
Total	<u>\$ 134,028</u>	<u>\$ 72,566</u>	<u>\$ 34,532</u>	<u>\$ 26,929</u>
% of Total Receivables	<u>17.88%</u>			

Note: Excludes balances paid subsequent to month-end.

REVENUE BONDS PAYABLE

	Original Amount	Current Balance
Parking Garage Revenue Bond, Series 2016A	\$ 15,750,000	\$ 15,750,000
Parking Garage Taxable Revenue Bond, Series 2016B	5,250,000	4,295,000
	<u>\$ 21,000,000</u>	<u>\$ 20,045,000</u>

CAPITAL EXPENDITURES

Annual Budget	\$ 44,615,330
Year-to-Date Spending	\$ 5,810,169

**REGULAR MEETING
GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
September 8, 2017**

The Greater Asheville Regional Airport Authority (“Authority”) met on Friday, September 8, 2017 at 8:30 a.m. in the Conference Room at the Authority’s Administrative Offices, Asheville Regional Airport (“Airport”), 61 Terminal Drive, Suite 1, Asheville, NC 28732.

MEMBERS PRESENT: Robert C. Roberts, Chair; Matthew C. Burril, Vice-Chair; Andrew T. Tate; K. Ray Bailey; Stephanie Pace Brown; and David Gantt

MEMBERS ABSENT: William L. Moyer

STAFF AND LEGAL COUNSEL PRESENT: Cindy Rice, Authority Legal Counsel; Lew Bleiweis, Executive Director; Michael Reisman, Deputy Executive Director of Development and Operations; Kevan Smith, Chief of Public Safety; Suzie Baker, Director of Administration; Tina Kinsey, Director of Marketing and Public Relations; Janet Burnette, Director of Finance and Accounting; Shane Stockman, IT Director; John Coon, Director of Operations; Samuel Sales, Public Safety Captain

ALSO PRESENT: Amira Trebincevic, Delta Airlines; Mike Darcangelo, Avcon; Nick Loder, RS&H; Tracy Montross, American Airlines; James Seadler, American Airlines; Ken Moody, Delta Airport Consultants; Dan Benzon, Trillion Aviation; Daniel Meier, Allegiant Airlines

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

FINANCIAL REPORT: The Director reported on the airport activity for the month of July which included enplanements, aircraft operations, and general aviation activity. Janet Burnette reported on the financial activity for the month of July.

CONSENT ITEMS:

A. Approval of the Greater Asheville Regional Airport Authority August 11, 2017 Regular Meeting Minutes:

B. Approval of Amendment to the FY17/18 Budget:

BE IT ORDAINED by the Greater Asheville Regional Airport Authority that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018:

Section 1. To amend the appropriations as follows:

EXPENDITURES:

	<u>Decrease</u>	<u>Increase</u>
Administrative Department	\$145,875	
Development Department		\$10,885
Executive Department		19,924
Finance Department		\$10,725
Guest Services Department		\$4,389
Information Technology Department		\$11,390
Marketing Department		\$6,259
Operations Department		\$44,682
Public Safety Department		\$73,654
Carry-over Capital Expenditures		\$10,308,193
Totals	<u><u>\$145,875</u></u>	<u><u>\$10,490,101</u></u>

This will result in a net increase of \$10,344,226 in the appropriations. Revenues will be revised as follows:

REVENUES:

	<u>Decrease</u>	<u>Increase</u>
Federal Funds – AIP		\$1,700,468
Discretionary Funds		\$8,643,758
Transfer from GARAA Cash		\$8,643,758
Totals		<u><u>\$10,344,226</u></u>

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

Adopted this 8th day of September, 2017.

Robert C. Roberts, Chair

Attested by:

Ellen Heywood, Clerk to the Board

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

OLD BUSINESS:

A. Public Hearing and Final Adoption of the Authority's Amended Ordinance 201601 for Airline Rates, Fees and Charges for the Asheville Regional Airport:

The Chair opened the floor to public comments at 8:36 a.m.

Tracy Montross of American Airlines stated that American Airlines supports the compromised agreement that has been presented. Ms. Montross further stated that while American believes the new rate agreement is both fair and reasonable for all airline stakeholders, American believes it is still problematic that the airport has decided to implement this agreement in rates by ordinance rather than a long-term lease. A lease agreement provides the airlines with an assured plan and rate structure by which year over year financial planning can be accomplished and rates by ordinance does not promote discussion among the airlines should changes to the structure need to be made. Ms. Montross also informed the Board that the only avenue that airlines have when there is a dispute with rates by ordinance is for the airlines to go to the FAA. Ms. Montross felt it was reasonable for the airlines to ask the Board to provide some reassurance that any changes made to the agreed upon rate structure be negotiated among all stakeholders. Ms. Montross also requested that the Board agree to reimburse the airlines for the non-signatory fees that were incurred during the period of July 2015 through October 2016 when the airlines rejected the proposed rate methodology and the process by which it was imposed. Ms. Montross thanked the Board for their time and the ability to serve the community.

Daniel Meier of Allegiant Airlines informed the Board that Allegiant values flexibility and feels it is very important that airports be run as businesses and have the ability to make changes to reflect the current environment. Mr. Meier stated that Allegiant supports the Authority going to a rates by ordinance structure. Allegiant came back to the table after already signing a lease agreement that was valued, but made the compromise to return to negotiations and collectively arrived at the current model presented today. Allegiant does not like the current model but is willing to accept it as long as the rates are by ordinance. Mr. Meier stated that compromises have been made by all parties but some are still pushing for a lease. Allegiant trusts that when it comes to rates by ordinance, the airport will consult with the airlines and there will be annual meetings to discuss the rates. The proposed rate model will be new for the airport and Mr. Meier felt it was beneficial not to have a long-term agreement when it is unproven as to how the rate

model will work. Mr. Meier stated that Asheville has been very successful and is important to Allegiant and thanked the Board for their time.

Amira Trebincevic of Delta Airlines stated that Delta's intent when negotiations began was to renew an agreement, not to go to a new rate model. Ms. Trebincevic stated that while flexibility can be a great thing, it's not necessarily great for business planning, revenue planning or for the cost structure. Signing a lease agreement gives a commitment to the community and Delta is ready to dedicate to Asheville. Ms. Trebincevic stated that all parties compromised on the new rate model and questioned why an airline wouldn't commit to Asheville. Ms. Trebincevic thanked the Board for their time.

Mr. Tate stated that from a commitment standpoint he understood the desire for forecasting assurance, but questioned if lease agreements bind Delta or any other carrier to serve this airport. Ms. Trebincevic stated that it binds you to a commitment to some space at the airport and it's an indicator. An airline wouldn't sign the agreement if they didn't have the intent to serve that market for that period of time and the time commitment varies in each market. It's not a service commitment, but rather it's an indicator of commitment.

The Chair asked Mr. Dan Benzon of Trillion Aviation if rates by ordinance was a trend or if Asheville was bucking the trend and what he saw in the marketplace. Mr. Benzon responded that rates by ordinance was in the minority of airports and that most airports have a use and lease agreement, however, it is trending up to where more airports are going to rates by ordinance or rates by resolution. It is unique to each airport to determine whether there is a lease or rates by ordinance. Mr. Benzon further stated that the rate methodology that the Board will decide whether or not to adopt is unique and this exact methodology has not been used anywhere else. Mr. Benzon referred to a letter to the airlines from the FAA last February which stated that the rates and charges policy emphasizes consultation with users and encourages negotiation in setting rates and charges. The letter further stated that it does permit an airport sponsor set these by ordinance, statute, resolution, or agreement. Mr. Benzon stated that the airport has a right to set the rates and charges by ordinance. Mr. Benzon further advised the Board that it doesn't mean that there shouldn't be an annual meeting and that the airport shouldn't continue as it does today to contribute over half the cost of the rates and charges. The airport currently contributes over \$2.7 million towards the rates and charges and Mr. Benzon highly encouraged the Board to continue to do that. As revenues from parking and rental cars increases, the Board was advised to continue to keep this as cost-effective as possible. Mr. Benzon stated that since this is a unique rate

methodology, it is uncertain how it will play out over the short-term and cited examples of factors that could affect the methodology.

Mr. Gantt asked what it was about Asheville that makes the rates by ordinance better for this airport than rates by agreement. Mr. Benzon replied that with the diverse airline business models in Asheville it is beneficial for the airport as the landlord to have as much ultimate control. Mr. Benzon gave an example of a situation with fees for deicing chemicals when the airport used a lease agreement with the airlines. Mr. Benzon stated that this does not take anything away from the partnership with the airlines, the consultation, and the continued sharing of the revenues, but being under an ordinance gives the airport the final say if changes need to be made.

Mr. Gantt asked the Director if there was anything in the ordinance that causes the legacy airlines to have concern that they won't have a say so in the future other than the airport's good faith. The Director responded that there was not but it's also the FAA process of what happens. If the airport was truly being discriminatory with the rates and charges, the airlines have the ability to go to the FAA and file a complaint.

Ms. Brown stated that she felt it was important to have a positive working relationship with the airlines and that with Allegiant the airport has demonstrated a tremendous amount of support in concessions and marketing and are happy with the success of the service. Ms. Brown further stated that ultimately what's best for the community isn't about the rates, it's about the service. The airport has a responsibility to operate in a sustainable manner but that going to rates by ordinance does not accomplish or further that bigger or more important goal of making sure there is vibrant air service that contributes to the economy. Ms. Brown asked Ms. Rice what mechanisms might be available to the Board in going in the direction of adopting rates by ordinance that would also provide some assurances to the airlines that the Board will not change the rates without due diligence and without consultation. Ms. Rice responded that there is an inherent piece that is built into the structure of how the Board adopts and amends ordinances. Part of that process is what's taking place today, which requires an introduction followed by a minimum of a 10-day public comment period and a public hearing. Also part of the ordinance process is information that is submitted to the airlines as part of a conversation in advance of the ordinance coming to the Board. The Director commented that as part of the grant assurance from the FAA, the airport is required to consult with the airlines as part of this process. Ms. Rice stated that the Board chose the ordinance procedure and can choose to amend this procedure but the Board needs to keep in mind that this would affect all ordinances to come before the Board.

Ms. Brown questioned if the ordinance process could be maintained but also adopt a motion that would identify commitment to operating under these rates for a certain amount of time and a process for re-evaluating the rates. Mr. Tate affirmed that this Board cannot bind a future Board, but can bind the current Board. Ms. Rice responded that a future Board can be bound if entering into a contract or something of that nature, but would caution against saying the Board will hold these ordinances for a certain amount of time. The Board could make a change to the schedule which is the attachment, the rates and ordinance has a further review and Ms. Rice offered to discuss this further in closed session.

The Chair stated that the Board is interested in negotiating in good faith and that this whole process proves that. The Board is trying to do the best for the community and for the relevance of the organization and that the organization is sustainable financially. The Chair further stated that from his standpoint, no matter what the Board does, it's in good faith. The Chair posed a question to the airlines as to whether they were better off now than they were prior to this process. The Director stated that this has been a three-year process and if the airlines had done two years ago what they did in the last 10 months, the airport wouldn't have gone to ordinance. There were two types of carriers operating that couldn't come to an agreement and by going to rates by ordinance is what forced the airlines to go back to the table.

James Seadler from American Airlines stated that the rates by ordinance did help move forward, but prior to that the airlines did not feel there was an opportunity for negotiations. If more time have been given at the beginning and the airlines had gone through the methodology, the airlines would likely have been able to come to a consensus and an agreement signed. Mr. Seadler also mentioned that the previous agreement that the airlines had was a 60-day agreement that did have some flexibility and if changes were needed, the airport had the ability to terminate the agreement with a 60-day notice. Mr. Seadler stated that American Airlines believes the methodology that has been created is better and supports it wholeheartedly. American Airlines wants to make sure the airlines continue with the methodology and have those negotiations moving forward.

Daniel Meier commented that the new rates are not overly detrimental and definitely not what Allegiant wants, but they are willing to compromise. Allegiant does not see a need for a lease as it doesn't demonstrate long-term commitment. Commitment to the community is growth.

Amira Trebincevic stated that the airport and airlines came to the table and got to an agreement and to just memorialize that and save everyone's time. It's something the airlines can live with for the next short-term agreement whether it be 60 days or a year

so that the airlines' financial planning cycles can depend on that. Ms. Trebincevic felt that an agreement would have been made if more time had been given at the beginning and that an agreement fosters the relationships and negotiations.

Ms. Rice informed the Board that there is a section of the ordinance that provides for the airport to give annual notice to the airlines of the schedule of rates, fees and charges for the upcoming fiscal year and read the section to the Board. The Director advised the Board that staff has always had a semi-annual meeting with the airlines to keep them abreast of where the airport is financially in addition to the annual meeting. The Director did not see a reason why that would not continue.

Ms. Brown suggested the Board hear quarterly about the viability of this new rate model and how it is performing. The Director stated that the information is shown in the monthly financials. Ms. Brown wasn't sure the monthly financials gave clarity on the components of the structure.

Mr. Bailey moved to close the floor to public comments at 9:25 a.m. Ms. Brown seconded the motion and it carried unanimously.

Mr. Gantt moved to adopt the proposed Amended Ordinance 201601 to implement the Amended Schedule of Airline Rates, Fees and Charges for the Asheville Regional Airport (FY 2017-2018). Mr. Bailey seconded the motion and it carried unanimously.

NEW BUSINESS:

A. Amendment to Supplemental Fees and Charges Schedule: The Director advised the Board that staff is seeking approval for an amendment to the Supplemental Fees and Charges Schedule to raise the parking rates in conjunction with the opening of the parking garage in November. Staff reviewed information on parking rates received from parking management firms as part of the bid process for the management of the parking lot. Staff also compared parking rates at other airports in the region. The Director further advised the Board that in order to maintain the debt coverage for the parking garage bond, enough revenue must be collected to support the garage debt. Staff anticipates that with an increase in parking rates, overall revenue will increase by approximately \$1.3 million which will be offset by debt service and maintenance reserves. The Director reviewed a new schedule that was available at the Board Members' seats that provides for an hourly rate for the long-term surface lot and parking garage. The Director advised the Board that staff is considering an app-based solution to pay for parking that gives a slight discount and has asked Ms. Rice to research the legal aspects.

Ms. Brown stated that she was not in favor of the discount on the app as it is complicated to communicate. Ms. Brown and thought it could be discriminatory if one method of payment is a different rate than another method of payment and the amount of the surcharge for using the app has to be minimal. Ms. Brown felt this was an unnecessary complexity that is not enough of an incentive to motivate the behavior the Board is interested in. Ms. Brown would be more in favor of dropping that differential as you can push special deals through the app that might be a more effective marketing program than trying to message that to people who are driving.

Mr. Burril asked if the app also reserves a spot. The Director responded not yet but there is a lot of technology implementation with the new parking garage and the new parking operator. It is staff's intent to work with LAZ Parking to be able to reserve spaces, pre-pay, etc.

Mr. Tate agreed with Ms. Brown that the benefit of the app should be convenience and efficiency for those that choose to use it, but that there should not be a price differential.

The Director stated that the \$13 a day is what staff is looking at to sustain the revenues and if in a few months staff is seeing that the pricing is gaining more revenue than necessary, it would be better to adjust prices down rather than up in a short period of time. The Director highlighted some of the prices at other area airports.

Mr. Burril asked for Mrs. Kinsey's thoughts on the app and what other ways it could be used. Mrs. Kinsey stated that staff has been in preliminary discussions with the new parking operator so there have not been any in-depth discussions of exactly what can be done. However, LAZ Parking does have the experience in working with airports to have meaningful marketing programs, especially with frequent travelers and business travelers. Mrs. Kinsey felt the airport has some good technology coming and a strong partner with LAZ Parking.

The Chair stated that there was a recommended action for this agenda item with the change. The Director stated that staff would remove the App Access from the Supplemental Fees and Charges Schedule.

Mr. Bailey moved to approve the amendment of the existing Supplemental Fees and Charges Schedule effective November 1, 2017, with one change, that being to remove proposed discounted rates when using an app, and authorize the Executive Director to implement the necessary changes. Mr. Burril seconded the motion and it carried unanimously.

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

A. Parking Garage Update: Michael Reisman updated the Board on the parking garage project. It was discovered about a month ago that the manufacturer of the glass for the glass curtain walls had a nation-wide recall for the film coating on the glass. An alternate glass has been approved and should start arriving on site the following week. This has caused a domino effect with the installation of the elevator which has a 10-week installation schedule. This will put the project right up against the timeline for the opening of the garage by Thanksgiving. The contractor is working with the sub-contractor to see what can be done to accelerate installation of the elevators once the glass is installed. The perforated metal panels on the east side of the garage are on-site and scheduled to be installed the following week.

B. Airfield Project Update: Michael Reisman reported that there are some delays on the airfield project. There have been some issues with the contractor hitting some of their milestones and the weather has not cooperated. Staff believes it will be difficult to meet the deadline and is working diligently with the contractor who is working multiple shifts a day and weekends to try and catch up. Staff hopes to know in the next few weeks whether or not the deadline will be met.

Mr. Gantt inquired if there was a clause in the contract for damages due to delays not relating to weather. Mr. Reisman responded that there are liquidated damages in the contract and there are also weather days built into the contract time. Liquidated damages that may be charged to the contractor would be for the contractor's own inefficiencies.

C. Change Order No. 6 for Parking Garage: The Director reported a \$9,000.00 change order in the parking garage project for an additional floor drain in the lower level of the garage that was missed during the design.

D. FAA Grant: Staff has been notified by the FAA of an additional \$5 million discretionary grant that is in process now. This will be the first grant that the Authority signs for without going to the city or county.

E. Elite Airways: Elite Airways is pulling their service effective November. Staff is not sure if this is seasonal or permanent as phone calls have been unanswered. All incentive monies have been stopped.

F. Hurricane Irma: The Director reported that there is an organization in the south called SEADOG that assists airports in times of disasters or emergency situations. Since

Asheville is part of this group, some of the airport's staff has been mobilized and ready to respond should it be necessary.

G. Rental Car Audit: The Director reported that the airport has the right to audit the rental car companies or any concession company to make sure that what is reported to the airport is true and accurate. Staff hired an audit firm to conduct the first audit at a cost of \$3,000.00. The audit was conducted on Avis and determined that Avis owed the Authority approximately \$10,000. Invoices will be submitted to Avis to make the payment including late fees, and audit fees. Staff is moving forward to conduct audits on the remaining rental car companies.

H. Opticwash: A machine to wash glasses and jewelry has been installed in the terminal. Asheville is one of six airports in the country to have this machine. The cost is \$2.00 per wash and the airport receives a percentage of that. Spicer Green Jewelers in Asheville is advertising on the front of the machine and are paying the company that owns the machines and the airport receives a portion of that revenue as well.

INFORMATION SECTION: No comments

PUBLIC AND TENANTS COMMENTS: No comments

CALL FOR NEXT MEETING: The next regular meeting of the Authority Board will be held on October 6, 2017. The Chair stated that at the October meeting he would like to discuss the following key priorities for the Board to create some action items. After a short discussion, it was determined that the topics would be Air Service Development, Master Plan, Long Term Economic Development, and Community Outreach.

The Chair further stated that at the next meeting there should also be a resolution on the non-signatory fee issue.

CLOSED SESSION: At 9:53 a.m. Mr. Tate moved to go into Closed Session Pursuant to Subsections 143-318.11(a)(3) and (4) of the General Statutes of North Carolina to Consult with Legal Counsel Regarding, Among Other Things, that Lawsuit Entitled Tricor Construction, Inc. vs. RS&H Architects-Engineers-Planners, Inc., Thalle Construction Co., Inc. and Liberty Mutual Insurance Company and vs. Defendant & Third-Party Plaintiff, Greater Asheville Regional Airport Authority, vs. Third-Party Defendant, Avcon, Inc., d/b/a Avcon Engineers and Planners, Inc., and that Informal Part 13 Complaint Filed with the Federal Aviation Administration on or about August 28, 2017 by the Aircraft Owners and Pilots Association, in Order to Preserve the Attorney-Client Privilege, and to Discuss Matters Relating to the Location and/or Expansion of Industries or Other Businesses in

the Area Served by the Greater Asheville Regional Airport Authority, Including Agreement on a Tentative List of Economic Development Incentives that may be Offered by the Greater Asheville Regional Airport Authority in Negotiations. Mr. Burril seconded the motion and it carried unanimously.

The Chair indicated they would break for 10 minutes at which time the Board would resume in Closed Session.

Open Session resumed at 10:35 a.m.

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY SEPTEMBER 8, 2017

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

ADJOURNMENT: Mr. Bailey moved to adjourn the meeting at 10:35 a.m. Mr. Gantt seconded the motion and it carried unanimously.

Respectfully submitted,

Ellen Heywood
Clerk to the Board

Approved:

Robert C. Roberts
Chair



MEMORANDUM

TO: Members of the Airport Authority

FROM: Suzie Baker, Director of Administration

DATE: October 6, 2017

ITEM DESCRIPTION – Consent Item C

Approval of Amended Human Resources Policies and Procedures and the Administration Policies and Procedures.

BACKGROUND

The current Human Resources Policies and Procedures and the Administration Policies and Procedures are being amended to clarify and/or update various policies.

ISSUES

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

ALTERNATIVES

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

FISCAL IMPACT

There is no direct fiscal impact to the Authority.

RECOMMENDED ACTION

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

Attachments

Consent - Item C

OBJECTIVE To ensure equal employment opportunity within the Authority.

**METHOD OF
OPERATION**

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

- All recruitments, hiring, training, compensation, benefits, promotion and separation of persons employed by the Authority in all positions is accomplished without regard to race, color, religion, age , sex (including pregnancy), sexual orientation, national origin, marital status, veteran status, genetic information, handicap or any other consideration made unlawful by federal, state, or local law. [This law also prohibits employers from retaliating against employees who file discrimination complaints.](#)
- Employment decisions are made in accordance with the Equal Employment Opportunity Act.
- All appointed officials, managerial and supervisory employees are responsible for supporting this policy and for the furtherance of the principals of Equal Employment Opportunity in all human resources matters. The Director of Administration is responsible for the overall compliance, and shall maintain personnel records in compliance with applicable laws and regulations.

Directives Each department director shall ensure that all terms and conditions of employment, including, but not limited to, recruitment, hiring, training, promotion, demotion, compensation, benefits, leave of absence, reasonable accommodation (disability/religion), retention, discipline, termination and other employment practices shall be accomplished without regard to that person's race, color, religion, age, sex (including pregnancy), sexual orientation, national origin, marital status, veteran status, genetic information, or handicap or any other consideration made unlawful by federal, state, or local law.

The Authority expressly prohibits any form of unlawful employee harassment based upon race, color, religion, age, sex (including pregnancy), sexual orientation, national origin, marital status, veteran status, genetic information, or handicap, and any

improper interference with the ability of its employees to perform their expected job duties is not, and will not, be tolerated.

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

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

**APPROVAL AND
UPDATE
HISTORY**

Approval October 6, 2017, October 10, 2014, Effective November 1, 2014

Supersedes October 10, 2014, March 13, 2009 & April 19, 2004

OBJECTIVE

The Authority has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, the Authority is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

METHOD OF OPERATION

Directives

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment with the Authority. The Administration department is responsible for policy management.

- Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor and/or department director and the Director of Administration. Employees should not, however, disclose underlying medical conditions unless directed to do so.

The unlawful manufacture, distribution, dispensation, possession or use of controlled substances and/or alcohol on Airport Authority premises, or while conducting Airport Authority business off the premises is absolutely prohibited. Alcoholic beverages may be dispensed and/or consumed if done as a part of an official Authority function. Consumption of such alcoholic beverages should be limited. Alcoholic beverages may be dispensed and/or consumed if done as part of an official supervised controlled training setting for the Department of Public Safety, such as, Standardize Field Sobriety Testing (SFST). On duty personnel are prohibited from consuming alcoholic beverages. Violations of this policy will result in disciplinary action, up to and including termination.

The Authority will assist and support employees who voluntarily seek help for drug and/or alcohol problems before becoming subject to discipline and/or termination under this or other policies. Such employees may be allowed to use accrued paid time off, placed on leave of absence, referred to treatment providers and otherwise accommodated as

required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety sensitive or that require driving or if they have violated this policy previously. The employee must understand he/she is to complete the treatment program and will be required to furnish proof of such completion to the Director of Administration or designee. This proof will be reviewed by the Authority designated medical authority, as part of fitness for duty medical examination prior to the employee being reinstated to work status.

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

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

Statement of Policy

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

Work Rules

The following work rules apply to all employees:

- Whenever employees are working, are operating any Authority vehicle, or are conducting related work off-site, they are prohibited from:

**REQUIRED
TESTING**

- Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (including possession of drug paraphernalia).
- Being under the influence of alcohol or an illegal drug as defined in this policy.
- The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing Authority business or while in an Authority facility is prohibited.
- The Authority will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the contained labeled by a licensed pharmacist to be prepared to produce it if asked.
- Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

The Authority retains the right to require the following test:

- Pre-employment: All applicants must pass a drug test before beginning work. Refusal to submit to testing will result in disqualification of further employment consideration.
- Reasonable suspicion: Employees are subject to testing based on observations by a supervisor and/or director of apparent workplace use, possession or impairment. The Director of Administration, or designee, must be consulted before sending an employee for reasonable suspicion testing.
- Post-accident: Employees are subject to testing when they cause or contribute to accident(s) that damage an Authority vehicle, machinery, equipment or property and/or result in an injury to themselves or another employee requiring of-site medical attention. In any of these instances, the investigation and subsequent testing should take place within two hours following the accident, if not sooner.
- Follow-up: Employees who have tested positive, or otherwise violated this policy, are subject to discipline up to and including termination. Depending on the circumstances and the employee's work history/record,

the Authority may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies for a minimum of one year but not more than two years. If the employee either does not complete his or her rehabilitation program or tests positive after completing the rehabilitation program, he or she will be subject to immediate termination.

Drug Use

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

Alcohol Use

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

Inspections

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

Consequences

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

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

Arrest and Conviction for Drugs

It is a condition of employment with the Airport Authority that any employee convicted of any criminal drug violation occurring in the workplace or off-the-job must report such conviction to his supervisor within five (5) calendar days of such conviction. Further, a nolo contendere plea for drug activity is also to be reported in the same manner. In deciding what action to take, the employee's department director and or supervisor, the Director of Administration, and the Executive Director will take into consideration the nature of the charges, the employee's present job assignment, the employee's record with the Airport Authority and other factors relative to the impact of the employee's conviction or nolo contendere plea upon the conduct of the Airport Authority.

Duty to Report Employee Drug and Substance Abuse

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

Confidentiality

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

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

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

**Pre-Employment
Drug Testing**

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

The applicant has the right to consult the testing laboratory for technical information regarding prescription and non-prescription medication and the possible affect these drugs may have on the outcome of the drug test. If the applicant is using prescription or nonprescription medications, which may affect the outcome of a drug test, he must report the use of the medication to the drug testing laboratory. This may be done confidentially, whether before or after the drug test.

**Employee Drug
Testing**

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

1. Reasonable suspicion by the department director and/or supervisor or other employee of drug or alcohol abuse, which may include:
 - a. Abnormal conduct, poor work performance, direct observation of drug use.
 - b. When an employee has been involved in an accident while at work.
 - c. Evidence that an employee has tampered with a drug test during employment.
 - d. When there is evidence that an employee has used, possessed, sold, solicited or transferred drugs while working or while on Authority property, or while operating Authority vehicles, machinery or other equipment.

2. Follow-up testing on a quarterly, semi-annually or annually for up to two (2) years after an employee enters a drug rehabilitation program.
3. The employee has the right to consult the testing laboratory for technical information regarding prescription and non-prescription medication, and the possible affect these drugs may have on the outcome of a drug test. If the employee is using prescription or non-prescription medications, which may affect the outcome of a drug test, he must report the use of the medication to the drug testing laboratory. This may be done confidentially, whether before or after the drug test.
4. Employees who are directed to submit to such a test and refuse to do so are guilty of misconduct and will be subject to discipline including possible termination. Likewise, if the test results are confirmed positive, the employee will be guilty of misconduct and subject to discipline including possible termination.

Confirmation of Drug Test

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

Challenge of a Positive Drug Test

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

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

Disciplinary Action

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

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

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

An employee who accepts treatment must understand he is required to complete such program. If the employee either does not complete his or her rehabilitation program or tests positive after completing the rehabilitation program, he or she will be subject to immediate termination.

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

**APPROVAL AND
UPDATE
HISTORY**

Approval October 6, 2017 ~~October 10, 2014, Effective November 1, 2014~~

Supersedes October 10, 2014, March 13, 2009 & April 19, 2004

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

**METHOD OF
OPERATION**

General

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

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

- Jewelry and accessories may be worn in moderation. An employee may be required to remove excess jewelry and/or cover tattoos or piercings if they pose a conflict with the job or work environment. Factors used to determine whether jewelry, tattoos, or piercings are in conflict include, but are not limited to:
 - Safety of self or others
 - Productivity or performance of tasks
 - Perceived offensive on the basis of race, sex, religion, or any similar concern
 - Complaints from the public or interested third parties

- The NOT ACCEPTABLE list (on any day) includes: clothing with profanity, sexually suggestive pictures/slogans, sweatpants, yoga pants, athletic attire, cargo or sport-type capris, shorts, t-shirts, flip-flops, crop tops, midriffs tops, spaghetti straps and tank tops. All clothing must be clean, free of rips, tears, fraying and may not be excessively tight or revealing.

Directives

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

**APPROVAL AND
UPDATE
HISTORY**

Approval October 6, 2017 ~~October 10, 2014, Effective November 1, 2014~~

Supersedes October 10, 2014, March 13, 2009

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

METHOD OF OPERATION

Group Health Group health insurance is available to all full-time employees and their eligible family members. Presently, the employee premium is paid at eighty percent (80%) by the Authority, with the dependent premium being paid at seventy-five percent (75%) by the Authority. Employees who participate in the Authority's Wellness Rewards program, have the opportunity to receive an incentive up to a 15% discount per month on the employee's medical premium. Spouses who participate in the Authority's Wellness Rewards program, have the opportunity to receive an incentive up to a 5% discount per month on the dependent's medical premium. The Authority reserves the right to change plan providers and its contribution from time to time.

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

Vision Insurance Vision is available to all full-time employees and their eligible family members. Presently, the employee premium is paid in full by the Authority. Dependent coverage is offered with the employee paying full cost of the dependent premium. The Authority reserves the right to change plan providers and its contribution from time to time.

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

Other Insurances

Long Term and Short Term Disability

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

Life Insurance

Life insurance, accidental death and dismemberment is available to all full-time employees. All full-time employees are provided a Life Insurance Policy equal to one times your annual salary plus \$35,000, but in no event less than \$10,000 or more than \$235,000. The Authority pays for the employee premium in full.

Additional life insurance coverage is offered where an employee may purchase increased coverage for themselves or coverage for their spouses and/or children.

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

APPROVAL AND UPDATE HISTORY

Approval

October 6, 2017 ~~October 10, 2014~~, Effective ~~November 1, 2014~~

Supersedes

October 10, 2014, April 20, 2012, March 13, 2009, April 19, 2004

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

METHOD OF OPERATION

Definitions

Act - The Occupational Safety and Health Act of North Carolina, 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 created by the Executive Director or his or her designee and will be composed of the following voting members:

- Department Director
- Public Safety Representative
- Maintenance Representative
- Custodial Representative
- Administration Representative

- Any other Authority Representative as the Safety Committee deems necessary. The majority vote of the committee is required.
- The Committee shall select a Chair and Vice-Chair. The term for these two positions is two (2) years, but may continue until successors have been duly selected.

Meetings

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

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 Authority employees as necessary and approved by the Executive 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 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 to all Senior Staff members.

**APPROVAL AND
UPDATE HISTORY**

Approval

October 6, 2017 ~~August 8, 2014~~

Supersedes

August 8, 2014, June 11, 2010, December 11, 2006, March 15, 2004

Administration Policies & Procedures Section 112.00
Travel Policy

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 Greater Asheville Regional Airport Authority.

METHOD OF OPERATION

Statement 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, conferences, seminars, 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. The event that travel, training, etc., is offered at others' expense, Executive Director approval must be obtained prior to acceptance.

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

Authorized Travelers

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

Business Client. Any person, other than an Authority Board 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.

Administration Policies & Procedures Section 112.00 Travel Policy

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 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 Executive 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.

Administration Policies & Procedures Section 112.00
Travel Policy

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 Executive Director.

Planning and Approving

Planning. At a regularly scheduled Board Meeting early in the budget process, prior to ~~either the November or~~ December Board meeting, the Executive Director will present the Board with a list of conferences or training opportunities to be held during the upcoming fiscal year. The 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'

Administration Policies & Procedures Section 112.00

Travel Policy

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 Executive Director would be allowed to invite a Board member to accompany him 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 or her department's intended travel/training requirements for the upcoming fiscal year during the normal budget process.

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 department director 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.

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

Consultant Travel. Travel expense provisions may be made within a consulting agreement and approved as part of the agreement. Travel expenses for consultants whose contract does not specify the terms of travel shall adhere to

Administration Policies & Procedures Section 112.00

Travel Policy

the same rates and guidelines as those for Board members, employees and other travelers.

Travel for Employment Interviews. Travel expenses of out of town applicants will be reimbursed in accordance with this policy.

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.

Emergency Travel. The Executive Director or designee may authorize travel for any Authority employee, Board member, or other traveler pursuant to emergency notice.

Rates of Payment

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. Overnight stays for local conferences may be reimbursed under the same terms with prior written approval from the Executive Director. 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.

Administration Policies & Procedures Section 112.00

Travel Policy

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. 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 7:30 a.m. and return is after 9:00 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.

- b. Domestic Meals. Domestic meals will be calculated at the maximum Per Diem amount for cities as listed in the current GSA CONUS guide.

- c. International Meals. International Meals will be reimbursed in accordance with the "Standardized Regulations – Government Civilians, Foreign Areas", 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. The method for reimbursement shall be consistent for all meals on a trip.

- d. Expenditure Amounts. Limitations on meal 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.

Administration Policies & Procedures Section 112.00
Travel Policy

- 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

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.

Commercial Air Travel. Commercial air travel will be by the most economical class. First/Business class rates may be authorized by the Executive Director or designee, if (1) Total flying time to destination one-way is equivalent to four hours or more; (2) 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 (23) for medical reasons, if substantiated in writing by a physician.

- a. International Airfare. The Executive 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.

Administration Policies & Procedures Section 112.00

Travel Policy

- 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.
- d. The Executive Director or designee may authorize reimbursement of Airline Ancillary fees, such as:
- Upgrade to a choice seat (window or aisle seat), and premium coach when flight is 3 hours or more; or first/business class when flight is 4 hours or more. ~~This applies to upgrades for a Coach seat only, not to be upgraded to First Class. Upgrades to choice seats must be for the lowest cost seats, example...back of plane vs front of plane.~~ Upgrade to a choice seat or a different class due to traveling with a personal companion will not be paid by the Authority.
 - Ticket change fee to return home earlier if overall savings are less than cost of hotel and food for scheduled night's stay. Ticket change fee for outbound flight due to circumstances out of the employees' control, such as incoming weather system.
 - Oversized/overweight luggage fees due to Authority business and pre-approved by Executive Director.
 - Other emergency situations with pre-approval by Executive Director.

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. The Authority owned vehicle is the most preferred method for ground transportation. However, a rental car may be used in lieu of an Authority owned vehicle when an Authority owned vehicle is not available and a rental car is more economical than a privately owned vehicle. If a rental car is used for business in conjunction with a personal trip the employee will pay for any extra days added for personal use. The Executive Director can approve the use of a rental car due to a flight cancellation of 5 hours or more if: the drive time would be less than the wait time for a rescheduled flight and if overall savings are less than cost of hotel and food. All other rental

Administration Policies & Procedures Section 112.00

Travel Policy

cars must be approved in advance by the Executive Director or designee.

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. A privately owned vehicle may be approved when combining an Authority business trip with a personal trip. A business trip in conjunction with a personal trip could include adding additional days either before or after the business trip for personal use, or to allow others than an employee to drive the vehicle.

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.
- b. Reimbursement for gasoline only, if privately owned vehicle is used for personal use when combined with a business trip.

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. 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.

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

Administration Policies & Procedures Section 112.00

Travel Policy

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, [Global Entry, and TSA Precheck](#) 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.

Administration Policies & Procedures Section 112.00
Travel Policy

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

**Travel
Advances**

Board 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 department director and or Executive Director.

- If two or more travel reports are outstanding, no additional travel advances will be issued.
- Any advance outside the per Diem that is not substantiated or not used for Authority purposes must be repaid by the Board member or the employees to the Authority.

**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

Administration Policies & Procedures Section 112.00

Travel Policy

Executive 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 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 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. If requested by the Department Director or Executive Director, the traveler shall be required to prepare a written report on the benefits or results of the trip.
 - b. 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 department director.
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

Administration Policies & Procedures Section 112.00
Travel Policy

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 the approving authority. The traveler shall be responsible for requesting refunds for any registration fees, etc., which were expended prior to the required cancellation. Board 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

~~August 8, 2014~~ October 6, 2017

Supersedes

~~August 8, 2014~~; April 20, 2012~~;~~ June 11, 2010~~;~~ March 12, 2010~~;~~
— March 15, 2004

OBJECTIVE To prescribe the range of incentive options available for air service development for the Greater 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

Categories of Routes Eligible for Incentives:

- A. New, year-round nonstop service to a top 25 Origin & Destination (O&D) market, new hub destination or other destination, if board approved.
- B. Increased service (frequency) to an existing nonstop destination (only the increased service is eligible for incentives, whether provided by an incumbent or new carrier).
- C. Seasonal service (service planned for a portion of each year) to a top 25 market or board approved destination. (Repeated seasonal service is not eligible for incentives after the first season.)

CATEGORY A Incentives: For a new nonstop, year-round service to one of ~~fn~~ Asheville's top 25 destinations based on US Department of Transportation data, ~~or~~ a new hub destination, or an other board-approved 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.
- 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 for 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 and supplies for passenger processing.
- Assistance with Airport facility improvements and/or equipment purchases up to \$15,000 may be negotiated on a case by case basis.

CATEGORY B INCENTIVES: For increased service (frequency) to an existing nonstop destination (only the increased service is eligible for incentives, whether provided by an incumbent or new carrier) 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 related specifically to the expanded service.

5. Fees for shared terminal equipment and supplies for passenger processing related specifically to the expanded service.

CATEGORY C INCENTIVES: For seasonal service to a top 25 market, hub or board approved destination, the following range of options will be available for use in negotiating air service development at the Airport with air service carriers:

- Marketing and advertising of the new service up to \$75,000.
- Waiver of the following fees/rents for the period of seasonal service, not to exceed 12 months.

1. Landing fees for the season in operation.

2. Rental fees for expanded preferential lease space (ticket counter, queue and office space) as a result of the seasonal 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 seasonal service.

4. Airport imposed security fees related specifically to the seasonal service.

5. Fees for shared terminal equipment and supplies for passenger processing related specifically to the seasonal service.

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 the 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 by a third party, a formal contract or agreement between the ~~Authority~~ third party and air service entity must be executed. The airport cannot be involved in this transaction.

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 unless authorized by the Board.

**RIGHT TO AMEND
POLICY**

The Greater 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

~~August 8, 2014~~ October 6, 2017

Supersedes

August 8, 2014, June 11, 2010, April 13, 2007, December 18, 2000, May 17, 2004, October 18, 2004, January 24, 2005



MEMORANDUM

TO: Members of the Airport Authority
FROM: Lew Bleiweis, A.A.E., Executive Director
DATE: October 6, 2017

ITEM DESCRIPTION – New Business Item A

Approval of the Greater Asheville Regional Airport Authority Board 2018 Schedule

Below are the proposed dates for the 2018 Board Meetings and Budget Workshop/Budget Approval Meeting to note on your calendars:

*January 19	*July 13
February 16	August 10
March 9	*September 7
Friday, March 23	October 12
April 13	*November 9
May 11	December 14
June 8	

Friday, March 23, 2018 – Board Budget Workshop/Budget Approval

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



MEMORANDUM

TO: Members of the Airport Authority

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

DATE: October 6, 2017

ITEM DESCRIPTION – New Business Item B

Approve Scope of Services No. 12 to Contract with Delta Airport Consultants, Inc. for Environmental Assessment Services Associated with South Terminal Apron Expansion

BACKGROUND

The expansion of the south terminal apron is identified in the airport's 2013 Airport Master Plan. Continued growth of passenger enplanements and scheduled commercial flight frequencies, coupled with the expansion of a crew and aircraft base at AVL, has resulted in the need to undertake this project in-order-to accommodate current and forecast demand for aircraft parking. Prior to undertaking any design for this project, the Federal Aviation Administration requires certain environmental reviews take place, either in the form of a Categorical Exclusion, or a Short Form Environmental Assessment.

ISSUES

None. This is the first step in the process required to accommodate the south terminal apron expansion.

ALTERNATIVES

The Board could choose not to undertake the project at this time. However, this project will not be able to proceed in the future until the environmental reviews have been completed.



FISCAL IMPACT

The cost associated with this action will not exceed \$70,000.00 based on the consultant's quote, and a comparison of the fee for similar work. This amount is intended to be paid from the \$2,026,331.00 of recent state appropriations.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approve Scope of Services No. 12 with Delta Airport Consultants, Inc. for environmental review services; (2) authorize the Executive Director to execute the necessary documents; and (3) to amend the FY17/18 budget by adopting the following budget ordinance amendment:

BE IT ORDAINED by the Greater Asheville Regional Airport Authority that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018:

Section 1. To amend the appropriations as follows:

EXPENDITURES:

	<u>Decrease</u>	<u>Increase</u>
Capital Improvement	\$0	\$2,026,331
Totals	<u>\$0</u>	<u>\$2,026,331</u>

This will result in a net increase of \$70,000 in the appropriations. To provide the additional revenue for the above, revenues will be revised as follows:

REVENUES:

	<u>Decrease</u>	<u>Increase</u>
NC DOT Appropriation	\$0	\$2,026,331
Totals	<u>\$0</u>	<u>\$2,026,331</u>



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

Adopted this 6th day of October, 2017.

Robert C. Roberts, Chairman

Attested by:

Ellen Heywood, Clerk to the Board

**CONSULTANT SCOPE OF SERVICES NO. TWELVE (12)
PROFESSIONAL SERVICES AGREEMENT**



**DELTA AIRPORT
CONSULTANTS, INC.**

PROJECT: South Apron Expansion - CATEX / Short Form EA

AIRPORT: Asheville Regional Airport

DELTA PROJECT NO.: 17083

DATE OF ISSUANCE: September 19, 2017

ATTACHMENTS:

- 1) Scope of Services - CATEX
- 2) Scope of Services - Short Form EA
- 3) Project Scope of Work

METHOD OF PAYMENT: Environmental Services - Lump Sum

TASK ORDER AMOUNT: \$ 55,000 for CATEX
\$ 70,000 for Short Form EA

CONTRACT TIME: 180 Days to Complete

PROJECT DESCRIPTION:

- Complete NEPA review for South Apron Expansion. FAA will determine the appropriate level of NEPA review during the project. Please see the attached scope of work. Two lump sum costs are provided for each possibility, CATEX or Short Form EA.

The original Agreement for Professional Consulting Services between the Greater Asheville Regional Airport Authority (OWNER) and Delta Airport Consultants, Inc., (CONSULTANT) for Professional Services at Asheville Regional Airport dated October 14, 2013, shall govern all CONSULTANT SCOPE OF SERVICES executed under this Agreement unless modified in writing and agreed to by CONSULTANT and OWNER.

ACCEPTED:

by: 

Roy G. Lewis, A.A.E.
Vice President
Delta Airport Consultants, Inc.
11111 Carmel Commons Blvd, Ste 435
Charlotte, NC 28226

APPROVED:

by: _____

Lew Bleiweis, A.A.E.
Executive Director
Greater Asheville Regional Airport Authority
61 Terminal Drive, Suite 1
Fletcher, NC 28732

South Apron Expansion / CATEX
Asheville Regional Airport
Delta Project No. 17083

September 19, 2017

PHASE	DETAILED TASKS
ENVIRONMENTAL SERVICES	Study Design Scoping Letters Sub Consultant Field Surveys (includes sub coordination) FAA Coordination Regarding Appropriate Level of NEPA Document Preparation Document Review and Finalization

South Apron Expansion / Short Form EA
Asheville Regional Airport
Delta Project No. 17083

September 19, 2017

PHASE	DETAILED TASKS
ENVIRONMENTAL SERVICES	Study Design Scoping Letters Sub Consultant Field Surveys (includes sub coordination) FAA Coordination Regarding Appropriate Level of NEPA Document Preparation Public Involvement/Advertisement Document Review and Finalization

ATTACHMENT 3

PROJECT SCOPE OF WORK

**NEPA DOCUMENTATION¹
EXPAND TERMINAL APRON
Asheville Regional Airport (AVL)
Asheville, NC**

Delta Project No. 17083

The following provides a detailed scope of work to complete a NEPA (environmental) review for proposed project at the Asheville Regional Airport (AVL). The project includes the expansion of the existing terminal apron area on airport property. The purpose of this environmental review is to evaluate potential environmental impacts of the development items.

The Proposed Action is the expansion of the existing terminal apron at AVL, and is depicted conceptually on the approved Airport Layout Plan (ALP) and on Figures 1 and 2. The tasks which make up this environmental effort are listed and described individually below. These details are estimates, as the design phase has not been completed.

- Terminal apron expansion (approximately 11,000 square yards (SY) of additional pavement)
- Approximately 100,000 SY of earthwork and the construction of a retaining wall
- Wetlands delineation and wetlands/stream mitigation- it is anticipated that approximately 0.1-acres of wetlands and approximately 500-LF of stream would be impacted
- Relocation of existing fence
- The possible loss of a portion of the adjacent parking lot (likely the first (northern-most) row)

The purpose of the Proposed Action is to accommodate existing and forecasted demand for aircraft parking space at the terminal. The need for the project is the projected deficiency in aircraft parking spaces as documented in the 2013 Master Plan Update (MPU).

The terminal apron currently accommodates nine aircraft parking positions. Per the 2013 MPU, "it is desirable for the terminal apron to be sized to accommodate at least one or two additional aircraft...to accommodate late arriving or departing flights, changes in airline flight schedules, charter activity, a new entrant service carrier, or aircraft diversions from other airports due to weather. Therefore, the Airport should plan to accommodate at least 10 or 11 remain overnight (RON) aircraft parking positions.

¹ Depending on the USACE permit required, the appropriate level of NEPA is either a Cat-Ex or a Short Form EA.



ATTACHMENT 3

Figure 1, Existing Gates at AVL and Site of Proposed Apron Expansion

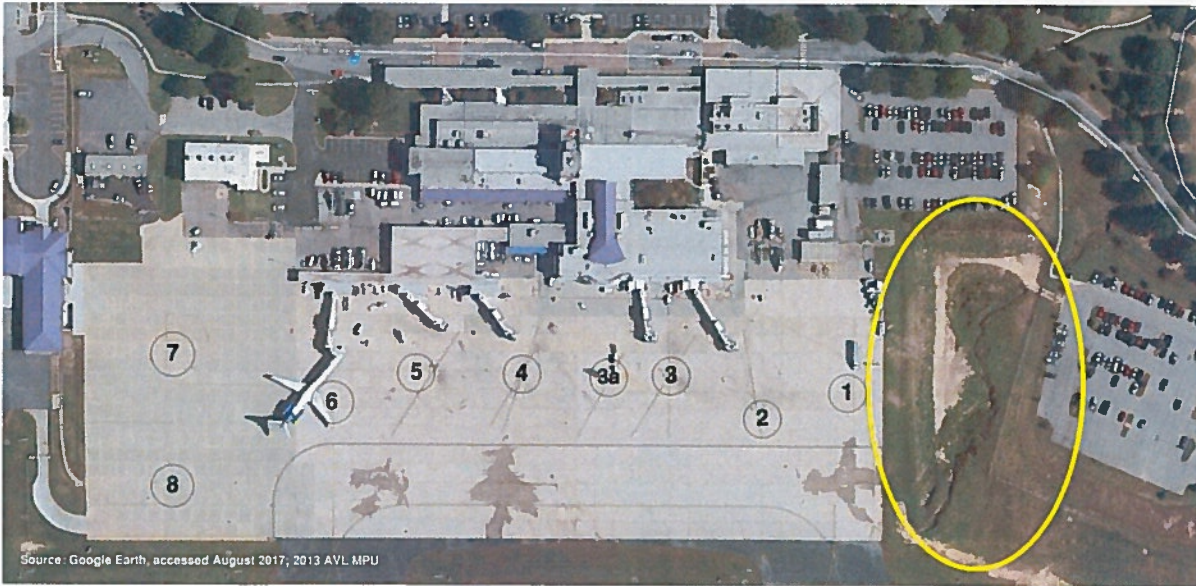
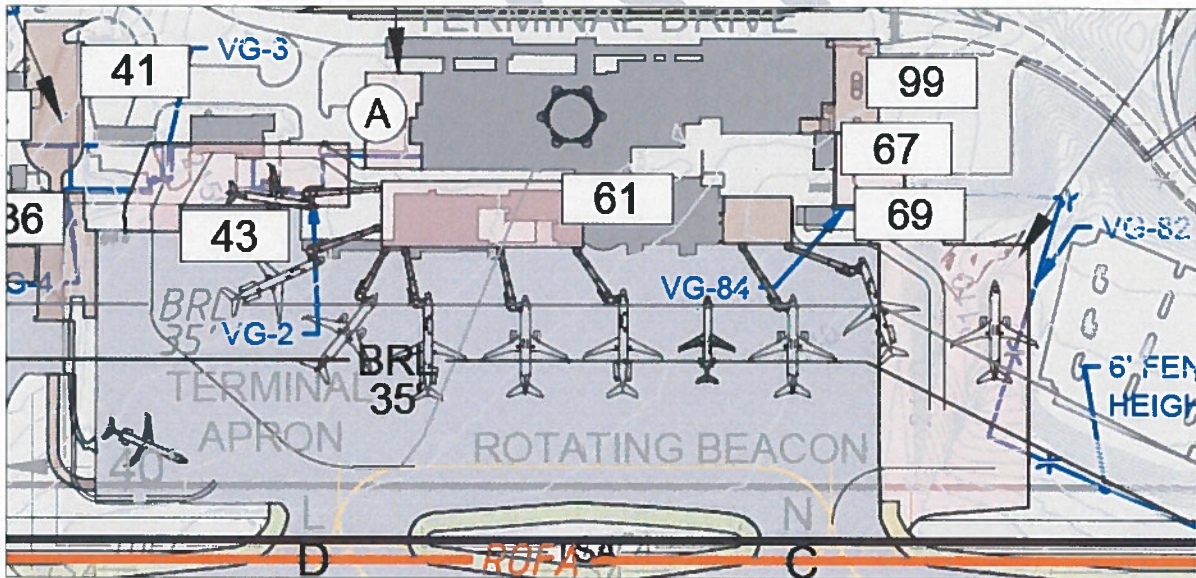


Figure 2, Apron Expansion Depicted on the approved ALP



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The Proposed Action is to take place entirely on airport property, adjacent to the existing commercial terminal building apron. No property interest acquisition is anticipated to be needed. No significant road changes are anticipated- the construction haul road will be on the existing road system. The project site has been previously disturbed.

Significant environmental analysis has been conducted previously for the airport. Information from previously completed planning and environmental reports is to be used in this environmental effort where possible. Documents to be consulted as appropriate include the 2011 EA for Runway Reconstruction and New Parallel Taxiway, the 2013 Airport Master Plan Update (MPU), and the 2016 EA/Finding of No Significant Impact (FONSI) for Construct Parking Garage.

I. STUDY DESIGN

The Study Design task includes project scoping, preparation of the scope of work document, and coordination between FAA MEM-ADO and the Sponsor to obtain scope and project cost approval.

The scope of work identifies the process used to prepare and complete the environmental review. The scope of work also identifies environmental impact categories which may require special or additional analyses, procedures to conduct specific analyses, and submittal of the assessment to the FAA MEM-ADO and anticipated review process.

This scope of work and its content is based on communication with FAA MEM-ADO, including email communications between FAA (K. Brown) and Delta (M.A. Pearson) on 07/31/17 and 08/01/17 and one telephone conversation on 08/14/17. FAA MEM-ADO has indicated that if the amount of wetlands to be impacted qualifies for a general permit from the United States Army Corps of Engineers (USACE), then a Categorical Exclusion (Cat-Ex) is the appropriate level of NEPA review; otherwise, a Short Form Environmental Assessment (EA) is the appropriate level.

II. SCOPING LETTERS

An agency scoping letter is to be prepared and disseminated to the appropriate environmental review agencies via the North Carolina State Environmental Review Clearinghouse, to inform agencies of the proposed project and to invite interested parties to comment on items to be considered during the environmental process. According to FAA, the clearinghouse process will include the appropriate tribal coordination for this area of North Carolina.

III. SUB CONSULTANT FIELD SURVEYS

A wetlands delineation is to be conducted within the approximately 3-acre study area to confirm the locations and extent of wetlands. A Jurisdictional Determination (JD) is to be obtained from USACE, and coordination is to be conducted regarding the appropriate level of permit for the anticipated wetland impacts. A discussion of the likely method of mitigation is to be included in the environmental document. No permit applications are to be prepared, no permits are to be acquired, and no mitigation is to be completed during the environmental review effort.



ATTACHMENT 3

A field survey for the presence of endangered or threatened species (ETS) is to be conducted if required within the approximately 3-acre study area to confirm the absence of these species within the study area. The results of the survey are to be coordinated with the appropriate federal and state agencies.

If required by SHPO during Task II, a cultural resources field survey is to be conducted within the approximately 3-acre study area to confirm the absence of historic or cultural resources. The State Historic Preservation Office (SHPO) is not aware of resources within airport boundaries² and the 2013 MPU reports that no resources are present on airport property. Based on this, a *Phase 1 cultural resources survey has been included as a Supplemental effort*, to be conducted only if required by SHPO.

IV. FAA COORDINATION REGARDING APPROPRIATE LEVEL OF NEPA

Based on the results of the wetland delineation and analysis, the ETS field survey, and the Phase 1 cultural resources survey (if needed), coordination is to take place with FAA regarding the appropriate level of NEPA (see Task 1, Study Design).

V. DOCUMENT PREPARATION

Depending on the appropriate level of NEPA review, the final deliverable is to be either the documented Cat Ex template from FAA Standard Operating Procedure (SOP) 5.1 or the Southern Region Airports Division Short Form EA Form template.

If an EA is prepared, two alternatives, the No Action and the Build, are to be analyzed. The Build alternative is to be based on the proposed apron expansion depicted on the approved ALP.

Appendix A includes a discussion of environmental impact categories for documentation during scoping.

VI. PUBLIC INVOLVEMENT

If a Cat-Ex is prepared, there is to be no public involvement other than the scoping letter (see Task II).

If an EA is prepared, the draft Short Form EA is to be made available to the public for a 30-day review period and comments are to be incorporated into the final document. Once a finding is issued by FAA, the final document and the FONSI are to be made available to the public for 30 days.

VII. DOCUMENT REVIEW, PROPOSED SCHEDULE, AND DELIVERABLES

The draft environmental document is to be submitted to the Sponsor for review and approval. Upon approval from the Sponsor, the draft document is to be submitted to FAA MEM-ADO for review. This scope of work assumes one round of comments from FAA MEM-ADO, and subsequent responses and document revisions.

² Source: Phone conversation between Delta (M. Pearson) and SHPO (Renee Gledhill-Earley) 08/14/17, 12:15pm



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It is proposed that a comprehensive environmental document is to be submitted for final agency approval within six months after receiving a notice-to-proceed from the Sponsor. This schedule is a working timeline subject to FAA, USACE issuance of JD, and other agency regulatory review.

Project Deliverables are as follows:

- Draft document
 - FAA: One digital copy (pdf)
 - Sponsor: One digital copy (pdf)
 - State Clearinghouse: Two hard copies and 14 digital copies on disc, or two hard copies and a website address where the document can be accessed

- Final Document
 - FAA: One digital copy (pdf)
 - Sponsor: One digital copy (pdf)



ATTACHMENT 3

APPENDIX A-Environmental Impact Categories

Select environmental impact categories are discussed below, for documentation during scoping:

- **Noise:** FAA Order 1050-1F states that a noise impact is significant if it would increase noise by DNL 1.5dB or more for a noise sensitive area that is exposed to noise at or above the DNL 65dB noise exposure level, or that would be exposed due to a DNL 1.5dB or greater increase, when compared to the No Action alternative. Construction noise for the Proposed Action is anticipated to be temporary and the Proposed Action is not associated with an increase in operations or the types of aircraft operating at AVL. **Therefore, no noise impacts are anticipated as a result of the Proposed Action and no noise analysis is included in this scope of work.**
- **Compatible Land Use:** The Proposed Action is to be constructed on airport property and the land use on the apron (aircraft parking) would not change. No disruption of communities, relocation of residences or businesses, or impact to natural resource areas is anticipated. The Proposed Action is not expected to create or add to wildlife attractants on or near the airport. **Therefore, no impacts to compatible land use are anticipated as a result of the Proposed Action.**
- **Social Impacts:** The Proposed Action would not relocate homes or businesses. No alteration in surface traffic patterns or noticeable increase in surface traffic congestion is anticipated. Construction haul routes use existing roads; increased traffic as a result of construction activity is to be temporary. **Therefore, no social impacts are anticipated as a result of the Proposed Action.**
- **Induced Socioeconomic Impacts:** No adverse socioeconomic impacts, such as impact to public service demands or shifts in population movement and growth, are anticipated. Short-term (construction jobs) impacts as a result of the Proposed Action are possible. **No adverse induced socioeconomic impacts are anticipated as a result of the Proposed Action.**
- **Air Quality:** AVL is located in Buncombe County which is in attainment for all NAAQS pollutants. Henderson County is located south of the Airport, and is also in attainment. Therefore the General Conformity Rule under the Clean Air Act (CAA) does not apply.

According to the 2011 EA, North Carolina Administrative Code requires that any construction or modification to an airport facility with more than 100,000 annual aircraft operations or at least 45 peak hour aircraft operations, that the Airport shall obtain an air quality permit prior to construction. The 2013 MPU forecasts that approximately 82,000 operations and 38 peak hour operations will occur in 2030; therefore, the acquisition of air quality permits is not included in this scope of work.

The Proposed Action is not anticipated to change aircraft traffic patterns as the proposed apron expansion would simply expand the existing, operating terminal apron. The Proposed Action would increase capacity as it would provide for an additional parking space; however



ATTACHMENT 3

the projected demand for this parking space would have occurred whether or not the Proposed Action is constructed.

No significant impacts to air quality are anticipated as a result of the Proposed Action and no emissions analysis is included in this scope of work.

- **Water Quality:** There is no sole source aquifer in the project area. The project is to be designed and bid to conform to local and state regulations, and is to include the use of Best Management Practices (BMP) during construction. **Therefore no adverse impacts to water quality are anticipated as a result of the Proposed Action.**
- **DOT Section 303/4(f) Resources:** The Proposed Action would take place on airport property and is not anticipated to impact or “use” any Section 4(f) Resources. According to the 2013 MPU, three parks (Glen Bridge Park, Corcoran Paige River and Picnic Park, and Westfeldt Park) are located adjacent to Airport property. None of these is near the site of the Proposed Project and there are no plans to use these parks. **Therefore no impacts are anticipated as a result of the Proposed Action.**
- **Historic, Architectural, Archeological and Cultural Resources:** The Proposed Action would take place on airport property. According to the 2013 MPU, no National Register of Historic Places (NRHP) - listed or eligible properties are located within the airport boundaries. A project review package was submitted to the SHPO on 08/23/17; based on the results of previous surveys and the 2013 MPU, no impacts to historic or cultural resources are anticipated. **If required by SHPO, a Phase 1 Cultural Resources Survey is to be conducted within the project area.**
- **Biotic Communities:** The Proposed Action would take place on airport property, on previously disturbed ground. A field survey is to be conducted to confirm the absence of ETS within the project area.
- **Federal and State-Listed Endangered and Threatened Species:** The Proposed Action would take place on airport property on previously disturbed ground. Field surveys of the Airport property were conducted as part of the 2013 MPU to determine the presence of protected species or their habitats; the 2013 MPU concluded that it is unlikely that federally or state protected species are present within the airport boundaries. A project review package was submitted to USFWS in August 2017; on August 25, 2017, USFWS confirmed that no federally listed species or their habitats occur in the project area. **If required by state review agencies, a field survey is to be conducted to confirm the absence of ETS within the project area.**
- **Wetlands:** On-site wetland delineations were conducted on the majority of airport property during the 2011 EA effort, including on the site for the Proposed Action. Wetlands and streams are present in this area; preliminary estimates note that approximately 0.1 acre of wetlands and approximately 500 LF of stream would be impacted. **A wetlands delineation**



ATTACHMENT 3

is to be conducted and a J.D. is to be requested from USACE to confirm the locations and extents of wetlands and streams, and coordination with USACE is to be conducted regarding the appropriate permit and the likely method of mitigation.

- **Floodplains:** Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps (FIRM) indicate the absence of floodplains in the project area. **No impacts to floodplains are anticipated as a result of the Proposed Action.**
- **Coastal Zone Management Program/Coastal Barriers:** Buncombe County is not in the Coastal Zone or Coastal Barrier Resources System; therefore **no coastal zone impacts are anticipated as a result of the Proposed Action.**
- **Wild and Scenic Rivers:** There are no rivers listed in the Wild and Scenic River System or National Rivers Inventory in the vicinity of the airport or within Buncombe County; **therefore no impacts are anticipated as a result of the Proposed Action.**
- **Farmlands:** The Proposed Action would take place on airport property and does not involve the acquisition or permanent conversion of farmlands. **Therefore no impacts to farmlands are anticipated as a result of the Proposed Action.**
- **Energy Supply and Natural Resources:** This section is to address the effect of the Proposed Action on energy or other natural resource consumption. The Proposed Action is simply an extension of the existing apron and required utilities would likely be extended from existing locations. **No impacts are anticipated.**
- **Light Emissions:** The Proposed Action would take place on an existing airfield with existing lighting. There are no residences in the immediate vicinity of the Proposed Action; **therefore no impacts are anticipated as a result of the Proposed Action.**
- **Solid Waste:** A significant amount of solid waste would not be generated from the Proposed Action other than that from construction. The contractor is to be responsible during construction for properly disposing of construction debris. **No impacts are anticipated as a result of the Proposed Action.**
- **Construction Impacts:** Construction impacts would be temporary and no significant impacts are anticipated for this impact category. **No significant impacts from construction are anticipated.**
- **Other Considerations:** The Proposed Action is not anticipated to be highly controversial on environmental grounds; the Proposed Action is depicted on the approved ALP.
- **Hazardous Sites/Materials:** The 2011 EA effort included a search of EPA and NC Department of Environment and Natural Resources (NCDENR- now NC DEQ) databases, which identified six potential hazardous material sites, none of which are in the vicinity of



ATTACHMENT 3

the Proposed Action. A search of the EPA Superfund Site database conducted in August 2017 also did not identify hazardous sites on or near the project area. **In light of this, no impacts from or to hazardous materials are anticipated as a result of the Proposed Action.**

- **Permits:** The required permits for the Proposed Action are to be listed. No permit applications are to be prepared or submitted, and no permits are to be obtained, during this EA effort.
- **Environmental Justice:** The Proposed Action is to occur on airport property and no environmental justice impacts are anticipated.

DRAFT





Air Service Development 2017/18

Asheville Regional Airport

Asheville Regional Airport

The basics

Airlines, Route Map, Top O&D



Current air service



Top 25 AVL Markets (Origin & Destination)

Rank	Destination	Passengers per Day
1	Ft. Lauderdale	95.4
2	St. Pete-Clearwater	77.9
3	Orlando (Sanford)	62.3
4	Newark	54.5
5	Punta Gorda	54.0
6	Chicago	53.0
7	Palm Beach	33.2
8	Baltimore-Washington	31.8
9	Denver	24.6
10	Los Angeles	22.3
11	San Francisco	21.1
12	LaGuardia (NYC)	19.2
13	Boston	16.6
14	Orlando	16.5
15	Tampa	15.8
16	St. Paul, MN	15.4
17	Philadelphia	14.5
18	Dallas-Ft. Worth	14.0
19	Las Vegas	13.7
20	Phoenix	13.4
21	Washington, D.C. (National)	13.2
22	Jacksonville	13.0
23	Seattle	12.8
24	New Orleans	11.1
25	Houston	11.1

YE 1Q2017
Diio Mi

Strategic focus

Air Service Development priorities



2017 Air Service GOALS

RETAIN

GROW

ENGAGE



Retain, Grow, Engage

- Retain existing service
 - Airlines
 - Routes & frequencies
 - Seats in the market
- Strategically Grow
 - Seats in market
 - Frequencies
 - Routes
- Engage
 - Airlines
 - Community
 - Travelers



Best practices

BEST PRACTICES



Best practices



2017 Air Service Highlights

RETENTION

GROWTH

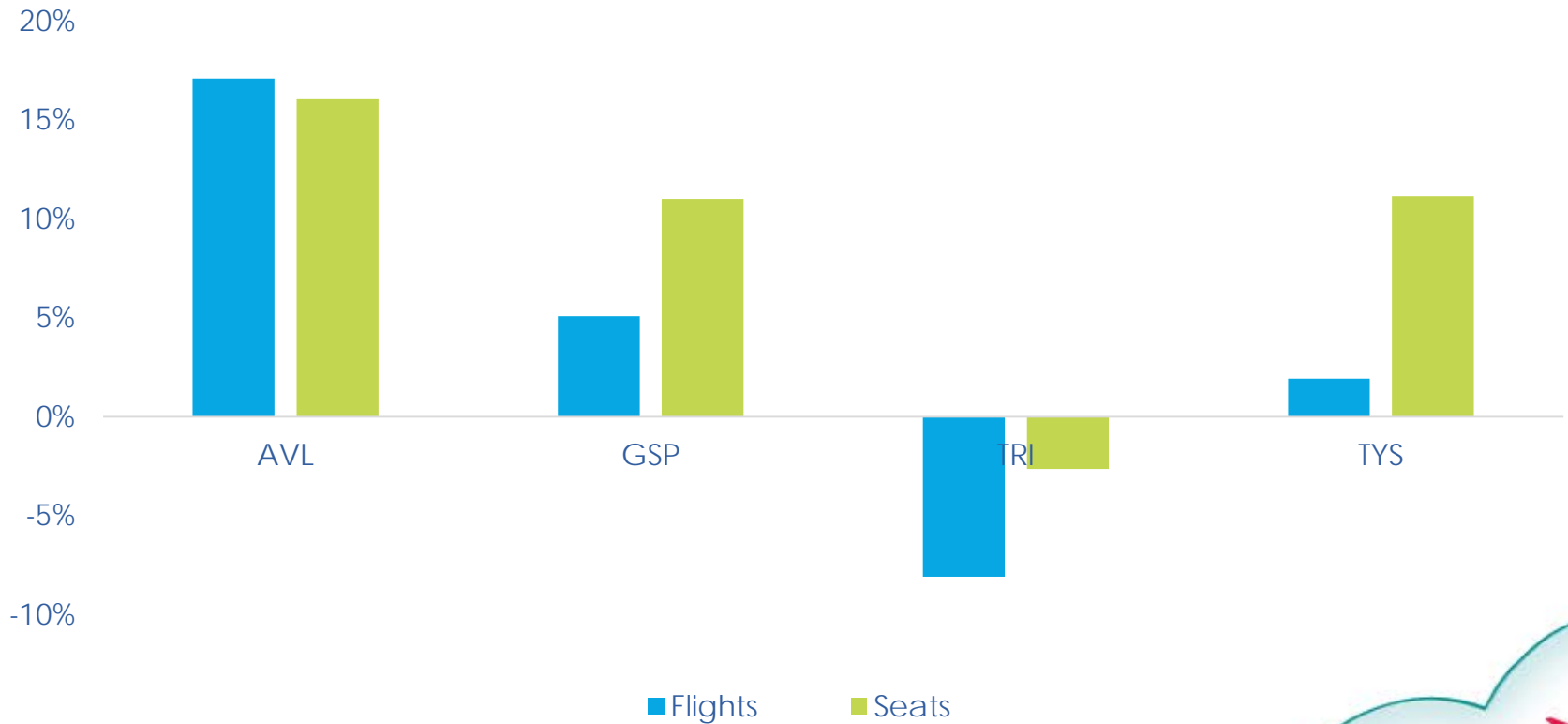
ENGAGEMENT



YR/YR Capacity Changes All Carriers

October-December

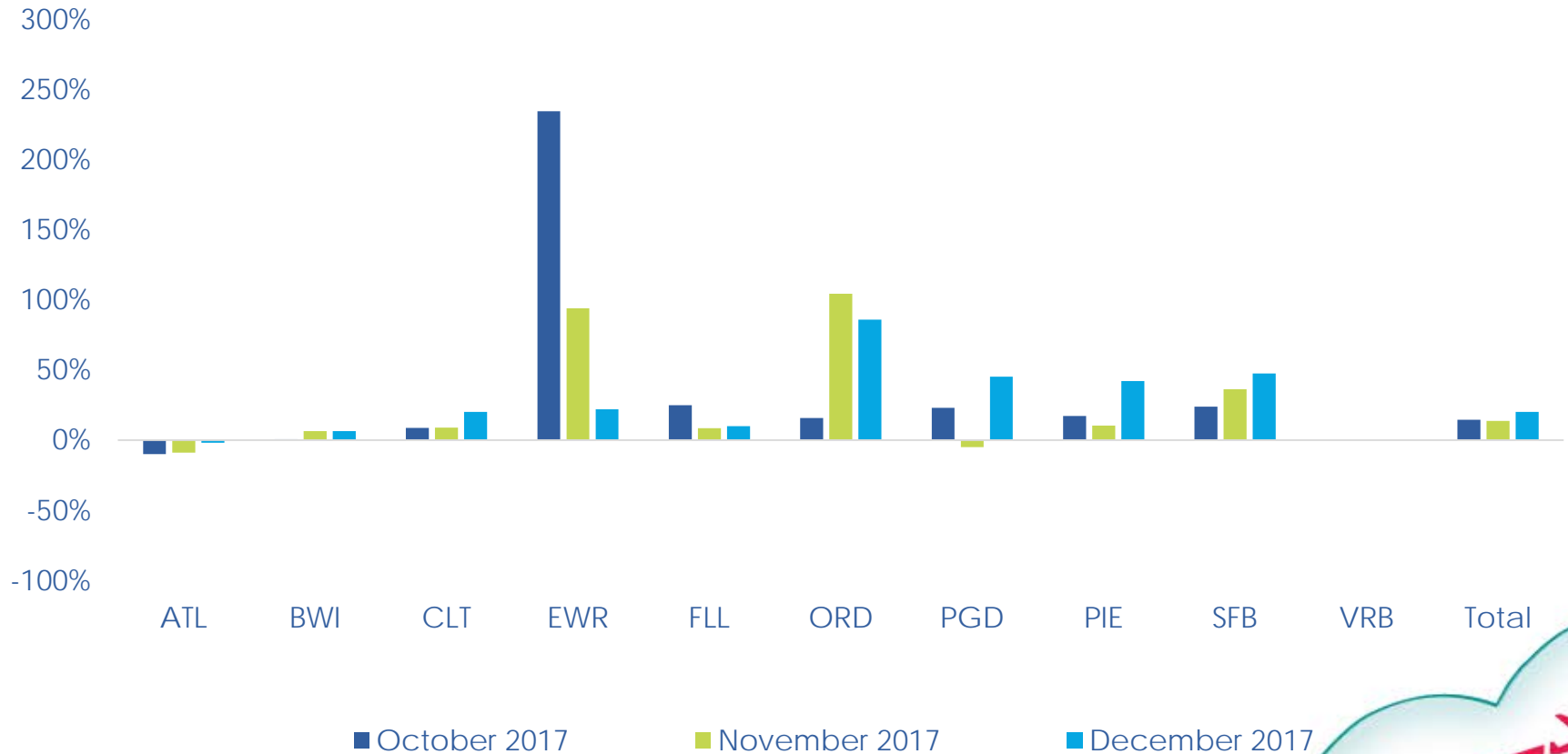
TOTAL CAPACITY ALL CARRIERS



Source: Diio OAG

YR/YR Capacity Changes Data- Nonstop Markets

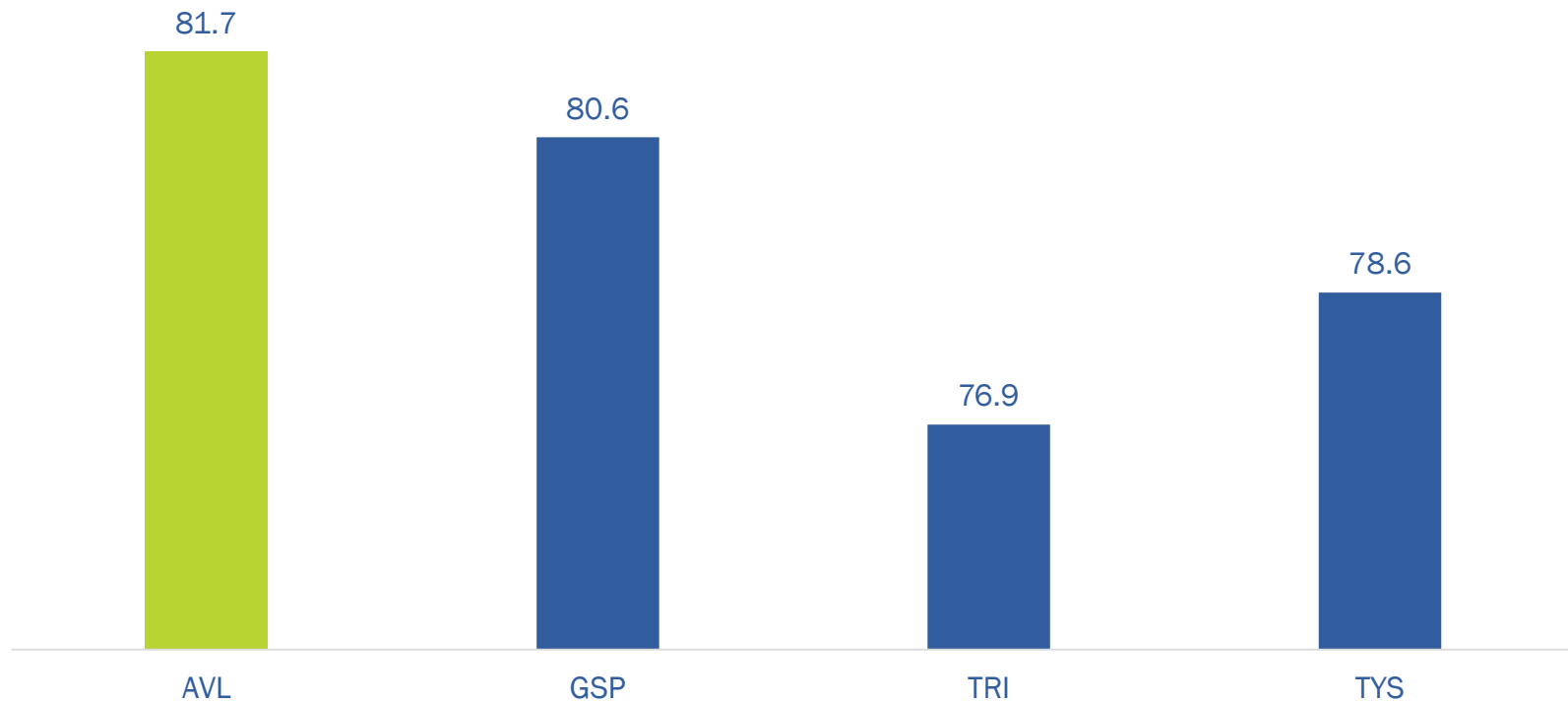
YR/YR NONSTOP MARKET BY MONTH



Source: Diio OAG

Load Factors

LOAD FACTOR BY AIRPORT (YE June 2017)

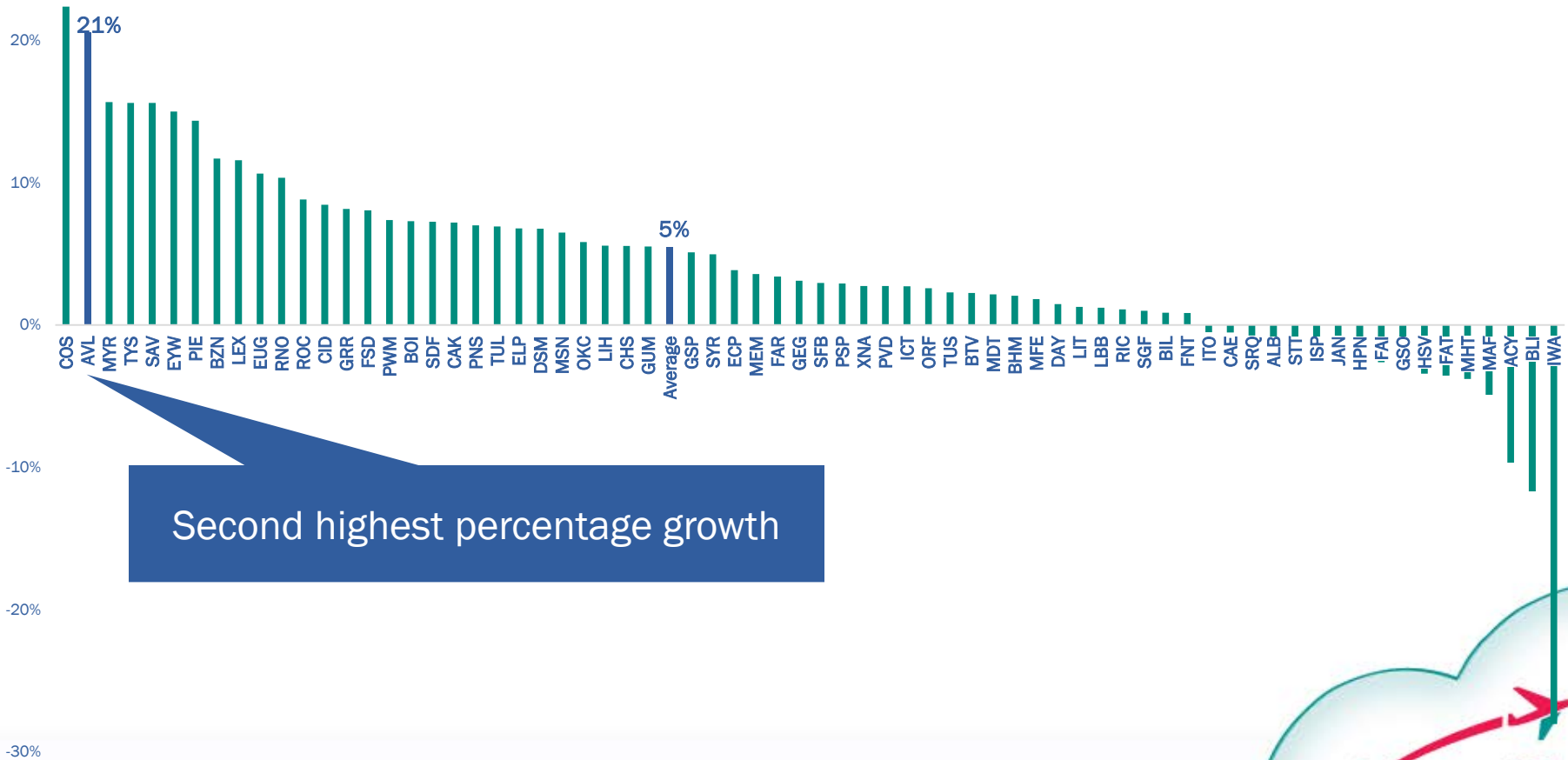


Source: Diio T100

A top growing small hub in U.S.

SMALL HUB YOY 2Q CHANGE IN SEATS

YOY 2Q17 v 2Q16
 *LGB Excluded at #1 – 54% due to scale

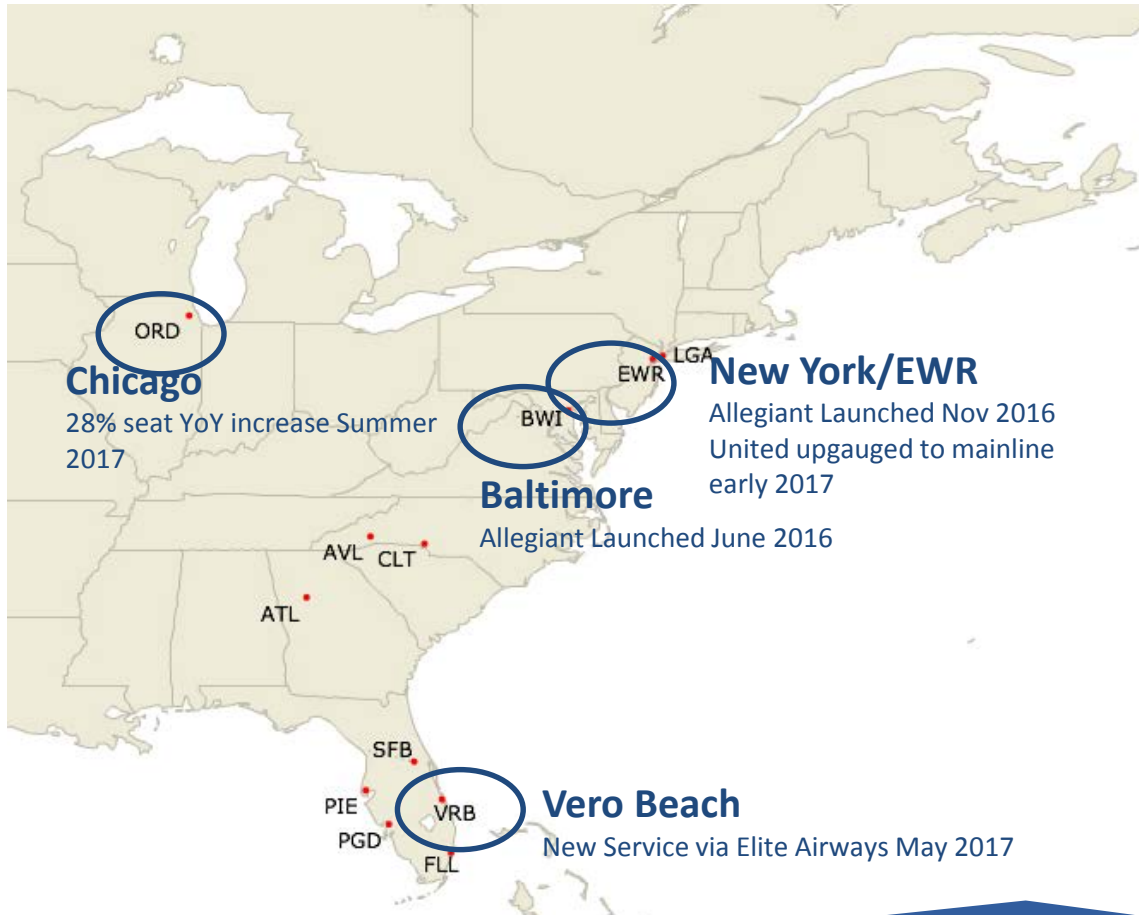


Second highest percentage growth

Source: Diio DOT, FAA Definition of small hubs



Growth trend is strong



- First 100K passenger month July 2017
- Record years 2014, 2015, 2016 & on track for record year in 2017 (even in the midst of major airfield construction)
- Yr/yr – all airlines’ seats & enplanements are up (except DL – -0.7% / -1.1%)

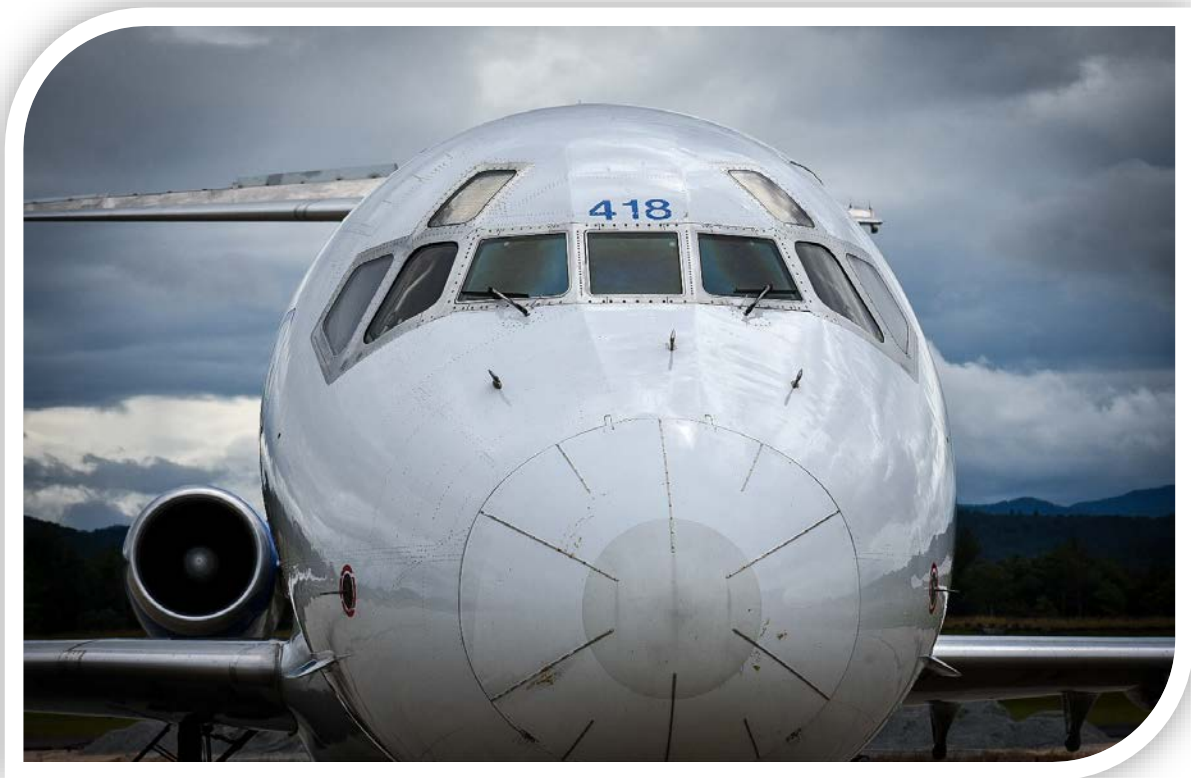
46% Increase in Capacity Since 2012

Challenges

- Finite airline resources
- Pilot shortage
- Airline business growth plans
- Space constraints at AVL
- TSA – staffing, resources
- Ever-changing route planning staff
- Incentive requirements

Current actions

- Regular outreach to airline planners
 - Data request – *October*
 - HQ Visit – *November*
- Roundtable – January
- Air Service Data Seminar – January
- CVB partnership & community engagement – *ongoing*
- New route analyses
- Revisit ASD strategic plan – *January 2018*



QUESTIONS?
QUESTIONS?





MEMORANDUM

TO: Members of the Airport Authority
FROM: Lew Bleiweis, A.A.E., Executive Director
DATE: October 6, 2017

ITEM DESCRIPTION – Information Section Item A

August, 2017 Traffic Report – Asheville Regional Airport

SUMMARY

August, 2017 overall passenger traffic numbers were up 17.7% compared to the same period last year. Passenger traffic numbers reflect a 17.2% increase in passenger enplanements from August, 2016. Enplanements for Fiscal Year to Date total 101,608 which is a 14.5% increase over the same period last year.

AIRLINE PERFORMANCE

Allegiant Airlines: Year over Year passenger enplanements for Allegiant in August 2017 were up by 12.5%. There were no flight cancellations for the month.

American Airlines: American's August 2017 passenger enplanements represent a 14.0% increase over the same period last year. There were two (2) flight cancellations for the month.

Delta Airlines: Delta's August 2017 enplanements increased by 6.4% compared to August 2016. There were no flight cancellations for the month.

United Airlines: In August 2017, United Airlines saw an increase in enplanements by 52.4% over the same period last year. There was one (1) flight cancellation for the month.

Monthly Traffic Report

Asheville Regional Airport

August 2017



Category	Aug 2017	Aug 2016	Percentage Change	*CYTD-2017	*CYTD-2016	Percentage Change	*MOV12-2017	*MOV12-2016	Percentage Change
Passenger Traffic									
Enplaned	48,440	41,314	17.2%	302,731	263,308	15.0%	454,029	393,661	15.3%
Deplaned	<u>47,739</u>	<u>40,414</u>	18.1%	<u>301,948</u>	<u>260,520</u>	15.9%	<u>453,470</u>	<u>391,707</u>	15.8%
Total	96,179	81,728	17.7%	604,679	523,828	15.4%	907,499	785,368	15.6%
Aircraft Operations									
Airlines	745	651	14.4%	5,123	4,141	23.7%	7,512	6,524	15.1%
Commuter /Air Taxi	<u>1,229</u>	<u>1,002</u>	22.7%	6,783	6,659	1.9%	9,968	10,017	-0.5%
Subtotal	<u>1,974</u>	<u>1,653</u>	19.4%	<u>11,906</u>	<u>10,800</u>	10.2%	<u>17,480</u>	<u>16,541</u>	5.7%
General Aviation	3,959	3,615	9.5%	27,456	29,032	-5.4%	41,813	43,385	-3.6%
Military	<u>351</u>	<u>324</u>	8.3%	<u>2,959</u>	<u>2,769</u>	6.9%	<u>4,404</u>	<u>4,448</u>	-1.0%
Subtotal	<u>4,310</u>	<u>3,939</u>	9.4%	<u>30,415</u>	<u>31,801</u>	-4.4%	<u>46,217</u>	<u>47,833</u>	-3.4%
Total	6,284	5,592	12.4%	42,321	42,601	-0.7%	63,697	64,374	-1.1%
Fuel Gallons									
100LL	16,851	16,789	0.4%	105,253	113,735	-7.5%	162,678	173,188	-6.1%
Jet A (GA)	177,931	146,497	21.5%	913,796	815,050	12.1%	1,400,558	1,209,030	15.8%
Subtotal	<u>194,782</u>	<u>163,286</u>	19.3%	<u>1,019,049</u>	<u>928,785</u>	9.7%	<u>1,563,236</u>	<u>1,382,218</u>	13.1%
Jet A (A/L)	<u>344,741</u>	<u>278,640</u>	23.7%	<u>2,217,414</u>	<u>1,611,588</u>	37.6%	<u>3,232,324</u>	<u>2,614,816</u>	23.6%
Total	539,523	441,926	22.1%	3,236,463	2,540,373	27.4%	4,795,560	3,997,034	20.0%

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

Thursday, September 21, 2017

Airline Enplanements, Seats, and Load Factors

Asheville Regional Airport

August 2017



	Aug 2017	Aug 2016	Percentage Change	*CYTD-2017	*CYTD-2016	Percentage Change
Allegiant Air						
Enplanements	14,312	12,719	12.5%	93,045	80,649	15.4%
Seats	16,920	14,452	17.1%	108,062	94,323	14.6%
Load Factor	84.6%	88.0%	-3.9%	86.1%	85.5%	0.7%
American Airlines						
Enplanements	11,377	9,982	14.0%	66,669	62,804	6.2%
Seats	14,382	11,544	24.6%	91,137	81,826	11.4%
Load Factor	79.1%	86.5%	-8.5%	73.2%	76.8%	-4.7%
Delta Air Lines						
Enplanements	13,581	12,762	6.4%	91,379	92,381	-1.1%
Seats	15,797	14,782	6.9%	114,581	115,411	-0.7%
Load Factor	86.0%	86.3%	-0.4%	79.8%	80.0%	-0.4%
Elite Airways						
Enplanements	253	0	#Div/0!	780	0	#Div/0!
Seats	450	0	#Div/0!	1,450	0	#Div/0!
Load Factor	56.2%	#Num!	#Type!	53.8%	#Num!	#Type!
United Airlines						
Enplanements	8,917	5,851	52.4%	50,858	27,474	85.1%
Seats	10,386	6,416	61.9%	62,602	31,114	101.2%
Load Factor	85.9%	91.2%	-5.9%	81.2%	88.3%	-8.0%
Totals						
Enplanements	48,440	41,314	17.2%	302,731	263,308	15.0%
Seats	57,935	47,194	22.8%	377,832	322,674	17.1%
Load Factor	83.6%	87.5%	-4.5%	80.1%	81.6%	-1.8%

Wednesday, September 27, 2017

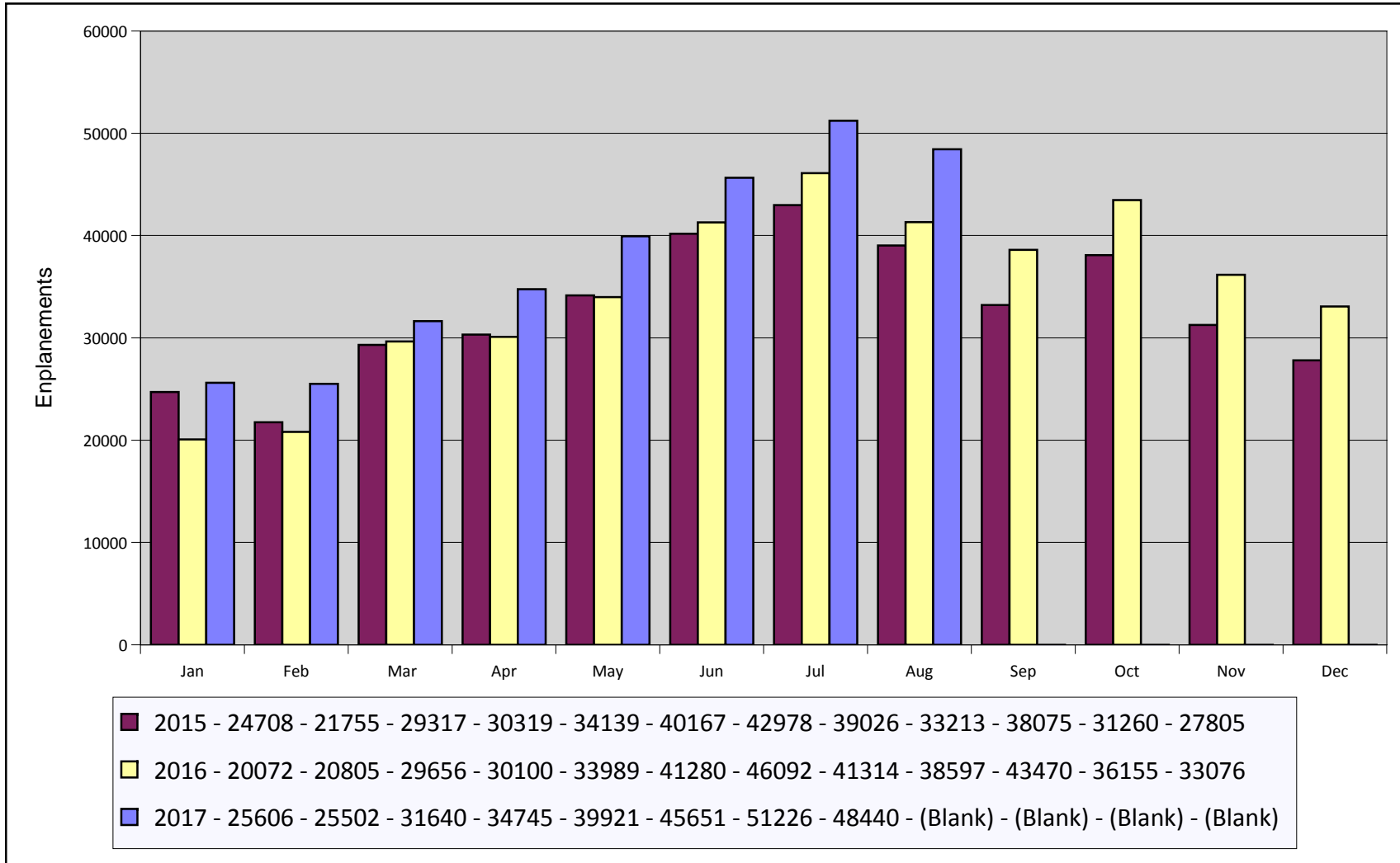
*CTYD = Calendar Year to Date and *Mov12 = Moving Twelve Months.

Airline Flight Completions Asheville Regional Airport August 2017

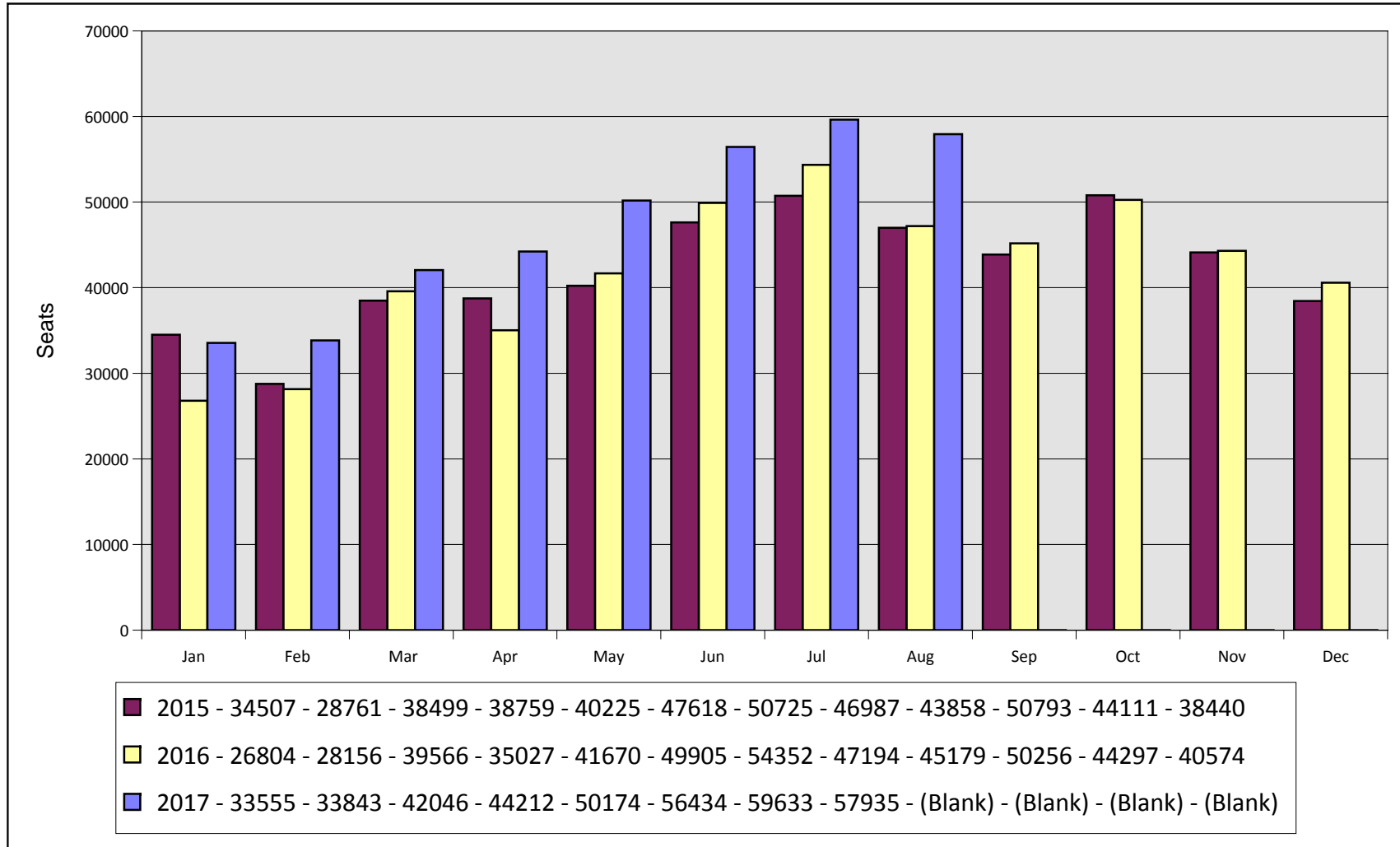


Airline	Scheduled Flights	Field	Cancellations Due To			Total Cancellations	Percentage of Completed
			Mechanical	Weather	Other		
Allegiant Air	108	0	0	0	0	0	100.0%
American Airlines	246	0	2	0	0	2	98.4%
Delta Air Lines	230	0	0	0	0	0	100.0%
Elite Airways	9	0	0	0	0	0	100.0%
United Airlines	150	0	0	1	0	1	99.3%
Total	743	0	2	1	0	3	99.6%

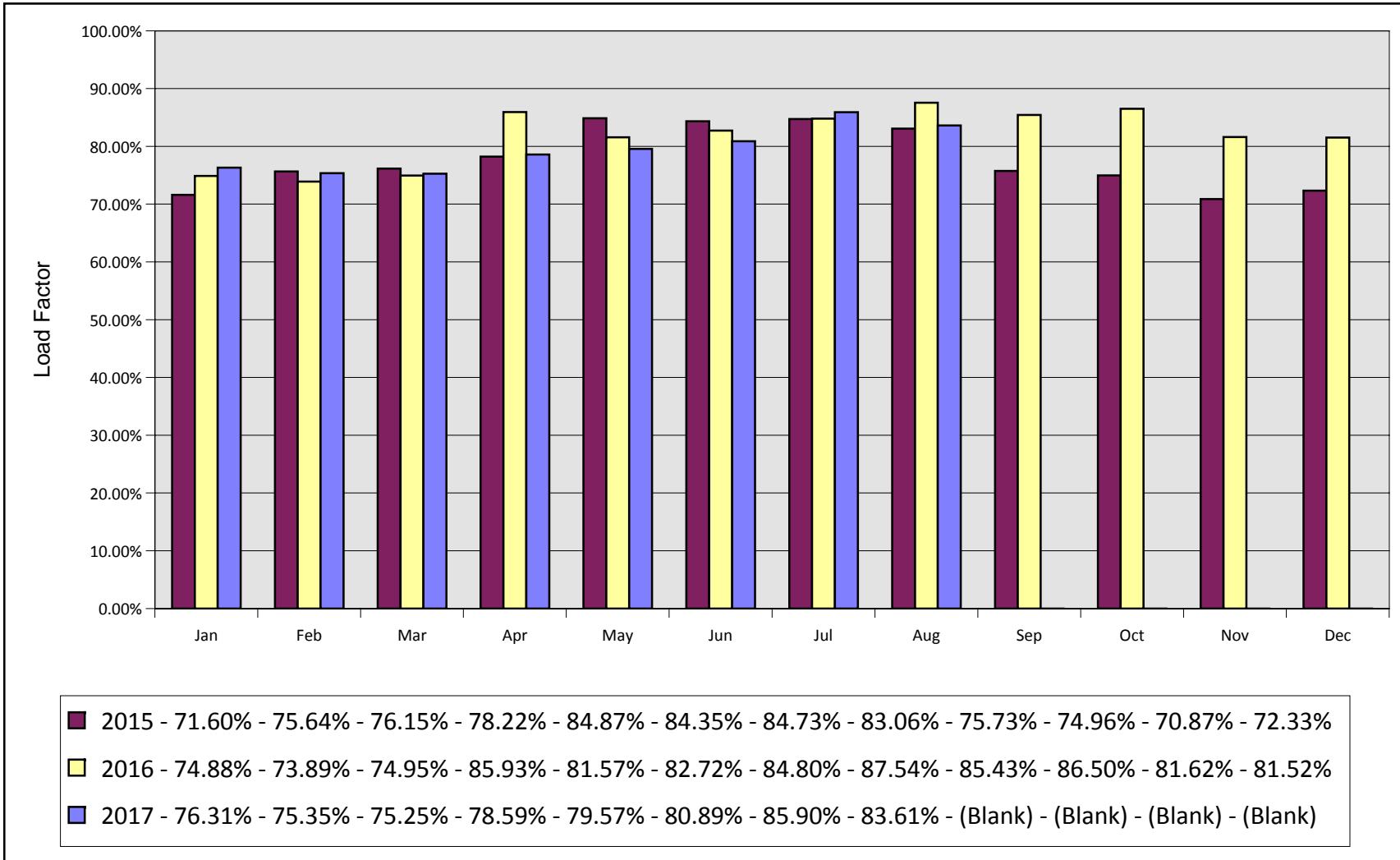
Monthly Enplanements By Year Asheville Regional Airport



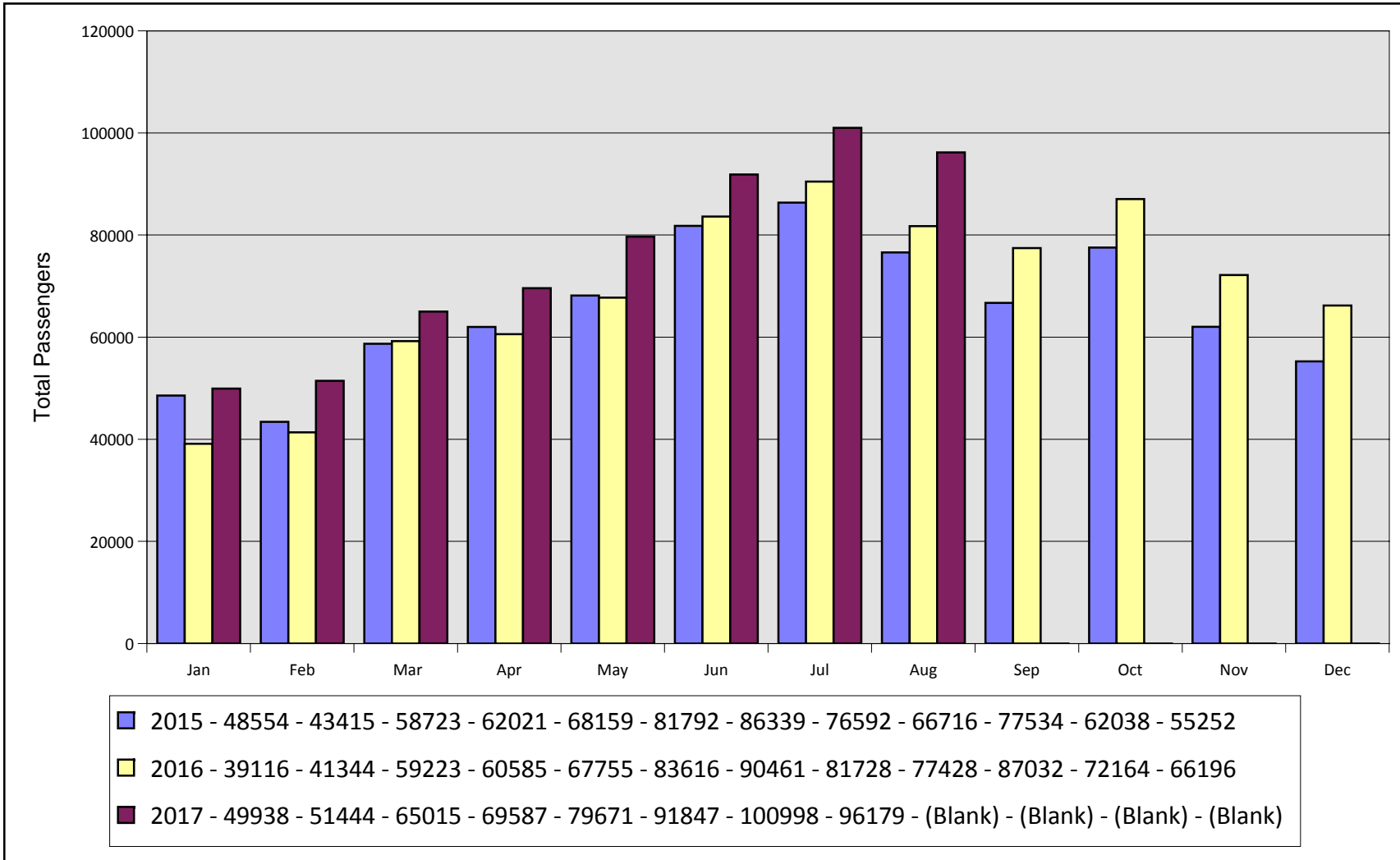
Monthly Seats By Year Asheville Regional Airport



Monthly Load Factors By Year Asheville Regional Airport

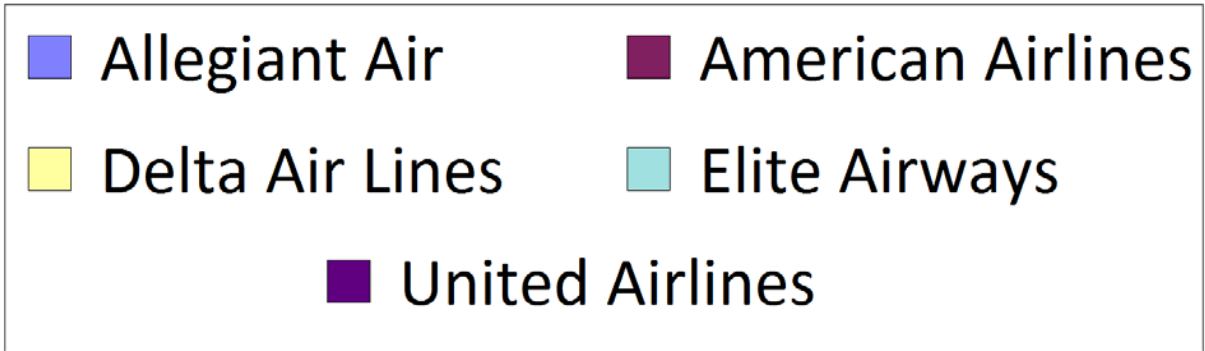
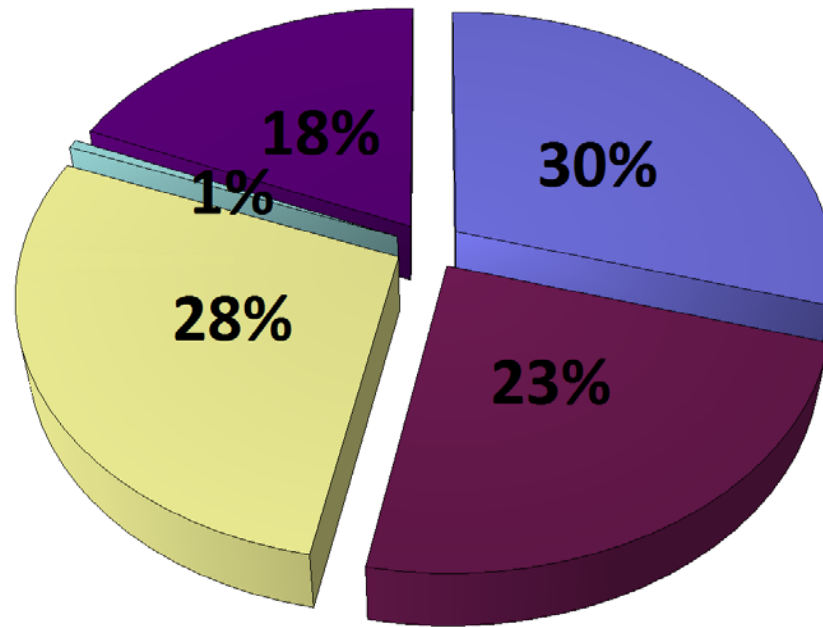


Total Monthly Passengers By Year Asheville Regional Airport



Airline Market Share Analysis (Enplanements) Asheville Regional Airport

Report Period From August 2017 Through August 2017



Travel Period			Oct 2017		Oct 2016		Diff		Percent Diff	
Mkt AI	Orig	Dest	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats
7Q	AVL	VRB	2	94	0	0	2	94		
7Q	VRB	AVL	2	94	0	0	2	94		
AA	AVL	CLT	53	3,118	46	2,888	7	230	15.2%	8.0%
AA	CLT	AVL	53	3,118	46	2,888	7	230	15.2%	8.0%
DL	ATL	AVL	52	3,346	48	3,720	4	(374)	8.3%	(10.1%)
DL	AVL	ATL	53	3,396	48	3,720	5	(324)	10.4%	(8.7%)
G4	AVL	BWI	2	332	2	332	0	0	0.0%	0.0%
G4	AVL	EWR	2	332	0	0	2	332		
G4	AVL	FLL	8	1,361	6	1,018	2	343	33.3%	33.7%
G4	AVL	PGD	5	852	4	697	1	155	25.0%	22.2%
G4	AVL	PIE	7	1,206	6	1,029	1	177	16.7%	17.2%
G4	AVL	SFB	6	996	4	664	2	332	50.0%	50.0%
G4	BWI	AVL	2	332	2	332	0	0	0.0%	0.0%
G4	EWR	AVL	2	332	0	0	2	332		
G4	FLL	AVL	8	1,361	6	1,018	2	343	33.3%	33.7%
G4	PGD	AVL	5	852	4	697	1	155	25.0%	22.2%
G4	PIE	AVL	7	1,206	6	1,029	1	177	16.7%	17.2%
G4	SFB	AVL	6	996	4	664	2	332	50.0%	50.0%
UA	AVL	EWR	7	826	7	350	0	476	0.0%	136.0%
UA	AVL	ORD	28	1,400	25	1,250	3	150	12.0%	12.0%
UA	EWR	AVL	7	826	7	350	0	476	0.0%	136.0%
UA	ORD	AVL	28	1,400	25	1,250	3	150	12.0%	12.0%
TOTAL			345	27,776	296	23,896	49	3,880	16.6%	16.2%

Travel Period			Nov 2017		Nov 2016		Diff		Percent Diff	
Mkt AI	Orig	Dest	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats
AA	AVL	CLT	52	2,900	46	2,691	6	209	13.0%	7.8%
AA	CLT	AVL	52	2,900	46	2,691	6	209	13.0%	7.8%
DL	ATL	AVL	52	3,320	46	3,742	6	(422)	13.0%	(11.3%)
DL	AVL	ATL	52	3,380	46	3,682	6	(302)	13.0%	(8.2%)
G4	AVL	BWI	1	177	1	166	0	11	0.0%	6.6%
G4	AVL	EWR	2	354	3	498	(1)	(144)	(33.3%)	(28.9%)
G4	AVL	FLL	7	1,239	7	1,173	0	66	0.0%	5.6%
G4	AVL	PGD	2	354	3	498	(1)	(144)	(33.3%)	(28.9%)
G4	AVL	PIE	4	708	4	675	0	33	0.0%	4.9%
G4	AVL	SFB	4	708	3	498	1	210	33.3%	42.2%
G4	BWI	AVL	1	177	1	166	0	11	0.0%	6.6%
G4	EWR	AVL	2	354	3	498	(1)	(144)	(33.3%)	(28.9%)
G4	FLL	AVL	7	1,239	7	1,173	0	66	0.0%	5.6%
G4	PGD	AVL	2	354	3	498	(1)	(144)	(33.3%)	(28.9%)
G4	PIE	AVL	4	708	4	675	0	33	0.0%	4.9%
G4	SFB	AVL	4	708	3	498	1	210	33.3%	42.2%
UA	AVL	EWR	7	836	7	350	0	486	0.0%	138.9%
UA	AVL	ORD	21	1,050	11	550	10	500	90.9%	90.9%
UA	EWR	AVL	7	836	7	350	0	486	0.0%	138.9%
UA	ORD	AVL	21	1,050	11	550	10	500	90.9%	90.9%
TOTAL			304	23,352	262	21,622	42	1,730	16.0%	8.0%

Travel Period			Dec 2017		Dec 2016		Diff		Percent Diff	
Mkt AI	Orig	Dest	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats
AA	AVL	CLT	48	2,825	42	2,370	6	455	14.3%	19.2%
AA	CLT	AVL	48	2,838	42	2,357	6	481	14.3%	20.4%
DL	ATL	AVL	43	2,930	41	2,975	2	(45)	4.9%	(1.5%)
DL	AVL	ATL	43	2,930	41	2,975	2	(45)	4.9%	(1.5%)
G4	AVL	BWI	2	354	2	332	0	22	0.0%	6.6%
G4	AVL	EWR	2	354	4	664	(2)	(310)	(50.0%)	(46.7%)
G4	AVL	FLL	6	1,062	5	841	1	221	20.0%	26.3%
G4	AVL	PGD	3	531	2	332	1	199	50.0%	59.9%
G4	AVL	PIE	4	708	2	332	2	376	100.0%	113.3%
G4	AVL	SFB	3	531	2	332	1	199	50.0%	59.9%
G4	BWI	AVL	2	354	2	332	0	22	0.0%	6.6%
G4	EWR	AVL	2	354	4	664	(2)	(310)	(50.0%)	(46.7%)
G4	FLL	AVL	6	1,062	5	841	1	221	20.0%	26.3%
G4	PGD	AVL	3	531	2	332	1	199	50.0%	59.9%
G4	PIE	AVL	4	708	2	332	2	376	100.0%	113.3%
G4	SFB	AVL	3	531	2	332	1	199	50.0%	59.9%
UA	AVL	EWR	7	826	7	350	0	476	0.0%	136.0%
UA	AVL	ORD	21	1,050	11	550	10	500	90.9%	90.9%
UA	EWR	AVL	7	826	7	350	0	476	0.0%	136.0%
UA	ORD	AVL	21	1,050	11	550	10	500	90.9%	90.9%
TOTAL			278	22,355	236	18,143	42	4,212	17.8%	23.2%



MEMORANDUM

TO: Members of the Airport Authority
FROM: Janet Burnette, Director of Finance & Accounting
DATE: October 6, 2017

ITEM DESCRIPTION – Information Section Item B

Greater Asheville Regional Airport – Explanation of Extraordinary Variances
Month of August 2017 (Month 2 of FY2018)

SUMMARY

Operating Revenues for the month of August were \$1,011,431, 6.98% over budget. Operating Expenses for the month were \$424,161, 23.33% under budget. As a result, Net Operating Revenues before Depreciation were \$587,270, 49.72% over budget. Net Non-Operating Revenues were \$322,369, 21.58% over budget.

Year-to-date Operating Revenues were \$1,996,182, 7.12% over budget. Year-to-date Operating Expenses were \$1,128,244, 12.47% under budget. Year-to-date Net Operating Revenues before Depreciation were \$867,938, 51.08% over budget. Net Non-Operating Revenues for the year were \$633,258, 5.80% over budget.

REVENUES

Significant variations to budget for August were:

Concessions	\$13,674	43.30%	Enplanements over budget
Auto Parking	\$22,550	7.50%	Enplanements over budget



EXPENSES

Significant variations to budget for August were:

Contractual Services	(\$80,097)	(79.39%)	No invoice from parking management
Utility Services	(\$11,743)	(22.78%)	Electricity and natural gas use remain low

STATEMENT OF NET ASSETS

Significant variations to prior month were:

Cash and Cash Equivalents – Cash and Cash Equivalents increased by \$512k mainly due to receipt of AIP grant funds.

Grants Receivable – Grants Receivable increased by \$895k due to Airfield Redevelopment project.

Construction in Progress – Construction in Progress increased by \$4,651k mainly due to the Airfield Redevelopment project and the parking garage.

Property and Equipment, Net – Property and Equipment, Net decreased by \$349k due to depreciation.

**ASHEVILLE REGIONAL AIRPORT
INVESTMENT AND INTEREST INCOME SUMMARY
As of August 31, 2017**

<u>Institution:</u>	<u>Interest Rate</u>	<u>Investment Amount</u>	<u>Monthly Interest</u>
Bank of America - Operating Account	0.20%	\$ 6,013,273	1,368
First Citizens - Money Market Account	0.05%	6,393,724	272
NC Capital Management Trust - Cash Portfolio		17,311	13
NC Capital Management Trust - Term Portfolio		3,052,034	2,955
Petty Cash		200	
 <u>Restricted Cash:</u>			
BNY Mellon		8,742,371	
Bank of America - PFC Revenue Account	0.20%	7,419,276	1,246
		283,778	
Total		<u>\$ 31,921,967</u>	<u>\$ 5,854</u>

Investment Diversification:

Banks	90%
NC Capital Management Trust	10%
Commercial Paper	0%
Federal Agencies	0%
US Treasuries	0%
	<u>100%</u>

**ASHEVILLE REGIONAL AIRPORT
STATEMENT OF CHANGES IN FINANCIAL POSITION
For the Month Ended August 31, 2017**

	Current Month	Prior Period
Cash and Investments Beginning of Period	<u>\$ 31,409,809</u>	<u>\$ 35,963,020</u>
Net Income/(Loss) Before Capital Contributions	520,343	202,609
Depreciation	389,296	388,945
Decrease/(Increase) in Receivables	(1,128,515)	(161,462)
Increase/(Decrease) in Payables	2,120,788	(2,556,542)
Decrease/(Increase) in Prepaid Expenses	4,118	(183,397)
Decrease/(Increase) in Fixed Assets	(4,691,445)	(1,158,822)
Principal Payments of Bond Maturities	38,528	(1,170,561)
Capital Contributions	3,259,045	86,019
Increase(Decrease) in Cash	<u>512,158</u>	<u>(4,553,211)</u>
Cash and Investments End of Period	<u><u>\$ 31,921,967</u></u>	<u><u>\$ 31,409,809</u></u>

Asheville Regional Airport
Detailed Statement of Revenue, Expenses and Changes in Net Assets
For the Month Ending August 31, 2017

	<u>Current Month Actual</u>	<u>Current Month Budget</u>	<u>Variance \$</u>	<u>Variance %</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance \$</u>	<u>Variance %</u>	<u>Annual Budget</u>
Operating Revenue:									
Terminal Space Rentals - Non Airline	\$19,978	\$19,978	\$0	0.00%	\$39,956	\$39,956	\$0	0.00%	\$243,049
Terminal Space Rentals - Airline	160,012	168,767	(8,755)	(5.19%)	307,134	325,781	(18,647)	(5.72%)	1,571,724
Concessions	45,256	31,582	13,674	43.30%	101,399	69,209	32,190	46.51%	444,480
Auto Parking	323,050	300,500	22,550	7.50%	652,813	571,750	81,063	14.18%	3,270,000
Rental Car - Car Rentals	140,613	131,287	9,326	7.10%	276,870	264,374	12,496	4.73%	1,579,656
Rental Car - Facility Rent	64,527	52,378	12,149	23.19%	115,863	103,712	12,151	11.72%	627,526
Commercial Ground Transportation	11,886	2,500	9,386	375.44%	19,209	10,000	9,209	92.09%	75,000
Landing Fees	85,787	80,186	5,601	6.99%	164,108	167,028	(2,920)	(1.75%)	774,903
FBO'S	86,712	87,483	(771)	(0.88%)	175,964	174,566	1,398	0.80%	1,021,005
Building Leases	12,958	12,903	55	0.43%	25,885	25,806	79	0.31%	113,820
Land Leases	4,957	4,913	44	0.90%	9,915	9,826	89	0.91%	58,968
Other Leases/Fees	55,695	52,990	2,705	5.10%	107,066	101,434	5,632	5.55%	528,639
Total Operating Revenue	\$1,011,431	\$945,467	\$65,964	6.98%	\$1,996,182	\$1,863,442	\$132,740	7.12%	\$10,308,770
Operating Expenses:									
Personnel Services	\$256,917	\$280,194	(\$23,277)	(8.31%)	\$680,468	\$702,795	(\$22,327)	(3.18%)	\$5,400,329
Professional Services	8,708	11,643	(2,935)	(25.21%)	26,815	30,018	(3,203)	(10.67%)	262,250
Accounting & Auditing	3,000	-	3,000	100.00%	6,500	2,000	4,500	225.00%	16,200
Other Contractual Services	20,795	100,892	(80,097)	(79.39%)	136,174	224,239	(88,065)	(39.27%)	960,194
Travel & Training	7,453	7,346	107	1.46%	22,563	16,942	5,621	33.18%	209,650
Communications & Freight	5,393	8,325	(2,932)	(35.22%)	13,001	17,149	(4,148)	(24.19%)	103,900
Utility Services	39,802	51,545	(11,743)	(22.78%)	67,024	90,820	(23,796)	(26.20%)	520,817
Rentals & Leases	3,108	1,033	2,075	200.87%	7,075	1,666	5,409	324.67%	12,000
Insurance	16,679	21,058	(4,379)	(20.79%)	33,634	42,116	(8,482)	(20.14%)	252,700
Repairs & Maintenance	23,198	20,773	2,425	11.67%	48,394	45,161	3,233	7.16%	266,530
Advertising, Printing & Binding	3,566	4,239	(673)	(15.88%)	5,723	8,478	(2,755)	(32.50%)	257,790
Promotional Activities	6,030	7,725	(1,695)	(21.94%)	19,086	21,450	(2,364)	(11.02%)	108,950
Other Current Charges & Obligations	4,178	8,250	(4,072)	(49.36%)	14,361	16,575	(2,214)	(13.36%)	104,000
Office Supplies	466	750	(284)	(37.87%)	696	1,500	(804)	(53.60%)	9,000
Operating Supplies	22,827	27,926	(5,099)	(18.26%)	41,827	62,952	(21,125)	(33.56%)	476,793
Books, Publications, Subscriptions & Mem	1,526	1,512	14	0.93%	2,543	5,079	(2,536)	(49.93%)	59,870
Contingency	-	-	-	100.00%	-	-	-	100.00%	100,000
Emergency Repair	-	-	-	100.00%	-	-	-	100.00%	50,000
Business Development	515	-	515	100.00%	2,360	-	2,360	100.00%	300,000
Total Operating Expenses	\$424,161	\$553,211	(\$129,050)	(23.33%)	\$1,128,244	\$1,288,940	(\$160,696)	(12.47%)	\$9,470,973

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

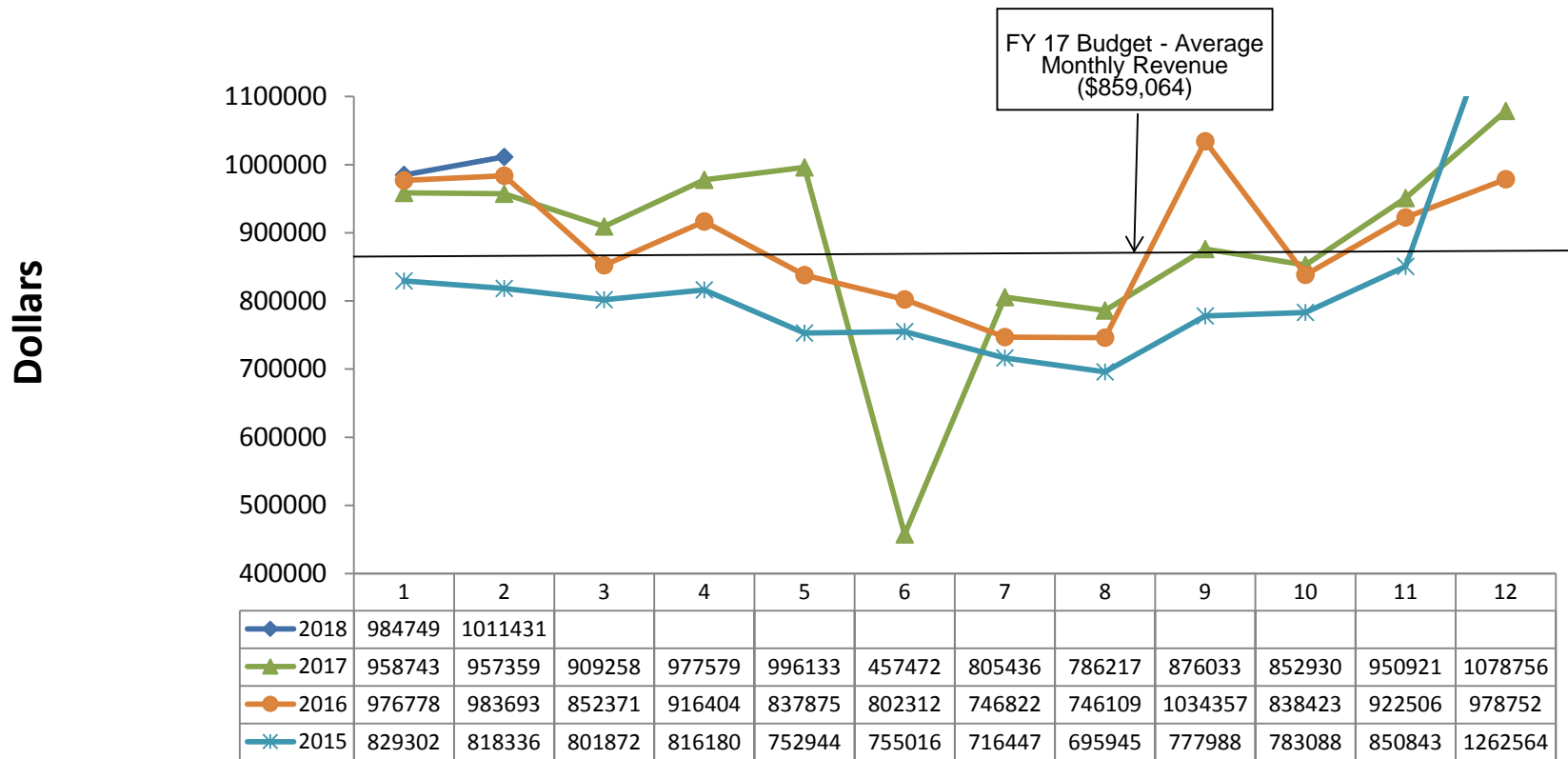
For the Month Ending August 31, 2017

	Current Month Actual	Current Month Budget	Variance \$	Variance %	YTD Actual	YTD Budget	Variance \$	Variance %	Annual Budget
Operating Revenue before Depreciation	\$587,270	\$392,256	\$195,014	49.72%	\$867,938	\$574,502	\$293,436	51.08%	\$837,797
Depreciation	389,296	-	389,296	100.00%	778,241	-	778,241	100.00%	-
Operating Income(Loss) Before Non-Operating Revenue and Expenses	\$197,974	\$392,256	(\$194,282)	(49.53%)	\$89,697	\$574,502	(\$484,805)	(84.39%)	\$837,797
Non-Operating Revenue and Expense									
Customer Facility Charges	\$157,620	\$148,500	\$9,120	6.14%	\$311,274	\$310,500	\$774	0.25%	\$ 1,350,000
Passenger Facility Charges	199,534	195,000	4,534	2.33%	391,793	363,500	28,293	7.78%	1,788,500
Interest Revenue	5,854	2,917	2,937	100.69%	11,469	5,833	5,636	96.62%	35,000
Interest Expense	(40,639)	(81,278)	40,639	(50.00%)	(81,278)	(81,278)	-	0.00%	(487,666)
Bond Expense	-	-	-	100.00%	-	-	-	100.00%	-
Reimbursable Cost Revenues	-	-	-	100.00%	-	-	-	100.00%	-
Reimbursable Cost Expenses	-	-	-	100.00%	-	-	-	100.00%	-
Gain/Loss on Disposal of Assets	-	0	(0)	0.00%	-	0	(0)	0.00%	-
Non-Operating Revenue-Net	\$322,369	\$265,139	\$57,230	21.58%	\$633,258	\$598,555	\$34,703	5.80%	\$2,685,834
Income (Loss) Before Capital Contributions	\$520,343	\$657,395	(\$137,052)	(20.85%)	\$722,955	\$1,173,057	(\$450,102)	(38.37%)	\$3,523,631
Capital Contributions	\$3,259,045	\$0	\$3,259,045	100.00%	\$3,345,064	\$0	\$3,345,064	100.00%	\$0
Increase in Net Assets	\$3,779,388	\$657,395	\$3,121,993	474.90%	\$4,068,019	\$1,173,057	\$2,894,962	246.79%	\$3,523,631

**ASHEVILLE REGIONAL AIRPORT
STATEMENT OF FINANCIAL POSITION
As of August 31, 2017**

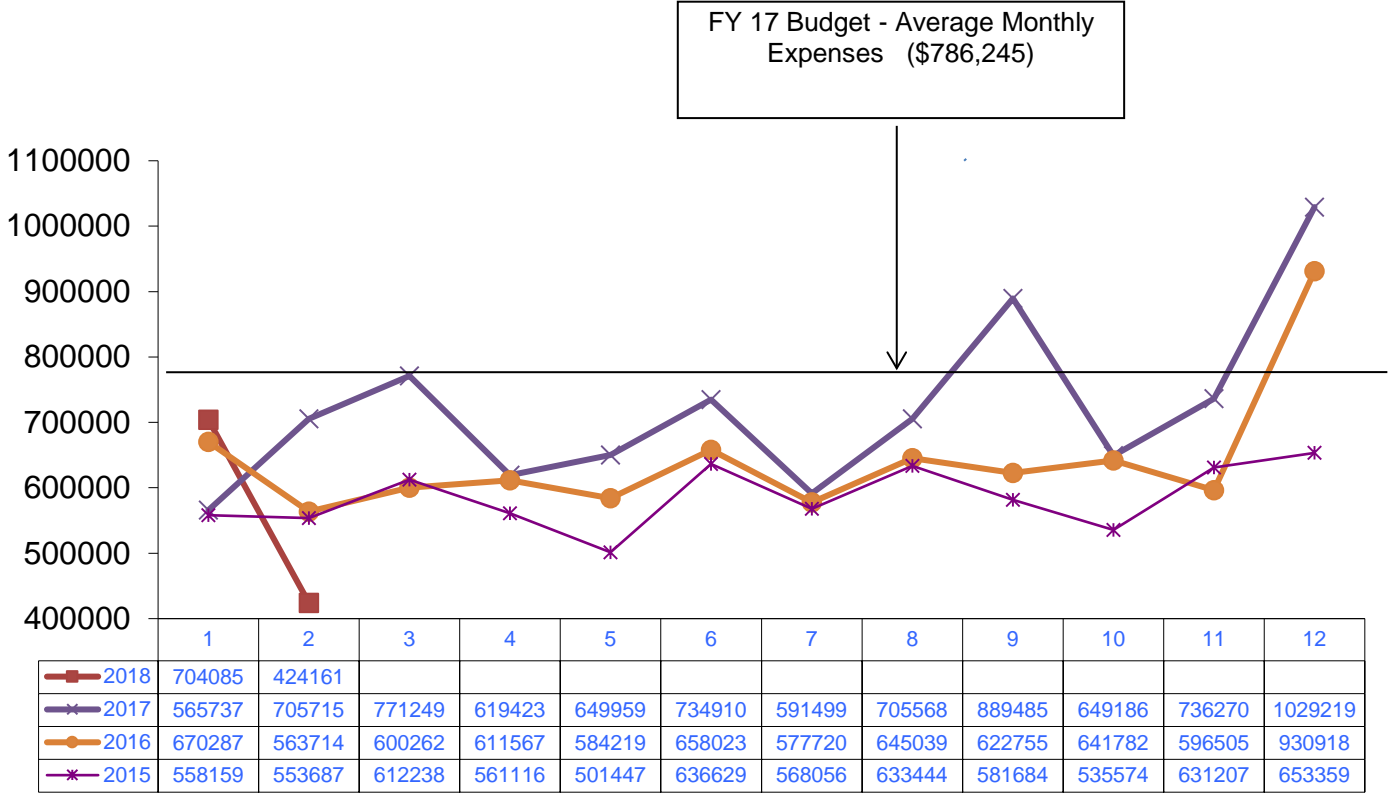
	Current Month	Last Month
<u>ASSETS</u>		
Current Assets:		
Unrestricted Net Assets:		
Cash and Cash Equivalents	\$15,476,541	\$15,257,053
Accounts Receivable	773,290	706,503
Passenger Facility Charges Receivable	300,000	250,000
Refundable Sales Tax Receivable	1,198,817	1,083,069
Grants Receivable	3,395,696	2,499,717
Prepaid Expenses	188,363	192,481
Total Unrestricted Assets	21,332,707	19,988,823
Restricted Assets:		
Cash and Cash Equivalents	16,445,425	16,152,756
Total Restricted Assets	16,445,425	16,152,756
Total Current Assets	37,778,132	36,141,579
Noncurrent Assets:		
Construction in Progress	67,266,327	62,614,979
Net Pension Asset - LGRS	(226,282)	(226,282)
Contributions in Current Year	222,035	222,035
Property and Equipment - Net	56,970,102	57,319,301
Total Noncurrent Assets	124,232,182	119,930,033
	\$162,010,314	\$156,071,612
<u>LIABILITIES AND NET ASSETS</u>		
Current Liabilities:		
Payable from Unrestricted Assets:		
Accounts Payable & Accrued Liabilities	\$3,633,281	\$1,620,881
Customer Deposits	17,210	17,210
Unearned Revenue	567,073	458,688
Construction Contract Retainages	2,508,003	2,508,003
Revenue Bond Payable - Current	1,215,000	1,215,000
Total Payable from Unrestricted Assets	7,940,567	5,819,782
Total Current Liabilities	7,940,567	5,819,782
Noncurrent Liabilities:		
Other Postemployment Benefits	1,202,917	1,202,917
Compensated Absences	350,006	350,006
Net Pension Obligation-LEO Special Separation Allowance	9,558	9,558
Revenue Bond Payable - Noncurrent	18,830,000	18,830,000
Total Noncurrent Liabilities	20,392,481	20,392,481
Total Liabilities	28,333,048	26,212,263
Net Assets:		
Invested in Capital Assets	104,191,429	99,889,280
Restricted	16,445,425	16,152,756
Unrestricted	13,040,412	13,817,313
Total Net Assets	133,677,266	129,859,349
	\$162,010,314	\$156,071,612

ASHEVILLE REGIONAL AIRPORT Annual Operating Revenue by Month August 2017



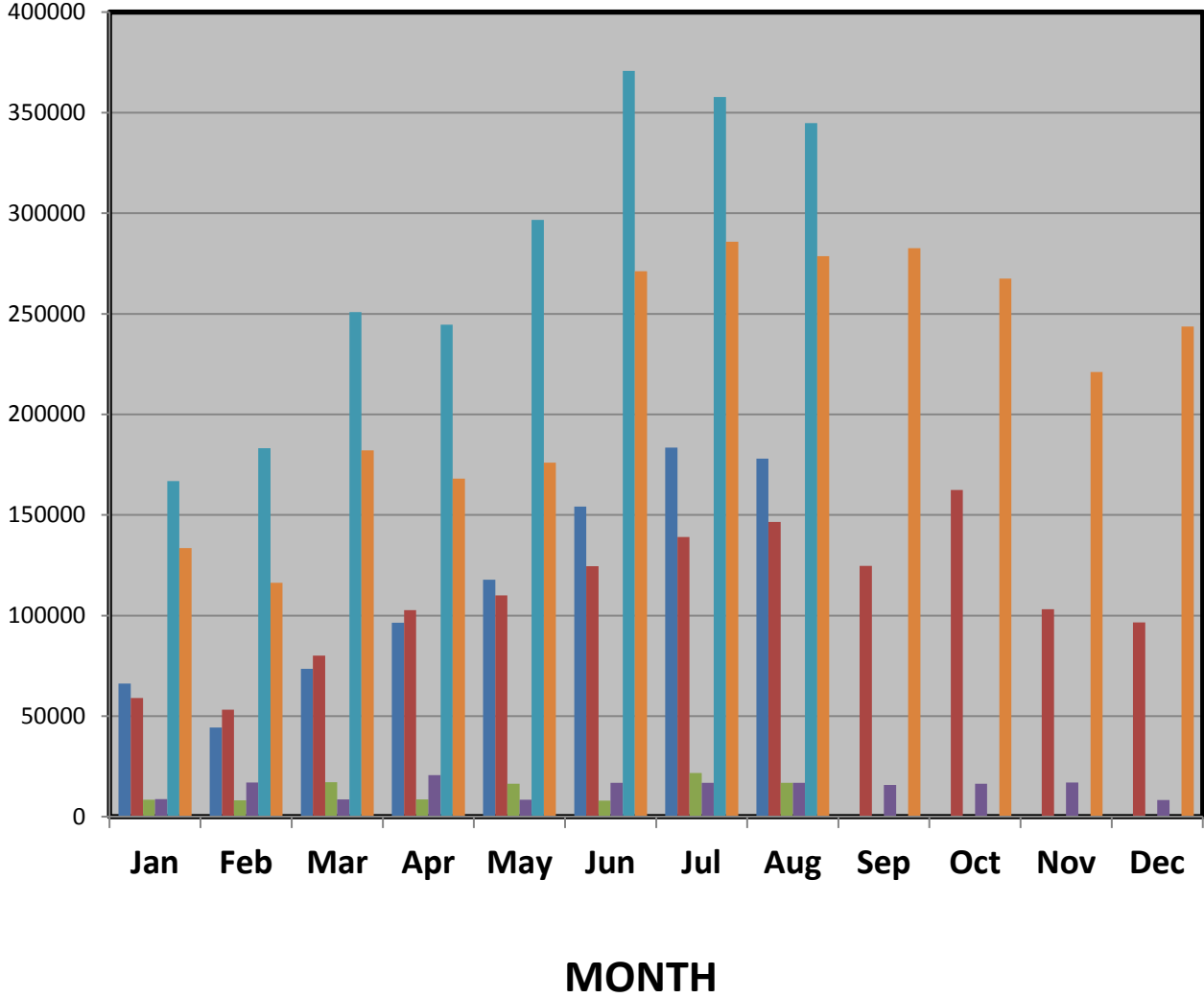
ASHEVILLE REGIONAL AIRPORT Annual Operating Expenses by Month August 2017

Dollars



**ASHEVILLE REGIONAL AIRPORT
FUEL SALES - GALLONS
August 2017**

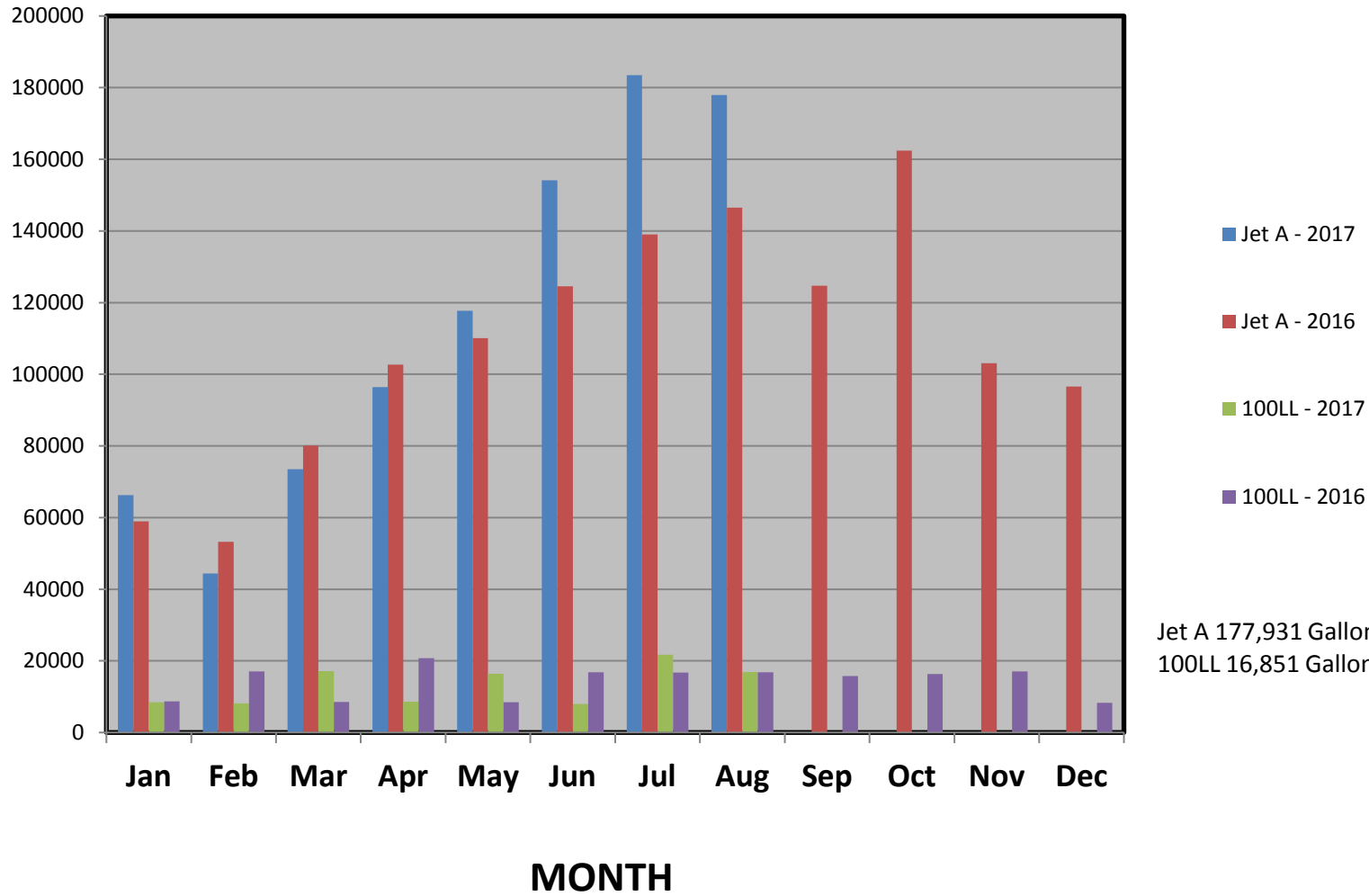
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Jet A 177,931 Gallons
100LL 16,851 Gallons
Airline 344,741 Gallons

**ASHEVILLE REGIONAL AIRPORT
GENERAL AVIATION FUEL SALES - GALLONS
August 2017**

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Design Phase														
Project Number	Project Name	Project Description	Professional Services Consultant	Professional Services Contract	General Contractor	Original Construction Contract	Change Orders (thru 10/01/2017)	Percent of Original Contract	Board Approved Project Cost	Percent Complete	Expensed to Date (thru 10/01/2017)	Start Date	End Date	Current Project Status (as of 10/01/2017)
1	Airfield Re-Development Project	Budget for the complete project				\$64,000,000.00	\$15,900,000.00		\$79,900,000.00	66.2%	\$52,951,181			All Engineer contracts, completed construction contracts and expenses will be inclusive of budget.
1A	Airfield Re-Development Project	Phase I - Design Services	RS&H	\$447,983.00	N/A	N/A	\$0.00	0.00%	(Overall total included in above number)	83%	\$372,161	Dec-12	Jun-16	Project Management work primarily complete.
1B	Airfield Re-Development Project	Phase II - Design Services and Project Management.	RS&H	\$1,842,318.00	N/A	N/A	\$0.00	0.00%	(Overall total included in above number)	95.0%	\$1,748,887	Jun-13	Dec-16	Project Management work continues, pending Contractor resolution.
1C	Airfield Re-Development Project	Phase III and IV - Design Services and Project Management.	RS&H	\$2,399,826.00	N/A	N/A	\$0.00	0.00%	(Overall total included in above number)	69.5%	\$1,667,969	Dec-14	May-18	Phase IV Project Management underway.
1D	Airfield Re-Development Project	New Runway Design	AVCON	\$1,967,476.00	N/A	N/A	\$0.00	0.00%	(Overall total included in above number)	94.0%	\$1,849,811	Mar-13	May-18	Phase IV Project Management underway.
1E	Airfield Re-Development Project	Miscellaneous and Administrative Expenses			N/A	N/A	\$0.00	0.00%	(Overall total included in above number)		\$3,766,649	Jan-13	Dec-17	Miscellaneous Administrative Expenses, Reimbursable Agreement and Land Acquisition
2	Parking Garage Project	Design and EA for approximately 1300 spaces of covered parking garage.	Delta Airport Consultants	\$1,627,575.00	N/A	N/A	\$0.00	0.00%	\$1,627,575.00	91.0%	\$1,480,955	Oct-15	Nov-17	Construction service and RPR Management continues.
3	Expand Air Carrier Apron	Design additional apron space to hold RON Aircraft.	Delta Airport Consultants	\$99,000.00	N/A	N/A	\$0.00	0.00%	\$99,000.00	97.0%	\$96,017	Feb-17	Jun-17	Project will go through new bid process early Spring 2018.

Construction Phase														
Project Number	Project Name	Project Description	Professional Services Consultant	Professional Services Contract	General Contractor	Original Construction Contract	Change Orders (thru 10/01/2017)	Percent of Original Contract	Board Approved Project Cost	Percent Complete	Expensed to Date (thru 10/01/2017)	Start Date	End Date	Current Project Status (as of 10/01/2017)
1	Parking Garage	Construct a 5 level parking garage for passenger/public parking.	Delta Airport Consultants	\$1,627,575.00	American South General Contractors	\$20,244,000.00	\$213,329.88	1.05%	\$21,938,700.00	76.4%	\$15,638,343	Sep-16	Nov-17	Metal perforated panels installation began on East wall, speed ramp concrete pour complete, curb and gutter work under way, electrical and plumbing continues. Elevator work underway. Glass install in progress.
2	Permanent Runway 17-35 Construction, NAVAIDS and Taxiway Conversion	Construct new runway and convert temporary runway to a taxiway	RS&H and AVCON Inc.	Amount Included in Phase 3 Design Fees	Cedar Peaks Enterprises Inc.	\$33,703,095.70	\$0.00	0.00%	\$34,703,095.70	24.7%	\$8,343,589	Mar-17	Jun-18	South taxiway A1 is open to aircraft traffic to cross, sediment basins, grading and seeding for winter.

(Construction and Administrative Costs included)

Key strategic priorities

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

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