



AGENDA

Greater Asheville Regional Airport Authority Regular Meeting
Friday, March 12, 2021, 8:30 a.m.
Conference Room at Administrative Offices

NOTICE TO THE PUBLIC: The Airport Authority welcomes comments from the public on any agenda item. Comments are received prior to the Board's discussion of the agenda item. Comments are limited to five minutes. In compliance with the state-wide mandate for COVID-19, members of the public may attend the Authority Board meeting at 8:30 a.m. on Friday, March 12, 2021 via Webex: 1-844-621-3956; Meeting Number (access code): 132 343 5085

- I. CALL TO ORDER
- II. SERVICE AWARD PRESENTATIONS:
 - A. Ricky Peterson – 15 Years
- III. PRESENTATIONS:
 - A. Update on Design of Terminal Expansion ([document](#))
- IV. FINANCIAL REPORT ([document](#))
- V. CONSENT ITEMS:
 - A. Approve the Greater Asheville Regional Airport Authority February 5, 2021 Regular Meeting Minutes ([document](#))
 - B. Approve the Greater Asheville Regional Airport Authority February 19, 2021 Special Meeting Minutes ([document](#))
- VI. OLD BUSINESS: None



VII. NEW BUSINESS:

- A. Preliminary Approval of Authority's Amended Ordinance of Airline Rates, Fees and Charges for the Asheville Regional Airport ([document](#))
- B. Approval of the Authority's Preliminary Fiscal Year 2021/2022 Budget ([document](#))
- C. Approve Design Contract with Pond & Company, Inc. for the Air Traffic Control Tower and Associated Facilities Project ([document](#))
- D. Approval of Audit Contract for Fiscal Year Ending June 30, 2021 ([document](#))
- E. Approval for Acceptance of Interest for the Development, Financing, Management, and Operation of a Commercial Hotel with Conference Center and Existing 18-Hole Golf Course ([document](#))

VIII. DIRECTOR'S REPORT:

- A. Updated Industry Statistics

IX. INFORMATION SECTION:

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

- A. January 2021 Traffic Report ([document](#))
- B. January 2021 Monthly Financial Report ([document](#))
- C. March 2021 Development/Project Status Report ([document](#))
- D. Potential Board Items for the Next Regular Meeting:
 - Public Hearing and Final Approval of Amended Ordinance of Airline Rates, Fees and Charges
 - Public Hearing and Final Adoption of the Authority's Fiscal Year FY2021/2022 Budget



X. PUBLIC AND TENANTS' COMMENTS

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

1. Please fill out a Comment Card located on the airport website here: <https://flyavl.com/boardcomment> by 3:00 pm on Thursday, March 11, 2021
2. Comments received, as specified above, shall be read during this Agenda period.

XI. CALL FOR NEXT MEETING: April 9, 2021

XII. 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.

XIII. AUTHORITY MEMBER REPORTS:

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

XIV. ADJOURNMENT

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




Asheville
REGIONAL AIRPORT

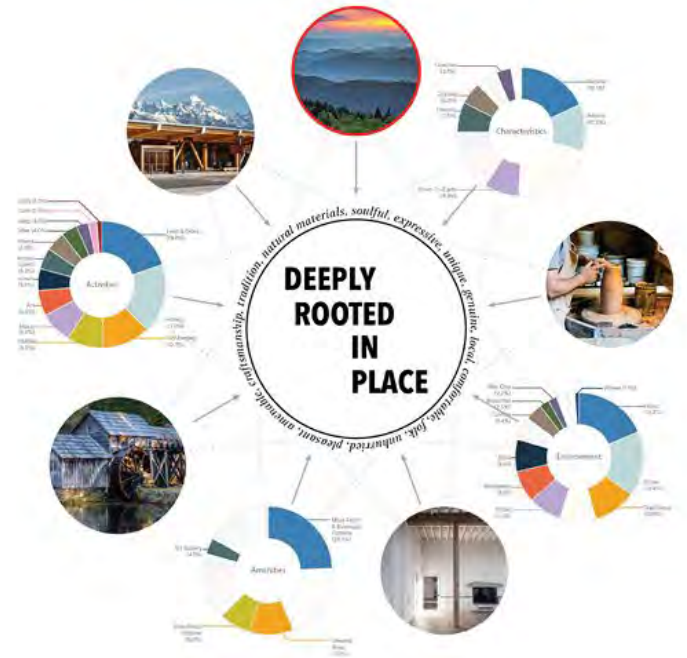

Gresham Smith

March 12, 2021

Proposed Agenda

1. Visioning Process Re-Visit
2. Updated Renderings
3. Floor Plans
4. Project Schedule
5. Construction Manager Input
6. Total Program Cost







**DEEPLY
ROOTED
IN
PLACE**



**BEAUTY
THROUGH
PURPOSE**

essence



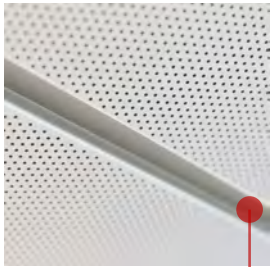
**A
CONVENIENT
ESCAPE**



**A MODERN GATEWAY, HUMBLY ROOTED
IN TIMELESS NATURAL BEAUTY**

Interior Architecture – Security Checkpoint

Natural Flow | A Convenient Escape | De-Stressing the Passenger Experience



PERFORATED METAL PANEL CEILING



CONTRAST OF WOOD ELEMENTS



RECESSED LIGHTING



REGIONAL FEATURE WALL



NATURE INSPIRED ARTICULATION



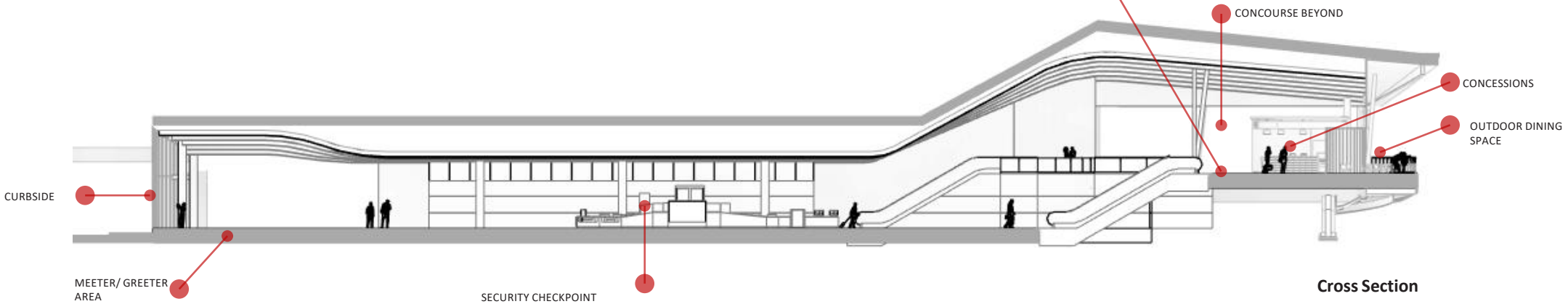
TAPERED CEILING PLANES WASHED WITH LIGHT



Security Checkpoint - *Concept*

Interior Architecture – Security Checkpoint

Celebrated Views | Moments of Delight | Perfecting the Basics



Security Checkpoint - *Concept*



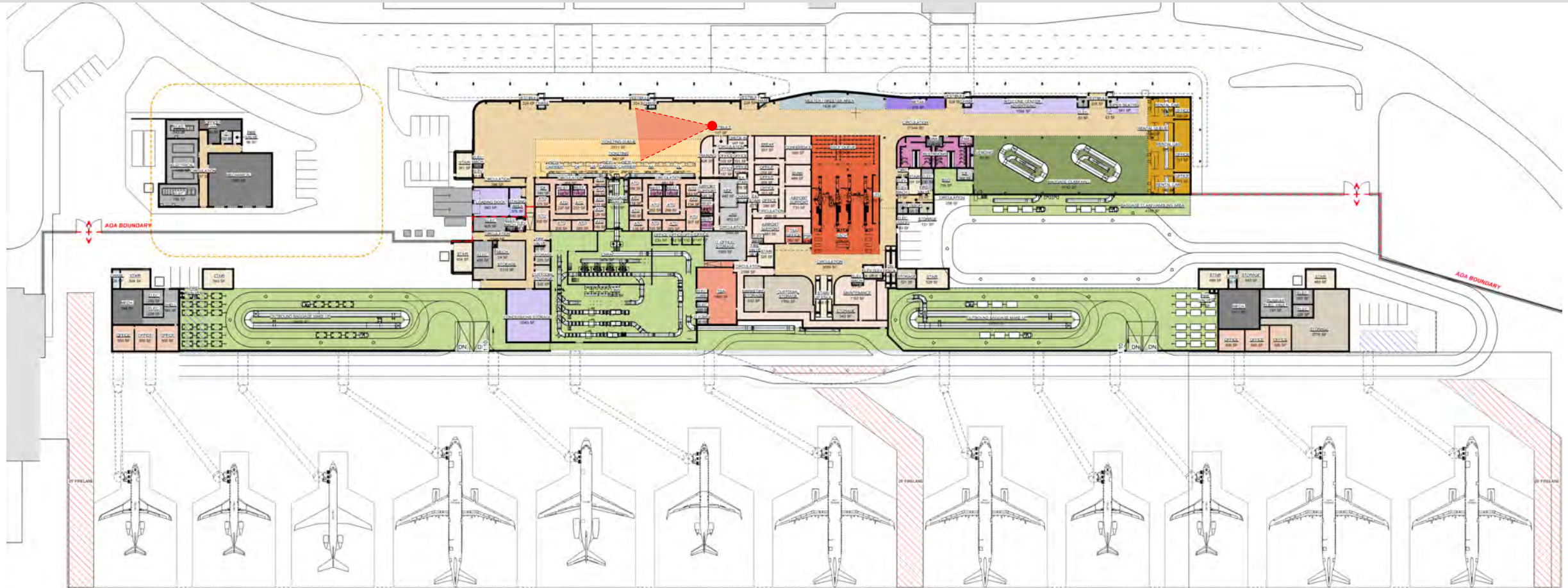
Exterior Architecture – Simplicity in Motion

Fluid and Dynamic | A Modern Design with Traditional Detailing + Materials | Beauty Through Purpose



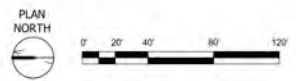
Overall Massing - Concept

Level 1 Overall Plan



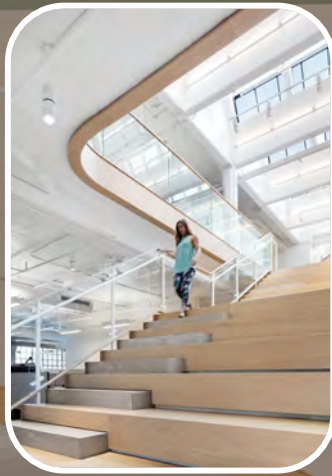
Program Legend

CIRCULATION	AIRLINE SUPPORT	COMMUNICATIONS	JANITORIAL	SSCP
VERTICAL CIRCULATION	AIRPORT SUPPORT	CONCESSIONS STORAGE	LOADING DOCK	SSCP QUEUE
TICKETING	REGULATORY SPACE	CONCESSIONS	CHASE	
TICKETING QUEUE	RESTROOMS	AMENITY	MEETER / GREETER AREA	
BAGGAGE CLAIM	MECHANICAL	GROUND TRANSPORTATION SPACE	SHELL	
BAGGAGE HANDLING AREAS	ELECTRICAL	FIRE PROTECTION	STORAGE	





TICKETING
View looking to the North

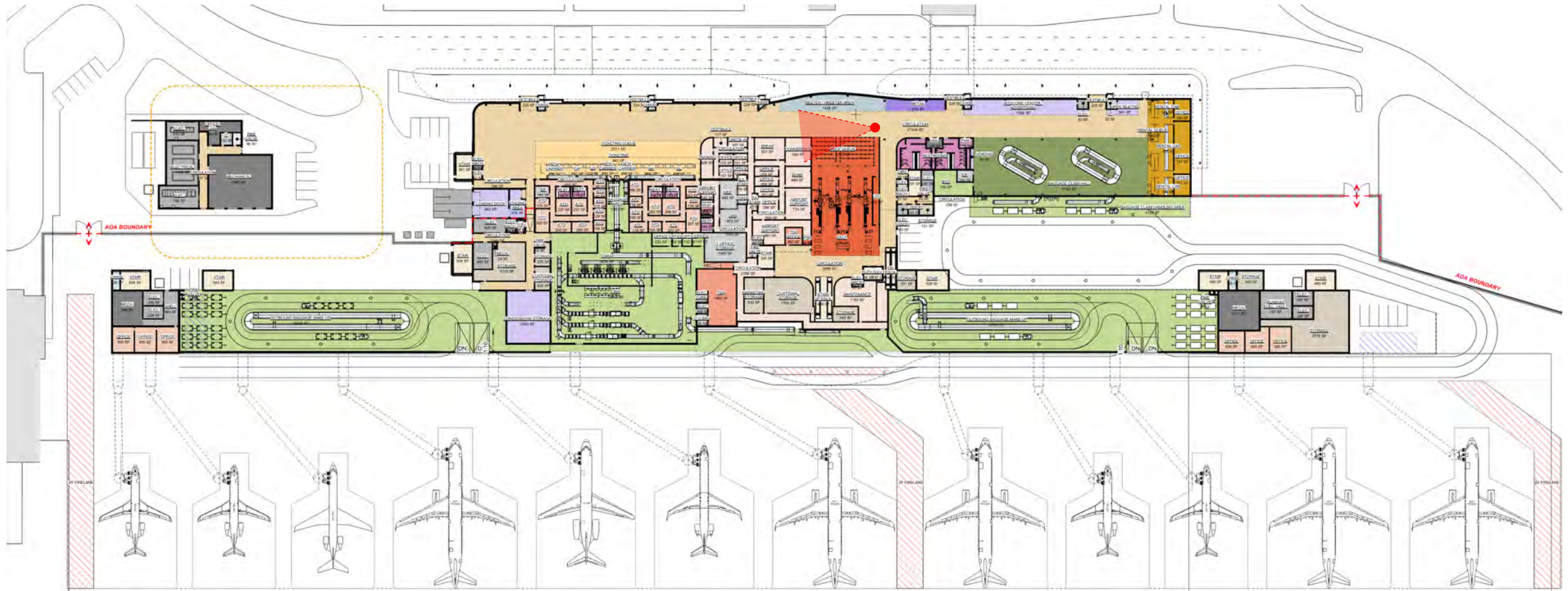


TICKETING
View looking to the North



TICKETING
View looking to the North

Level 1 Overall Plan



GATE 12

GATE 1

Program Legend

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| CIRCULATION | AIRLINE SUPPORT | COMMUNICATIONS | JANITORIAL | SSCP |
| VERTICAL CIRCULATION | AIRPORT SUPPORT | CONCESSIONS STORAGE | LOADING DOCK | SSCP QUEUE |
| TICKETING | REGULATORY SPACE | CONCESSIONS | CHASE | |
| TICKETING QUEUE | RESTROOMS | AMENITY | MEETER / GREETER AREA | |
| BAGGAGE CLAIM | MECHANICAL | GROUND TRANSPORTATION SPACE | SHELL | |
| BAGGAGE HANDLING AREAS | ELECTRICAL | FIRE PROTECTION | STORAGE | |

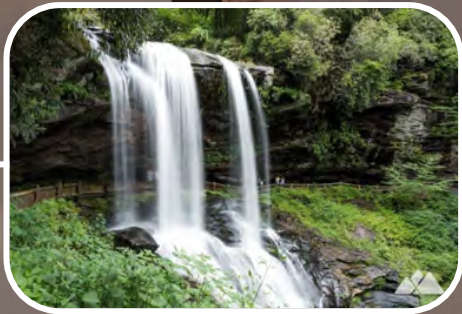
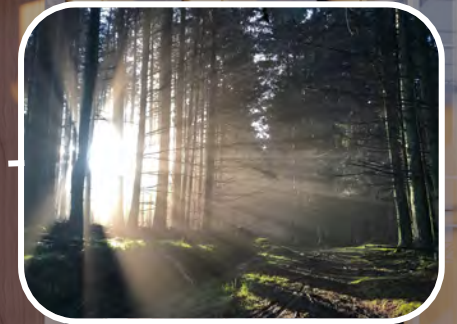




GENERAL
PRIORITY



MEETER GREETER
View looking to the North



GENERAL
PRIORITY

MEETER GREETER
View looking to the North



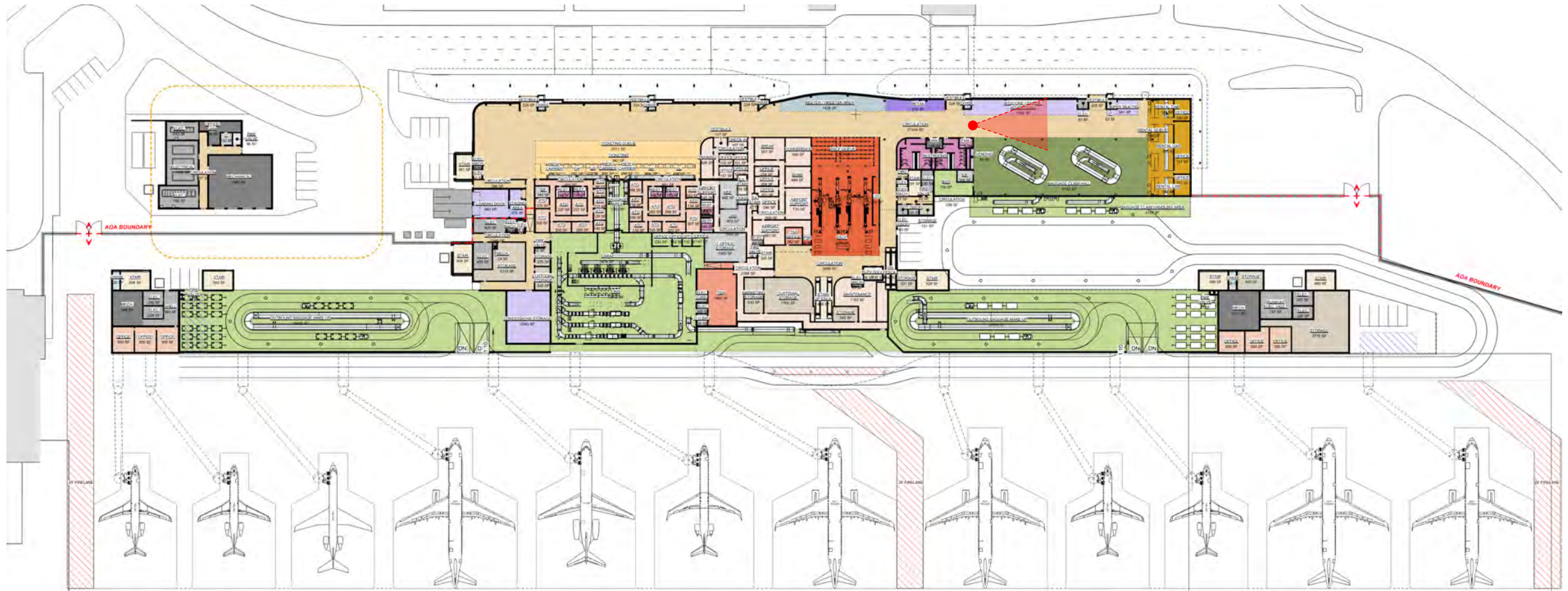
GENERAL
PRIORITY



MEETER GREETER

View looking to the North

Level 1 Overall Plan



GATE 12

GATE 1

Program Legend

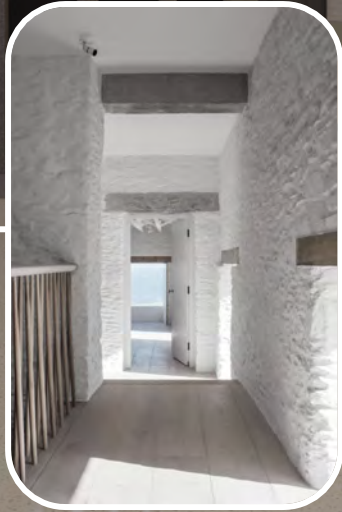
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| VERTICAL CIRCULATION | AIRPORT SUPPORT | CONCESSIONS STORAGE | LOADING DOCK | SSCP QUEUE |
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BAGGAGE CLAIM
View looking to the South





BAGGAGE CLAIM
View looking to the South

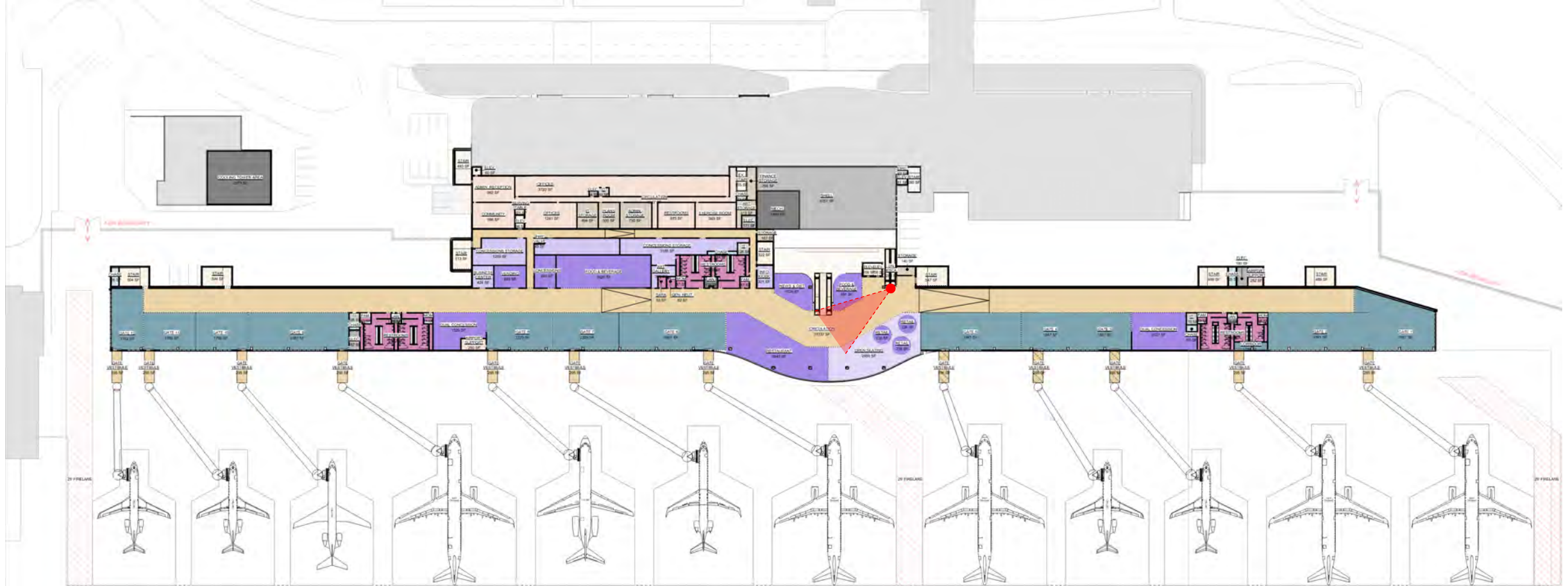




BAGGAGE CLAIM
View looking to the South



Level 2 Overall Plan



GATE 12

GATE 1

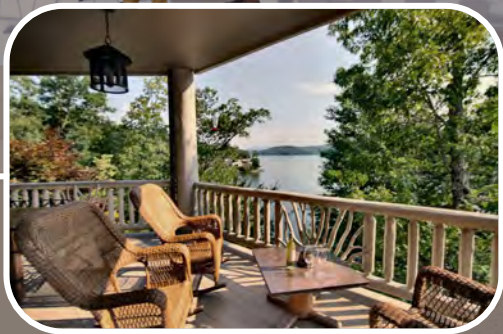
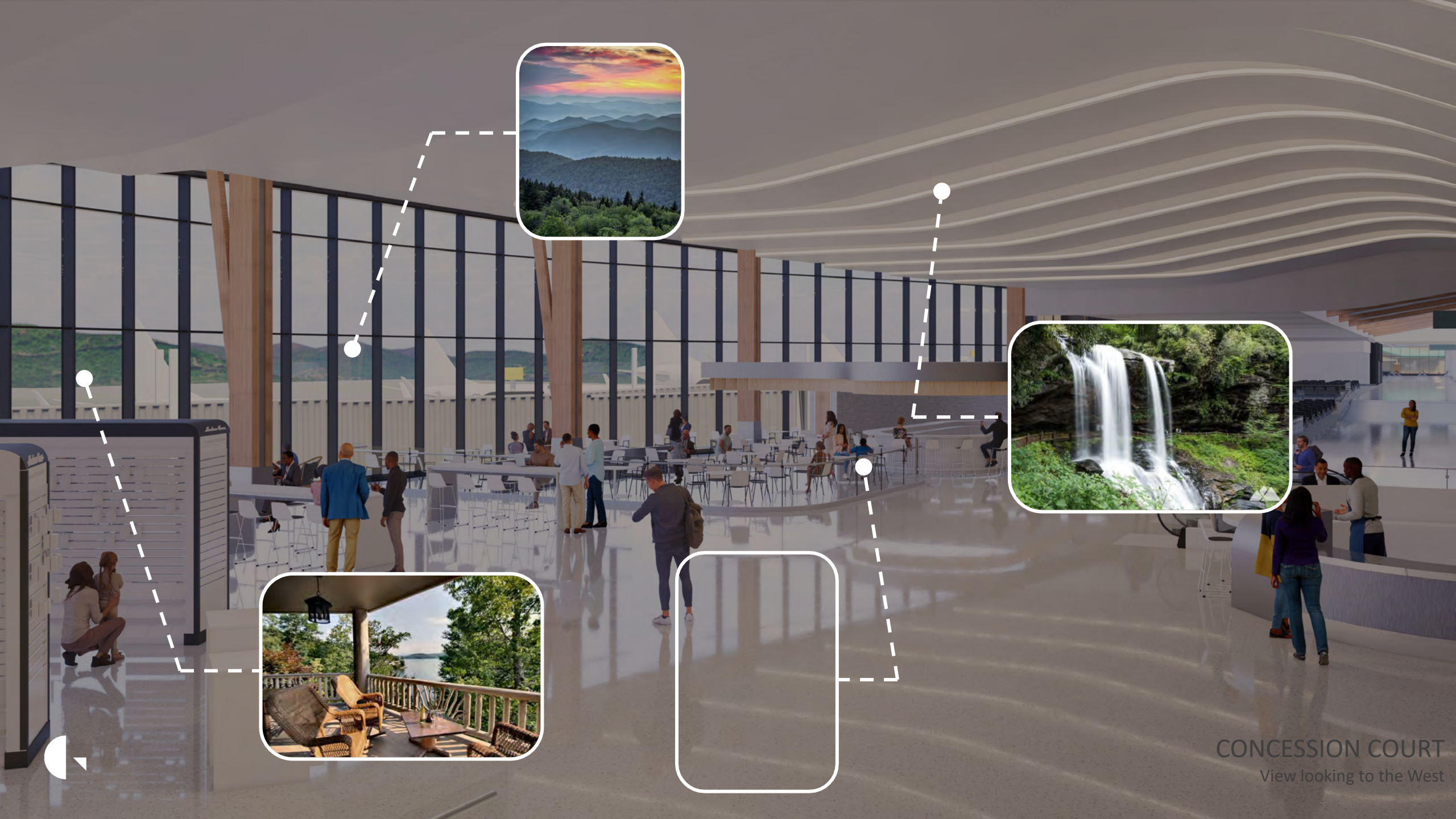
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| VERTICAL CIRCULATION | CHASE | JANITORIAL |
| AIRPORT SUPPORT | MECHANICAL | CONCESSIONS STORAGE |
| HOLDROOMS | ELECTRICAL | SHELL |
| | COMMUNICATIONS | STORAGE |





CONCESSION COURT
View looking to the West

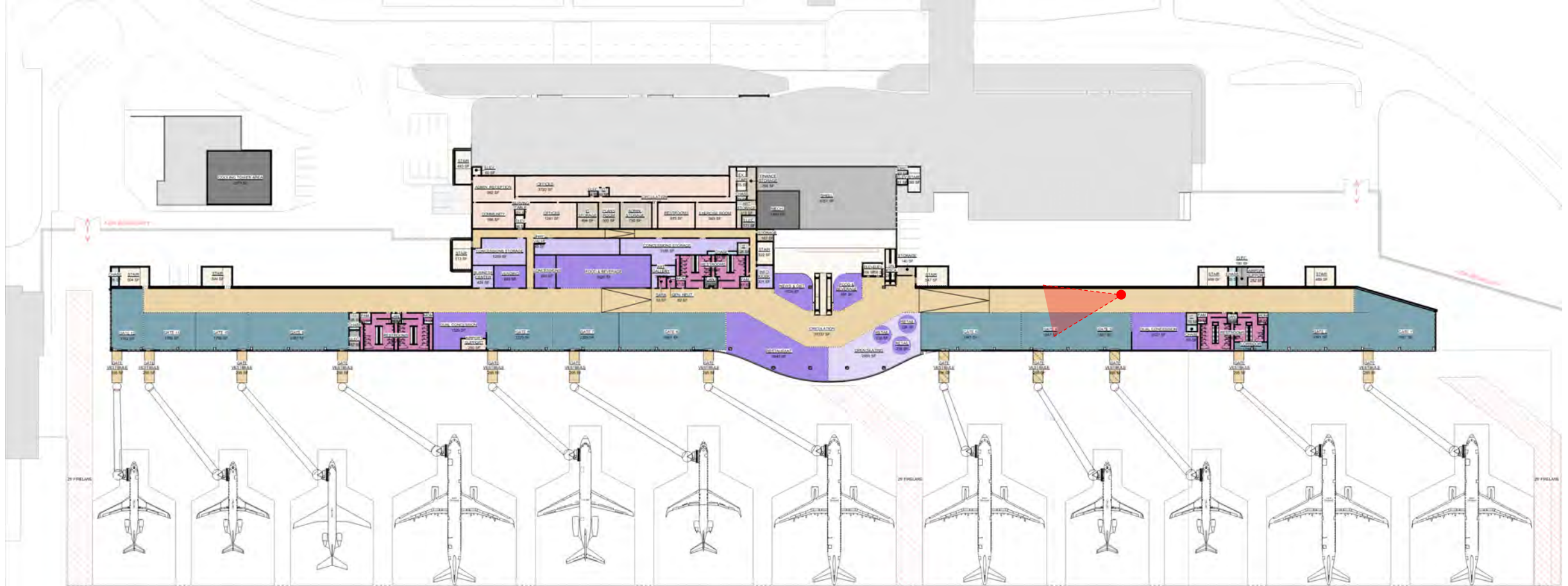


CONCESSION COURT
View looking to the West



CONCESSION COURT
View looking to the West

Level 2 Overall Plan



GATE 12

GATE 1

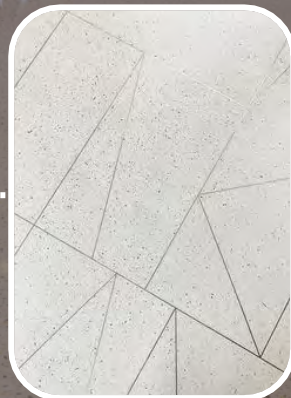
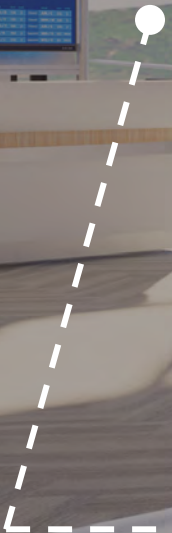
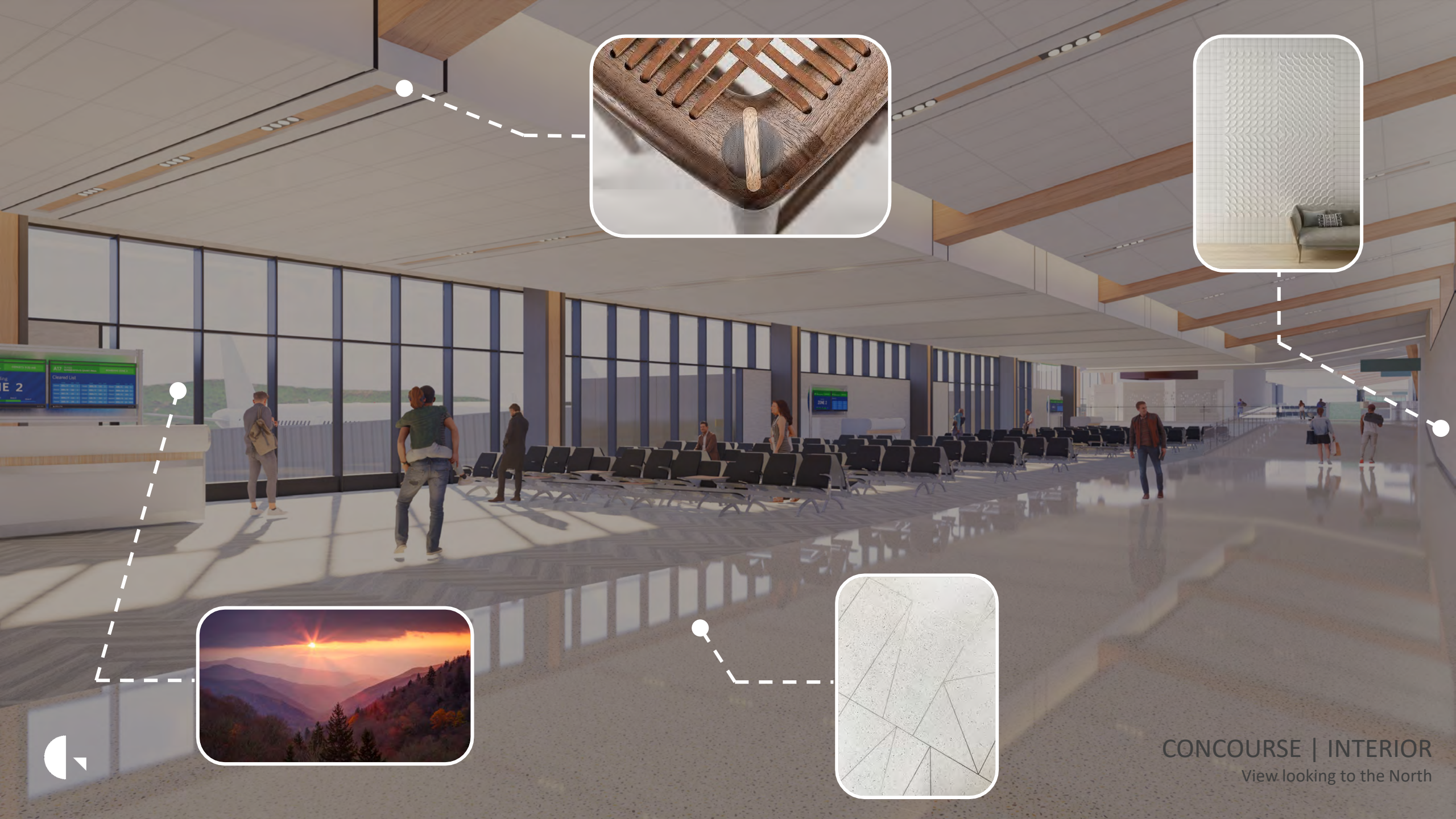
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| HOLDROOMS | ELECTRICAL | SHELL |
| | COMMUNICATIONS | STORAGE |





CONCOURSE | INTERIOR
View looking to the North



CONCOURSE | INTERIOR
View looking to the North

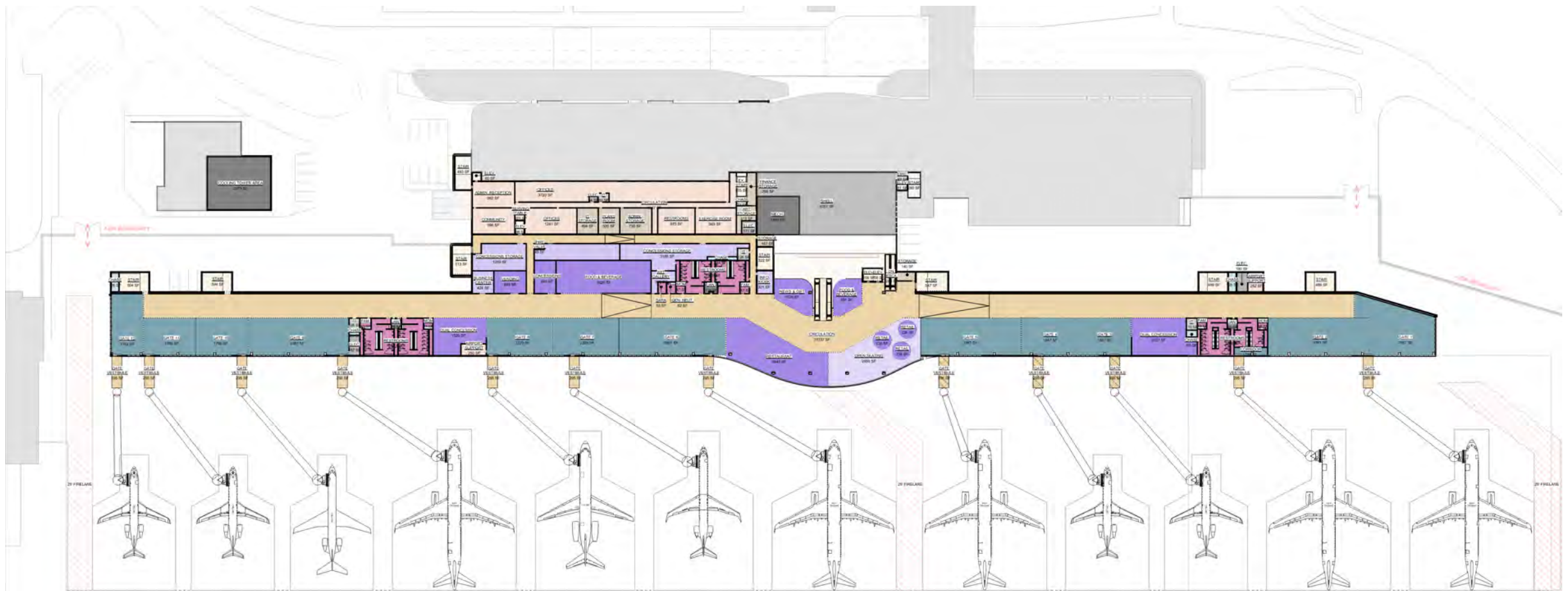




CONCOURSE | INTERIOR
View looking to the North



Level 2 Overall Plan



GATE 12

GATE 1

Program Legend

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| CIRCULATION | RESTROOMS | CONCESSIONS |
| CHASE | JANITORIAL | CONCESSIONS STORAGE |
| MECHANICAL | ELECTRICAL | SHELL |
| COMMUNICATIONS | STORAGE | |
| AIRPORT SUPPORT | | |
| HOLDROOMS | | |
| VERTICAL CIRCULATION | | |





CONCOURSE | EXTERIOR

View looking to the East



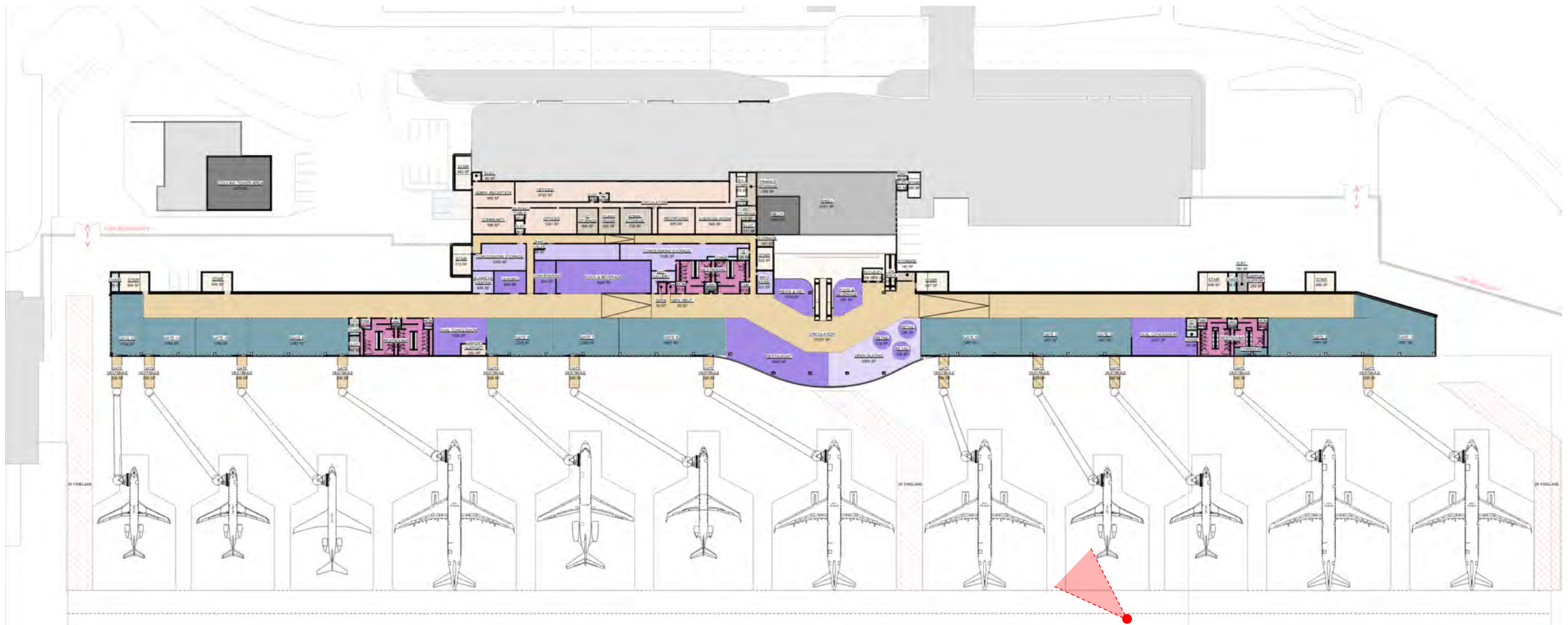
CONCOURSE | EXTERIOR
View looking to the South



CONCOURSE | EXTERIOR

View looking to the South

Level 2 Overall Plan



GATE 12

GATE 1

Program Legend

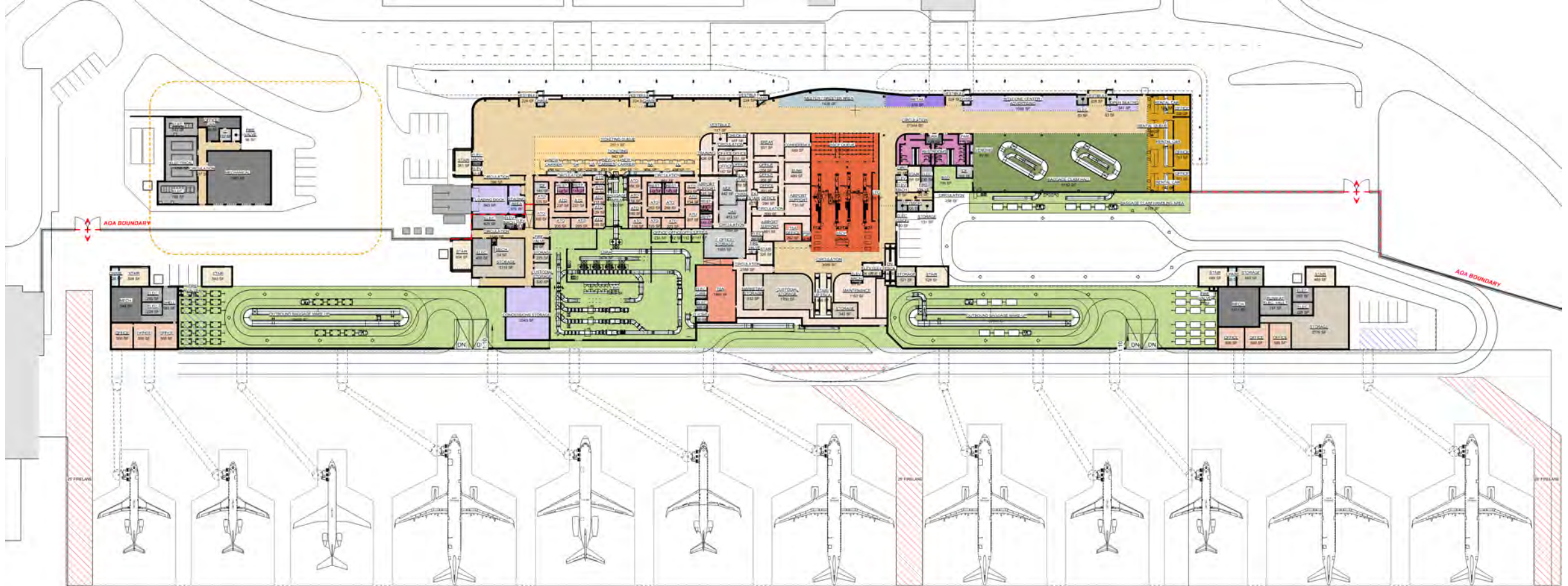
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CONCOURSE | EXTERIOR
View looking to the North

Level 1 Overall Plan



GATE 12

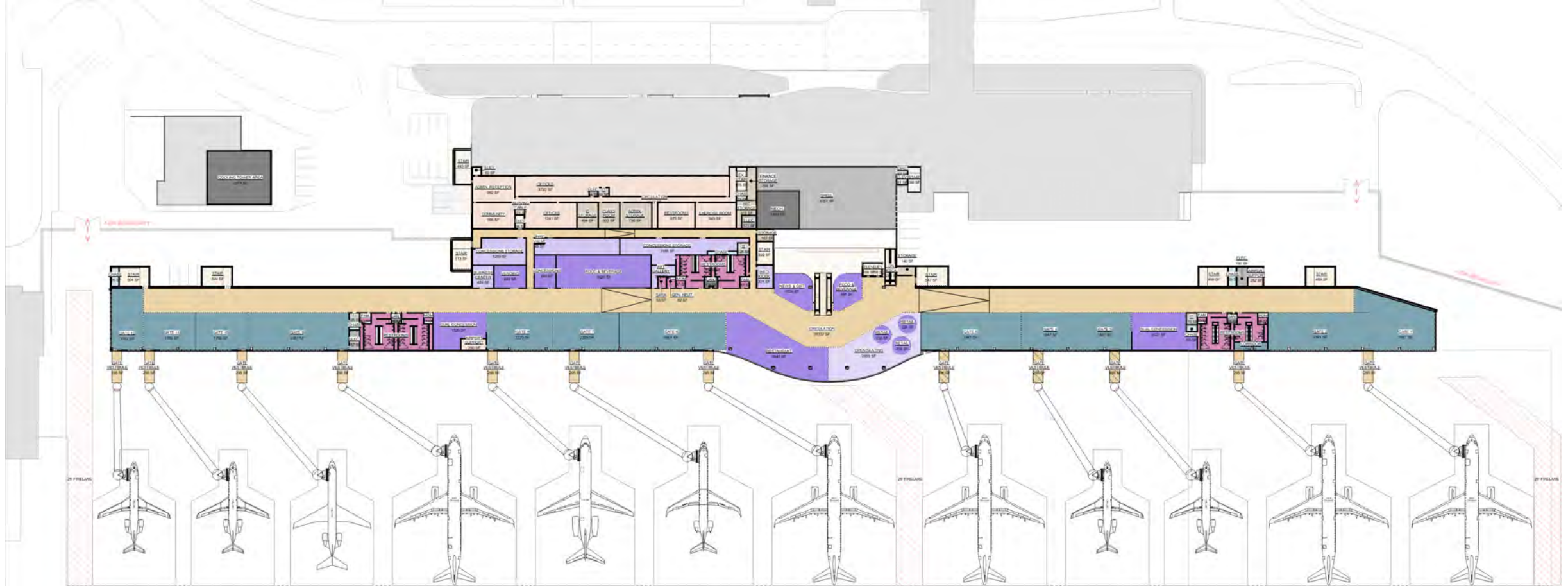
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Level 2 Overall Plan



GATE 12

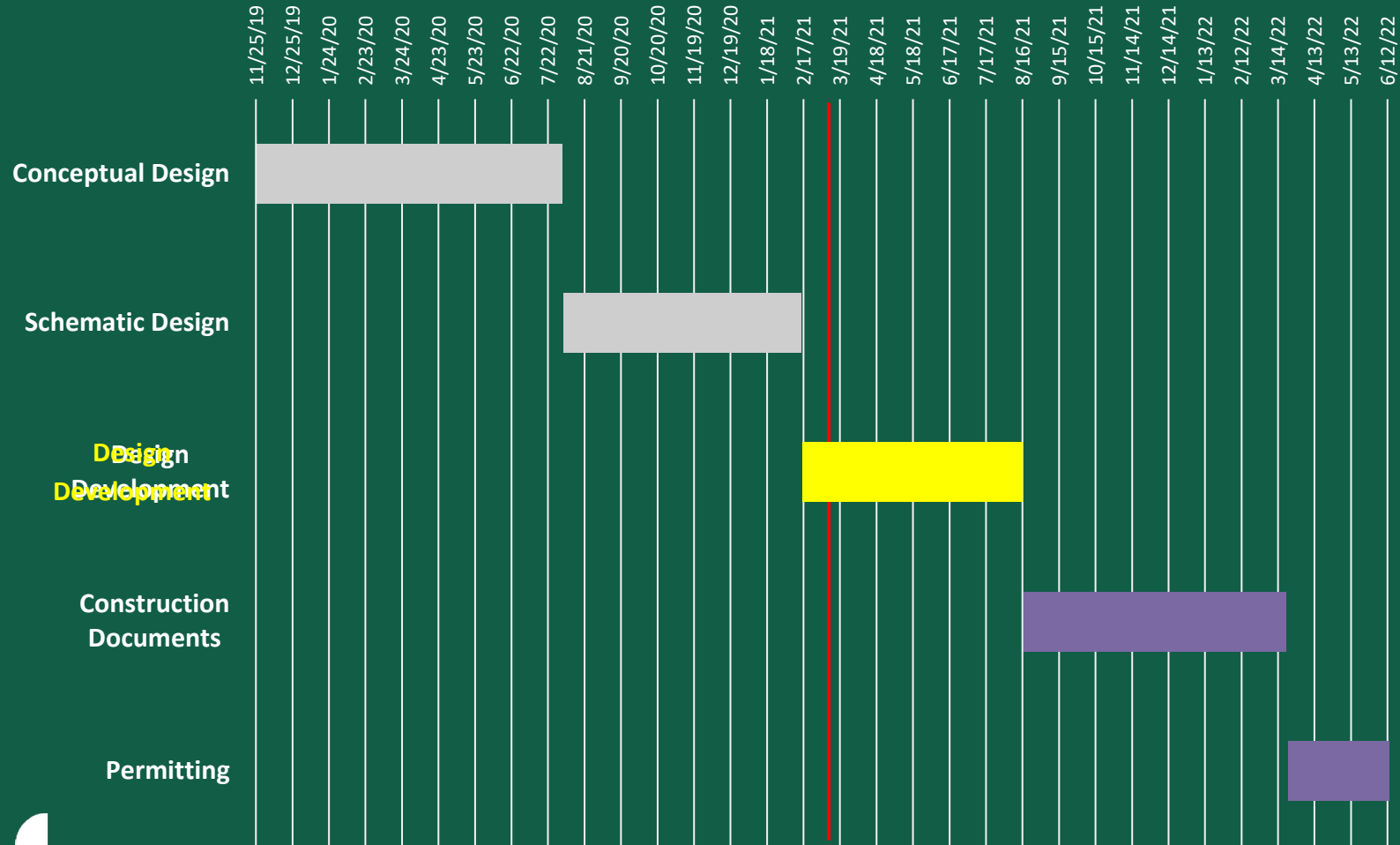
GATE 1

Program Legend

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| AIRPORT SUPPORT | MECHANICAL | CONCESSIONS STORAGE |
| HOLDROOMS | ELECTRICAL | SHELL |
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Project Schedule:

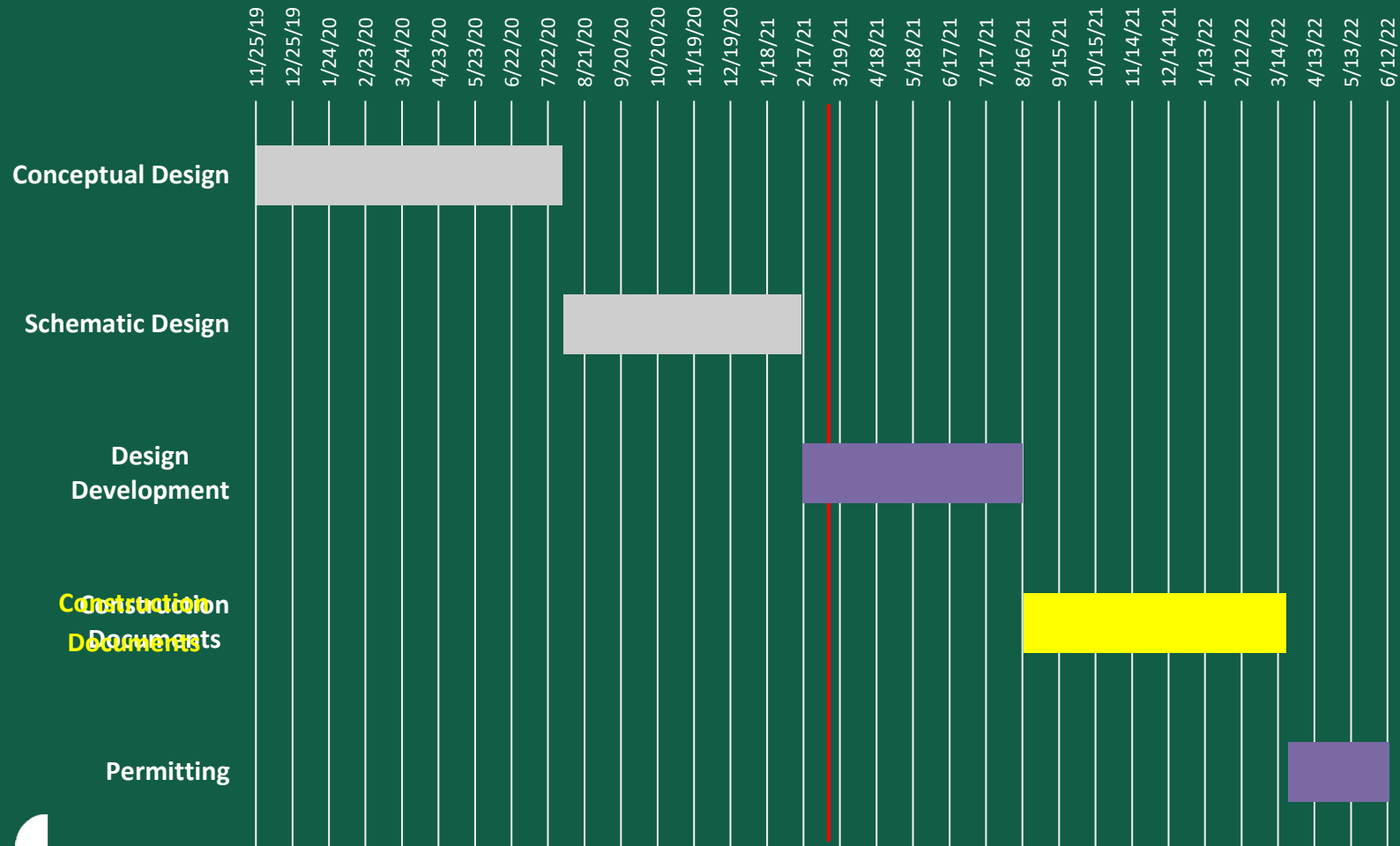


Phase 2 – Part B

- Design Development (2/16/21 to 8/16/21)
 - Overall Project Phasing
 - Early Release Packages
 - Definition of Building Systems
 - Selection of Building Finishes
 - Pre-Construction Coordination with Hensel Phelps
 - Pricing Verification



Project Schedule:



Phase 2 – Part B

- Construction Documents (8/17/21 to 3/21/22)
 - Completion of Documents
 - Specifications
 - FGMP Coordination with Hensel Phelps



Project Schedule:



Phase 2 – Part B

- Permitting (3/22/22 to 6/13/22)
- Execution of Building Permit



Team Collaboration



Total Program Cost

CONTRACTOR FGMP

+

GARAA COST

=

TOTAL PROGRAM COST



Cost Breakdown

HENSEL PHELPS FGMP

~80%

COST OF THE WORK

Construction Cost

GENERAL CONDITIONS

Onsite General Conditions
General Requirements

INDIRECTS

Payment and Performance Bond
Testing & Inspection
Contingency
Contractor Controlled Insurance

FEE

CMR Fee

~20%

GARAA COST

SOFT COST

Contingency
Allowances
Direct Purchases
Design Fee
Resident Project Representative
Utility Tap Fee
Permitting
Owner Controlled Insurance Program
Marketing
Bond Cost
Hensel Phelps Pre-Construction



Total Construction Cost – CHA Program

Costs – Total Program (Component Breakdown)

Option 1	Building	Civil/Demo	Eqpmt/Furn	Total
Phase 1 (North Terminal Redevelopment)	\$ 54,643,662	\$ 4,239,431	\$ 11,534,399	\$ 70,417,492
Phase 2 (South Terminal Redevelopment)	\$ 48,900,539	\$ 1,861,601	\$ 15,496,982	\$ 66,259,122
Phase 3 (Central Terminal Reno and Concourse Expn)	\$ 14,932,764	\$ 50,984	\$ 2,220,791	\$ 17,204,539
Total Construction Cost (\$2018) (254,000 SF Building Area = \$ 466/SF)	\$ 118,476,965	\$ 7,533,842	\$ 29,252,172	\$ 153,881,153
Estimated Escalation over 20 year program	\$ 33,091,536	\$ 1,381,826	\$ 8,640,107	\$ 43,113,535
Total Estimated Construction	\$ 151,568,566	\$ 7,533,842	\$ 37,892,279	\$ 196,994,688

5% Per Year

Option 2	Building	Civil/Demo	Equip/Furn	Total
Phase 1 (North Terminal Redevelopment)	\$ 56,728,998	\$ 4,159,141	\$ 11,542,905	\$ 72,431,044
Phase 2 (South Terminal Redevelopment)	\$ 43,877,372	\$ 1,250,208	\$ 15,361,963	\$ 60,489,543
Phase 3 (Central Terminal Reno and Concourse Expn)	\$ 13,080,446	\$ 726,522	\$ 2,231,172	\$ 16,038,140
Total Construction Cost (\$2018) (248,430 SF Building Area = \$ 458/SF)	\$ 113,686,816	\$ 6,135,871	\$ 29,136,041	\$ 148,958,727
Estimated Escalation over 20 year program	\$ 30,722,898	\$ 1,394,796	\$ 8,592,758	\$ 40,710,453
Total Estimated Construction	\$ 144,409,714	\$ 7,530,667	\$ 37,728,799	\$ 189,669,180

5% Per Year



Cost Breakdown – *CHA Program*

CONTRACTOR FGMP

~80%

COST OF THE WORK

Construction Cost

GENERAL CONDITIONS

Onsite General Conditions
General Requirements

INDIRECTS

Payment and Performance Bond
Testing & Inspection
Contingency
Contractor Controlled Insurance

FEE

CMR Fee

~20%

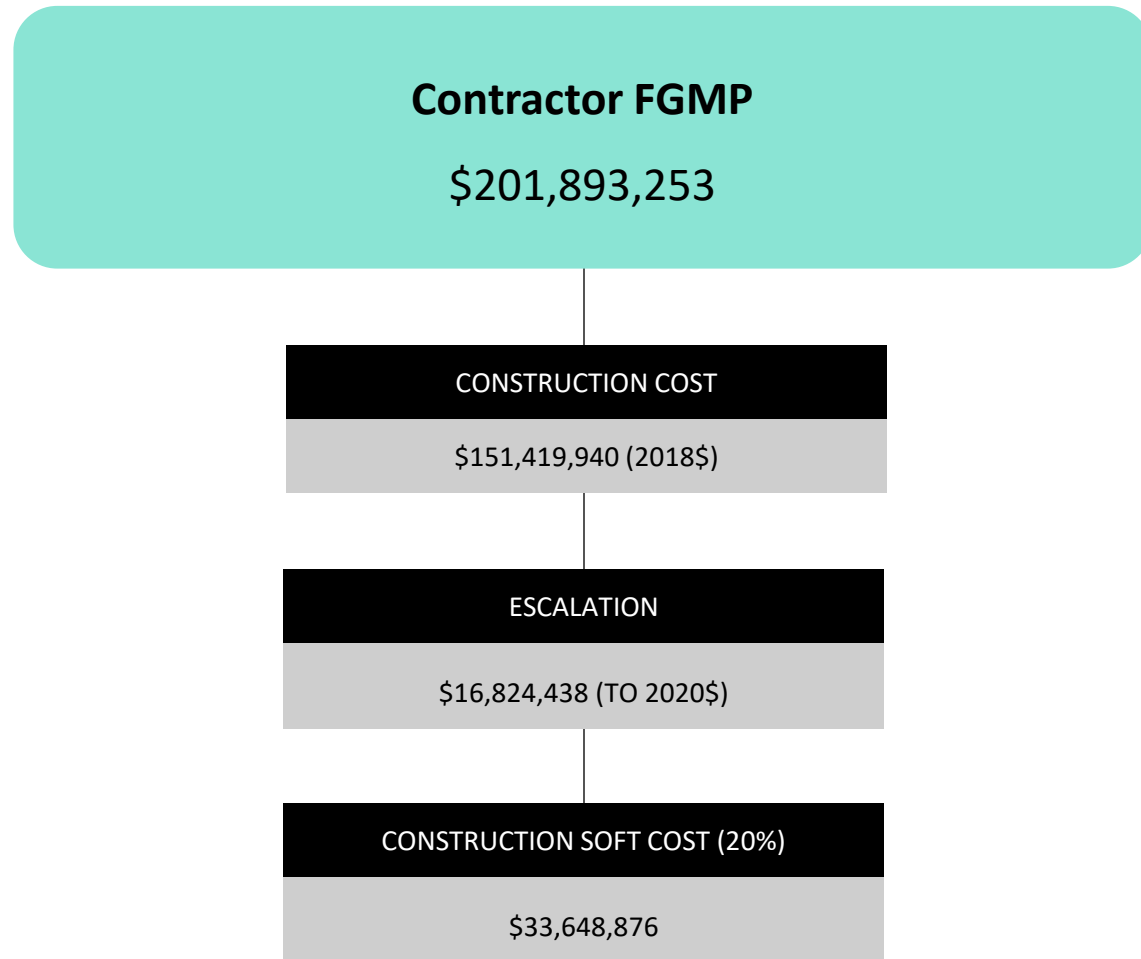
GARAA COST

SOFT COST

Contingency
Allowances
Direct Purchases
Design Fee
Resident Project Representative
Utility Tap Fee
Permitting
Owner Controlled Insurance Program
Marketing
Bond Cost
Contractor Pre-Construction



Total Program Cost – *CHA Program*



Total Program Cost – *CHA Program*

Construction Cost

\$201,893,253

+

GARAA COST

\$31,000,000

=

TOTAL PROGRAM COST

\$232,893,253



Total Program Cost - *Estimated*

HENSEL PHELPS FGMP
\$207,000,000

+

GARAA COST
\$31,000,000

=

TOTAL PROGRAM COST
\$238,000,000

*~\$5,100,000 OVER
(2%)*



Total Financed Cost - *Estimated*

TOTAL PROGRAM COST

\$238,000,000

-

ANTICIPATED GRANT MONEY

\$23,500,000

=

TOTAL FINANCED COST

\$214,500,000





Questions?



Gresham Smith

**Asheville Regional Airport
Executive Summary
January-21**

AIRPORT ACTIVITY				
	<u>Month</u>	<u>Variance to Prior Year</u>	<u>Calendar Year to Date</u>	<u>Variance to Prior Year</u>
Passenger Enplanements	22,658	(60.9%)	22,658	(60.9%)
Aircraft Operations				
Commercial	1,268	(29.2%)	1,268	(29.2%)
Scheduled Flights	560	(35.3%)		
Flight Cancellations	46			
Seats	45,623	(42.5%)	45,623	(42.5%)
Load Factor	49.7%	(32.1%)	49.7%	(32.1%)
General Aviation	2,477	(25.6%)	2,477	(25.6%)
Military	234	59.2%	234	59.2%
FINANCIAL RESULTS				
	<u>Month</u>	<u>Variance to Budget</u>	<u>Fiscal Year to Date</u>	<u>Variance to Budget</u>
Operating Revenues	\$ 735,131	(22.0%)	\$ 5,381,746	(18.4%)
Operating Expenses	768,156	(16.5%)	5,010,576	(26.8%)
Net Operating Revenues before Depreciation	<u>\$ (33,025)</u>		<u>\$ 371,170</u>	
Net Non-Operating Revenues	<u>\$ 119,776</u>	(60.6%)	<u>\$ 8,764,326</u>	311.6%
Broadmoor Net Income	\$ (51,451)		\$ 99,964	
Grants:				
FAA AIP Grants	\$ 2,509,553		\$ 9,488,603	
NC Dept of Transportation Grants	-		6,663,293	
Total	<u>\$ 2,509,553</u>		<u>\$ 16,151,896</u>	
CARES Funding	\$ -		\$ 7,256,480	
CASH				
Restricted			\$ 10,065,863	
Designated for O&M Reserve			5,384,122	
O&M Reserve - used for current operations per Board approval			(57,670)	
Designated for Emergency Repair			650,000	
Unrestricted, Undesignated			-	
Total			<u>\$ 16,042,315</u>	
Broadmoor Cash Balance			<u>\$ 149,171</u>	
RECEIVABLES PAST DUE				
	<u>Total</u>	<u>1-30 Days</u>	<u>31-60 Days</u>	<u>Over 60 Days</u>
Advertising Customers	14,935	4,900	-	10,035
Allegiant	67,124	61,623	1,822	3,679
American	14,489	14,489	-	-
Delta	8,790	3,136	-	5,654
Elite	280	-	-	280
FAA	592	-	-	592
Paradies	6,282	6,250	-	32
Signature	37	-	-	37
Spirit	4,404	-	-	4,404
Travelers	2,882	-	-	2,882
TSA	26,377	4,325	9,750	12,302
United	22,889	633	16,224	6,032
World Fuel Services	1,508	125	-	1,383
Worldwide	9,265	-	-	9,265
Miscellaneous	18,366	329	-	18,037
Total	<u>\$ 198,219</u>	<u>\$ 95,810</u>	<u>\$ 27,796</u>	<u>\$ 74,613</u>
% of Total Receivables	<u>21.40%</u>			
Note: Excludes balances paid subsequent to month-end.				
Also excludes Board-approved deferred rents of \$265,414 for August and September				
REVENUE BONDS PAYABLE				
	<u>Original Amount</u>	<u>Current Balance</u>		
Parking Garage Revenue Bond, Series 2016A	\$ 15,750,000	\$ 15,750,000		
Parking Garage Taxable Revenue Bond, Series 2016B	5,250,000	555,000		
	<u>\$ 21,000,000</u>	<u>\$ 16,305,000</u>		
CAPITAL EXPENDITURES				
Annual Budget		\$ 71,195,660		
Year-to-Date Spending		\$ 27,015,510		

**REGULAR MEETING
GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
February 5, 2021**

The Greater Asheville Regional Airport Authority ("Authority") met on Friday, February 5, 2021 at 8:30 a.m. in the Conference Room at the Authority's Administrative Offices, Asheville Regional Airport ("Airport"), 61 Terminal Drive, Suite 1, Asheville, NC 28732.

MEMBERS PRESENT IN PERSON: Matthew C. Burrell, Chair; Brad Galbraith, Vice-Chair; and Britt Lovin

MEMBERS PRESENT VIA VIDEO: Carl H. Ricker, Jr.; and Susan Russo Klein

MEMBERS ABSENT: George H. Erwin, Jr.; and Thomas M. Apodaca

STAFF PRESENT IN PERSON: Lew Bleiweis, Executive Director; Michael Reisman, Deputy Executive Director; Samuel Sales, Interim Chief of Public Safety; Michael Merideth, Systems Administrator; and Ellen Heywood, Clerk to the Board

STAFF AND LEGAL COUNSEL PRESENT VIA VIDEO: Cindy Rice, Authority Legal Counsel; Tina Kinsey, Director of Marketing and Public Relations; Janet Burnette, Director of Finance and Accounting; Shane Stockman, IT Director; John Coon, Director of Operations and Maintenance; Lisa Jump, Director of Administration and Human Resources; Christina Madsen, Properties and Contracts Manager; and Jared Merrill, Airport Planning Manager

ALSO PRESENT VIA TELEPHONE/VIDEO: Adam McGuire, LandDesign; Rhett Crocker, LandDesign; David Wood, Pond Company; James Moose, Avcon; Jon McCalmont, Parrish & Partners; and Sandra Kilgore, Asheville City Council

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

SERVICE AWARD PRESENTATION: The Chair recognized Michael Reisman with a service award and gift for his 10 years of service with the Authority.

PRESENTATIONS:

A. **LandDesign:** The Director informed the Board that staff has been working with LandDesign over the past few months to plan for the development of the airport's non-aeronautical property in order to increase revenue to help support the aviation system.

The Director further stated that staff would use the plan as a guide for future development if the Board was satisfied with the plan created by LandDesign.

Adam McGuire and Rhett Crocker with LandDesign delivered a high-level presentation which identified the non-aeronautical parcels LandDesign was tasked to research. Mr. McGuire stated that due to constraints such as the flood plain and steep slope topography, far less of the approximate 400 acres would be considered developable. Mr. McGuire also stated that as part of their process in preparing the plan, input from several different stakeholder groups was received. Mr. McGuire gave an overview for each parcel of land as well as the type of zoning and potential options for use for each of the areas.

Mr. McGuire was asked what the overall feeling was for development of these areas and Mr. McGuire responded that the stakeholders were very supportive of the idea of development of these areas. A brief discussion took place that included timeline for development of some of the areas, being good partners with local economic development groups on future growth, as well as a thoughtful approach and preservation of some of the surrounding views. The Board thanked Mr. McGuire and Mr. Crocker for their presentation.

FINANCIAL REPORT: A review of enplanements, aircraft operations, and general aviation activity for the month of December was provided by the Director. Janet Burnette reported on the financial activity for the month of December.

A brief discussion took place regarding anticipated revenue and expenses through the end of the current fiscal year as well as enplanement projections.

Mr. Ricker experienced video interruption and left the meeting at 9:40 a.m.

CONSENT ITEMS:

A. Approve the Greater Asheville Regional Airport Authority December 11, 2020 Regular Meeting Minutes: Mr. Lovin moved to approve the Greater Asheville Regional Airport Authority December 11, 2020 Regular Meeting Minutes. Mr. Galbraith seconded the motion and it carried by a 4 to 0 vote.

Mr. Ricker rejoined the meeting at 9:45 a.m.

OLD BUSINESS: None

NEW BUSINESS:

A. Approval to Unseal Closed Session Minutes: The Director stated that following Board approved policy, Closed Session Minutes from the previous year are reviewed and if no longer of a confidential nature, are recommended for unsealing. The Director has proposed the unsealing of certain Closed Session Minutes. The Director further stated that copies of the Closed Session Minutes recommended for unsealing have been provided to the Board.

Mr. Galbraith moved to unseal those portions of Closed Session Minutes as designated and recommended by the Executive Director. Mr. Lovin seconded the motion and it carried unanimously.

B. Extension of the Employee Paid Sick Leave Provision of the Families First Coronavirus Response Act (FFCRA): Lisa Jump briefly reviewed the provisions of the FFCRA which expired on December 31, 2020. Mrs. Jump stated that staff recommends extending the 80 hours of paid sick leave provision for employees through March 31, 2021 with a condition that employees have been vaccinated or agree to receive the vaccination for COVID-19 when eligible. The extension of the 80 hours of paid sick leave would remain a one-time situation that would cover the period of March 2020 through March 2021 and would not be replenishable.

A brief discussion ensued with regard to removal of the contingency for vaccination for COVID-19 in order for employees to be eligible for the 80 hours of paid sick leave.

Ms. Russo Klein moved to adopt the extension of the employee paid sick leave provision of the FFCRA with the removal of the condition that employees agree or receive the COVID-19 vaccination to become eligible for the FFCRA leave. Mr. Lovin 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. Revised Five-Year Capital Improvement Plan (CIP): The Director reminded the Board that the five-year CIP was approved by the Board in December. Since that time, the FAA notified staff of an additional \$210,000 in the airport's calculation than staff had included in the CIP. The Director reported that staff updated the CIP to incorporate the additional \$210,000.

B. North Carolina Aviation Economic Impact: The NCDOT prepared a report of aviation economic impact in the state. Asheville has jumped tremendously and contributes almost \$2 billion annually. The Director briefly reviewed the report with the Board.

C. Update on New ATCT: The Director reported that staff was able to come to terms with Pond Company on the scope and fee for the design of the air traffic control tower. Staff will bring this to the Board for approval at the March meeting.

D. Face Masks: The Federal government has mandated face coverings in all modes of transportation in the United States. Signage in the airport has been updated and steps put into place to comply with the directives received from the TSA.

E. FAA: The FAA has released a survey for noise mitigation at airports. The standards have not changed, however, noise patterns at airports have changed. In order to determine if the current standards were feasible or needed updating, the FAA had a list of 95 airports that could be eligible for this survey and 20 were selected to participate. Although no airports in North Carolina were chosen to participate in the survey, there were two airports in the state eligible to be included in the survey. The airport industry has concerns over this as it can be detrimental to airports if noise standards were changed. The Director made the Board aware of the survey in the event questions were asked of the Board Members.

F. Capital Improvement Projects: The Director stated that a list of the capital improvement projects for the golf course property had been provided to the Board Members earlier that week. The list had been prepared by DreamCatcher Broadmoor and some of the items were more pressing than others. Staff will be reviewing the list to determine how to proceed.

INFORMATION SECTION: No comments

PUBLIC AND TENANTS COMMENTS: None

CALL FOR NEXT MEETING: The Chair stated that the next regular meeting of the Authority Board will be held on March 12, 2021.

Due to a conflict with his duties as Chair of Airports Council International – North America, the Director recommended cancelling the April 16, 2021 Authority Board Meeting and holding a Special Meeting on April 9, 2021. The Board was in agreement with this recommendation.

AUTHORITY MEMBER REPORTS: None

CLOSED SESSION: At 10:16 a.m. Mr. Galbraith moved to go into Closed Session Pursuant to Subsections 143-318.11 (a)(3) and (4) of the General Statutes of North Carolina to Consult with Legal Counsel in Order to Preserve the Attorney-Client Privilege; and to Discuss Matters Relating to the Location and/or Expansion of Industries or Other Businesses in the Area Served by the Greater Asheville Regional Airport Authority,

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

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

Open Session resumed at 10:57 a.m.

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY FEBRUARY 5, 2021

CLOSED SESSION MINUTES: Mr. Galbraith 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. Lovin seconded the motion and it carried unanimously.

ADJOURNMENT: Mr. Galbraith moved to adjourn the meeting at 10:59 a.m. Mr. Ricker seconded the motion and it carried unanimously.

Respectfully submitted,

Ellen Heywood
Clerk to the Board

Approved:

Matthew C. Burrell
Chair

**SPECIAL MEETING
GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
February 19, 2021**

The Greater Asheville Regional Airport Authority ("Authority") met on Friday, February 19, 2021 at 8:30 a.m. in the Authority's Administrative Offices, Asheville Regional Airport ("Airport"), 61 Terminal Drive, Suite 1, Asheville, NC 28732.

MEMBERS PRESENT VIA VIDEO: Matthew C. Burrell, Chair; Brad Galbraith, Vice-Chair; George H. Erwin, Jr.; Carl H. Ricker, Jr.; Thomas M. Apodaca; Susan Russo Klein; and Britt Lovin

MEMBERS ABSENT: None

STAFF AND LEGAL COUNSEL PRESENT VIA VIDEO: Cindy Rice, Authority Legal Counsel; Lew Bleiweis, Executive Director; Michael Reisman, Deputy Executive Director; Christina Madsen, Properties and Contracts Manager; and Ellen Heywood, Clerk to the Board

CALL TO ORDER: The Chair called the meeting to order at 8:34 a.m.

CLOSED SESSION: At 8:35 a.m. Mr. Galbraith moved to go into Closed Session Pursuant to Subsections 143-318.11 (a)(3) and (4) of the General Statutes of North Carolina to Consult with Legal Counsel in Order to Preserve the Attorney-Client Privilege; and to Discuss Matters Relating to the Location and/or Expansion of Industries or Other Businesses in the Area Served by the Greater Asheville Regional Airport Authority, Including Agreement on a Tentative List of Economic Development Incentives that may be Offered by the Greater Asheville Regional Airport Authority in Negotiations. Mr. Ricker seconded the motion and it carried unanimously.

Mr. Apodaca left the meeting during Closed Session

Open Session resumed at 10:42 a.m.

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY FEBRUARY 19, 2021

CLOSED SESSION MINUTES: Mr. Galbraith 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. Lovin seconded the motion and it carried by a 6 to 0 vote.

ADJOURNMENT: Mr. Ricker moved to adjourn the meeting at 10:44 a.m. Mr. Lovin seconded the motion and it carried by a 6 to 0 vote.

Respectfully submitted,

Ellen Heywood
Clerk to the Board

Approved:

Matthew C. Burril
Chair



MEMORANDUM

TO: Members of the Airport Authority

FROM: Janet Burnette, Director of Finance and Accounting

DATE: March 12, 2021

ITEM DESCRIPTION – New Business Item A

Preliminary Approval of the Authority's Amended Ordinance of Airline Rates, Fees and Charges for the Asheville Regional Airport

BACKGROUND

The Authority Board established airline rates, fees and charges by ordinance in 2016. In accordance with Ordinance No. 201601-6, and in preparation for the upcoming FY2021-2022 budget, we have developed a new Schedule of Airline Rates, Fees and Charges for FY2021-2022, using the same agreed-upon rate methodology.

At the request of the airlines, the Authority agreed to continue charging the FY20 rates and fees during fiscal year 2021 due to the COVID-19 pandemic and expected decline in passenger traffic.

The airlines were notified and presented the new proposed airline rates, fees and charges. A meeting with the airlines was held on March 5, 2021.

ISSUES

The Authority's ordinance process requires a public hearing prior to adoption of these new rates.

ALTERNATIVES

None recommended.



FISCAL IMPACT

The proposed rates are higher overall to provide adequate revenue to cover airline operating costs.

RECOMMENDED ACTION

It is respectfully requested that the Greater Asheville Regional Airport Authority Board resolve to (1) consider and approve the proposed Airline Rates, Fees and Charges; (2) schedule a public hearing and accept public comment on the proposed Airline Rates, Fees and Charges; and (3) following the minimum period for public comment and public hearing, adopt the Airline Rates, Fees and Charges for FY2021/2022 at the next scheduled Authority Board meeting.

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY

AMENDED ORDINANCE NO. 201601-6

**AN ORDINANCE TO IMPLEMENT A SCHEDULE OF AIRLINE RATES, FEES AND CHARGES
FOR THE ASHEVILLE REGIONAL AIRPORT.**

IT IS HEREBY ENACTED AND ORDAINED BY THE GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY AS FOLLOWS:

Section 1. CITATION.

1.1 This Ordinance may be cited as the "**Airline Rates, Fees & Charges Ordinance**".

Section 2: FINDINGS.

2.1 The Greater Asheville Regional Airport Authority was created by Session Law 2012-121, which was ratified by the General Assembly of North Carolina on June 28, 2012.

2.2 Section 1.6(a)(7) of Session Law 2012-121 gives the Greater Asheville Regional Airport Authority the ability to, among other things: *"[m]ake all reasonable rules, regulations, and policies as it may from time to time deem to be necessary, beneficial or helpful for the proper maintenance, use, occupancy, operation, and/or control of any airport or airport facility owned, leased, subleased, or controlled by the Authority . . . "*

2.3 Section 1.6(a)(6) of Session Law 2012-121 gives the Greater Asheville Regional Airport Authority the authority to: *"[c]harge and collect fees, royalties, rents, and/or other charges, including fuel flowage fees for the use and/or occupancy of property owned, leased, subleased, or otherwise controlled and operated by the Authority or for services rendered in operation thereof."*

2.4 Section 1.6(a)(21) of Session Law 2012-121 gives the Greater Asheville Regional Airport Authority the ability to: *"[e]xercise all powers conferred by Chapter 63 of the General Statutes [of the State of North Carolina] or any successor Chapter or law."*

2.5 North Carolina General Statute Section 63-53(5) further gives the Greater Asheville Regional Airport Authority the authority: *"[t]o determine the charge or rental for the use of any properties under its control and the charges for any services or accommodations and the terms and conditions under which such properties may be used, provided that in all cases the public is not deprived of its rightful, equal, and uniform use of such property."*

2.6 The Greater Asheville Regional Airport Authority is obligated under federal law to maintain an airport user fee and rental structure that, given the conditions of the Airport makes the Airport as financially self-sustaining as possible.

2.7 The Greater Asheville Regional Airport Authority is further obligated under federal law to establish an airport user fee structure that is fair and reasonable to all users, and not unjustly discriminatory.

2.8 In or around Fall 2014, the Greater Asheville Regional Airport Authority contracted with an airport consulting firm, who conducted a comprehensive airline rate and charge study at the Airport, in accordance with the methodology stated in the Rates and Charges Policy promulgated by the Office of the Secretary of the Department of Transportation and by the FAA.

2.9 Since approximately February 2015, the Greater Asheville Regional Airport Authority has consulted with and made repeated, good faith efforts to reach an agreement regarding rates, fees and charges with the Airlines, and to resolve all disputes asserted by the Airlines, and after adequate and timely consultation with the Airlines and with the airport consulting firm, Greater Asheville Regional Airport Authority now desires to implement, by ordinance, the fair, reasonable and not unjustly discriminatory rates and charges structure as proposed by the airport consulting firm.

Section 3. PURPOSE AND SCOPE

3.1 The Greater Asheville Regional Airport Authority finds and determines that it is in the public interest to establish a schedule of Airline rates, fees and charges by ordinance.

3.2 This Airline Rates, Fees & Charges Ordinance shall be applicable to all Airlines utilizing the Asheville Regional Airport.

Section 4. EFFECTIVE DATE

4.1 The Airline Rates, Fees & Charges Ordinance shall take effect as of the 9th day of December, 2016.

Section 5. DEFINITIONS

5.1 "Affiliate" shall mean any airline or other entity designated in writing by Airline as an Affiliate that is operating under the same flight code designator and is: (1) a parent or subsidiary of Airline or is under the common ownership and control with Airline or (2) operates under essentially the same trade name as Airline at the Airport and uses essentially the same livery as Airline or (3) is a contracting ground handling company on behalf of Airline at the Airport.

5.2 "Airline(s)" shall mean each airline providing commercial passenger service to and from the Airport and using the Airport Terminal Building to enplane and deplane passengers or cargo service to and from the Airport.

5.3 [RESERVED]

5.4 "Airlines' Revenue Landed Weight" is for the applicable Fiscal Year the sum of the products determined by multiplying each Revenue Aircraft Arrival by each of the Airlines by the applicable Certified Maximum Gross Landed Weight of the aircraft making the Revenue Aircraft Arrival.

5.6 "Airport" is the Asheville Regional Airport as it presently exists and as it is hereafter modified or expanded.

5.7 "Airport Operating Requirement" for any Fiscal Year, consists of all of the following: (1) Operation and Maintenance Expenses; (2) O&M Reserve Requirement; (3) Depreciation; (4) Amortization; (5) Debt Service; (6) coverage required on any Bonds; (7) fund deposits required under any Bond Ordinance; (8) the net amount of any judgment or settlement arising out of or as a result of the ownership, operation or maintenance of the Airport payable by Authority during any Fiscal Year. This amount would include, but not be limited to, the amount of any such judgment or settlement arising out of or as a result of any claim, action, proceeding or suit alleging a taking of property or an interest in property without just

or adequate compensation, trespass, nuisance, property damage, personal injury or any other claim, action, proceeding or suit based upon or relative to the environmental impact resulting from the use of the Airport for the landing and taking off of aircraft; and (9) any and all other sums, amounts, charges or requirements of the Airport to be recovered, charged, set aside, expensed or accounted for during any Fiscal Year, or the Authority's accounting system.

5.8 "Amortization" is the amount determined by dividing the net cost of each Airport non-depreciating asset by an imputed estimated life for the asset as determined by the Authority.

5.9 "Assigned Space" means for each Airline, those areas and facilities in the Terminal Building and those areas adjacent to and outside the Terminal Building which are assigned to such Airline for its Preferential use.

5.10 "Authority" means the Greater Asheville Regional Airport Authority.

5.11 "Bond Ordinance" is any ordinance, resolution or indenture authorizing the issuance of Bonds for or on behalf of the Airport or Authority, including all amendments and supplements to such ordinances, resolutions and indentures.

5.12 "Bonds" are all debt obligations issued for or on behalf of the Airport or the Authority subsequent to July 1, 2009, except obligations issued by or on behalf of the Authority for a Special Facility.

5.13 "Capital Charge or Capital Charges" charges that include Amortization, Depreciation and Debt Service.

5.14 "Capital Outlay" is the sum of one hundred thousand dollars (\$100,000) or as otherwise determined by the Authority.

5.15 "Certified Maximum Gross Landed Weight" or "CMGLW" is, for any aircraft operated by any of the Airlines, the certified maximum gross landing weight in one thousand pound units of such aircraft as certified by the FAA and as listed in the airline's FAA approved "Flight Operations Manual".

5.16 "Debt Service" for any Fiscal Year is the principal, interest and other payments required for or on account of Bonds issued under any Bond Ordinance.

5.17 "Depreciation" is the amount which is the net cost of any Airport asset, except a non-depreciating asset, divided by its estimated useful life as determined by the Authority.

5.18 "Enplaned Passengers" are the originating and on-line or off-line transfer passengers of each of the Airlines serving the Airport enplaning at the Airport.

5.19 "Fiscal Year" is July 1st of any calendar year through June 30th of the next succeeding calendar year, or such other fiscal year as Authority may subsequently adopt for the Airport.

5.20 "Holdrooms" means the gate seating areas currently situated in the Airport Terminal Building, as they now exist or as they may hereafter be modified or expanded or constructed by Authority within or as part of the Terminal Building for use by Airline and the other Airlines for their Joint Use.

5.21 "Joint Use Formula" is, for any Fiscal Year, the formula used for prorating Terminal Building Rentals for Joint Use Space.

5.22 "Joint Use Space" means that common use space not assigned, which Airline uses on a joint use basis with other airline tenants.

5.23 "Landing Fees" are the airfield related charges calculated by multiplying the landing fee rate established in the Schedule of Rates, Fees and Charges for the applicable Fiscal Year by the applicable Certified Maximum Gross Landed Weight ("CMGLW") of Revenue Aircraft Arrivals.

5.24 "Operation and Maintenance Expenses" or "O&M Expenses" are, for any Fiscal Year, the total costs and expenses, incurred or accrued by the Authority for that Fiscal Year, in providing for the administration, operation, maintenance and management of the Airport, including, without limitation, the performance by Authority of any of its obligations related to the Airport.

5.25 "O&M Reserve Requirement" is the requirement adopted by the Authority that defines the amount of operating cash reserves to be available within the O&M Reserve Fund. The O&M Reserve Requirement may be revised from time to time and is currently set to equal at least six (6) months of the annual O&M Expenses budgeted for the current Fiscal Year.

5.26 "Passenger Facility Charge (PFC)" is the charge imposed by the Authority pursuant to 49 U.S.C. App. 513, as amended or supplemented from time to time, and 14 CFR Part 158, as amended or supplemented from time to time, or any other substantially similar charge lawfully levied by or on behalf of the Authority pursuant to or permitted by federal law.

5.27 "Preferential Use Space" means that Assigned Space for which Airline holds a preference as to use, and which may be used on a non-preferential basis by another airline or tenant.

5.28 "Rentable Space" is that space within the Airport Terminal Building which has been constructed or designated as rentable space by Authority, including such deletions therefrom and additions thereto as may occur from time-to-time.

5.29 "Revenue Aircraft Arrival" is an airline aircraft landing at Airport, excluding those returning to the Airport due to an emergency, and for which Landing Fees are charged by Authority.

5.30 "Special Facility" is any Airport facility acquired or constructed for the benefit or use of any person or persons, the costs of construction and acquisition of which are paid for (a) by the obligor under a Special Facility agreement, (b) from the proceeds of Special Facility bonds, or (c) both; provided, however, that Airport facilities built by an Airport tenant under a ground lease or any other agreement which by its terms is not indicated to be a Special Facility agreement shall not be considered a Special Facility under this definition.

5.31 "Schedule of Rates, Fees and Charges" is the schedule the rates, fees and charges due by Airline to the Authority and is reestablished each Fiscal Year.

5.32 "Terminal Building Rentals" are the Terminal Building rents calculated by multiplying the Terminal Building Rental Rate times the then-applicable square footage of the Assigned Space in question.

5.33 "Loading Bridge Fees" are the fees calculated by dividing the total Loading Bridge requirement, which currently includes Operating Expenses, Capital Outlay, Debt Service and Debt Service Coverage, by the total departures.

5.34 "Market Share Exempt Carrier" is any New Airline operating with less than 7% market share of total enplanements per month. The only fees applicable to a Market Share Exempt Carrier are Landing Fees and Per Turn Fees, unless the New Airline is leasing preferential space which would be included in separate rent. An Airline will cease to qualify as Market Share Exempt Carrier at the time that the Airline meets or exceeds 7% of market share of total enplanements per month for any six (6) of the immediately preceding twelve (12) months. Once Airline is no longer Market Share Exempt, the Airline will be responsible for all Terminal and Airfield related rates, fees and charges.

5.35 "New Airline(s)" shall mean any new airline providing new commercial passenger or cargo service to and from the Airport, using the Airport Terminal Building or cargo building to enplane and deplane passengers or cargo service to and from the Airport.

Section 6. RATE MAKING METHODOLOGY

6.1 Rates and charges shall be established annually based on the methodology set by the Authority below and in the Schedule of Rates and Charges referenced in Section 8 below.

6.2 Rates and charges shall be developed under a commercial compensatory rate making methodology.

6.3 Rates and charges shall be calculated and set at the beginning of each Fiscal Year.

6.4 Terminal Building Operating Requirement.

6.4.1 For purposes of this Ordinance, the Terminal Building Cost Center shall consist of the current Terminal Building, including the ticketing wing, the Holdrooms, baggage claim facilities, baggage make-up facilities, and passenger loading bridges/regional boarding ramps, as well as the areas immediately adjacent to the west side of the terminal building utilized for baggage tug drives and baggage tug storage, and all public areas, concession areas, and other leasable areas.

6.4.2 The Terminal Building Operating Requirement shall be calculated as specified in Sections 6.4.2.1 through 6.4.2.4 below:

6.4.2.1 By summing the elements of the Airport Operating Requirement allocated to the Terminal Building Cost Center. Currently, this includes O&M Expenses, O&M Reserve Requirement, net Depreciation, Amortization, Capital Outlay, and Debt Service.

6.4.2.2 By then reducing the total from Section 6.4.2.1 by non-airline revenue credits applied by the Director. These revenue credits are reimbursements and offsets to base costs. This results in the Net Terminal Building Operating Requirement.

6.4.2.3 The Net Terminal Building Operating Requirement calculated in Section 6.4.2.2 is then divided by Rentable Space to obtain the Terminal Building Rental Rate.

6.4.2.4 Finally, each Airlines' share of cost is then derived by multiplying the Terminal Building Rental Rate by the Terminal Building Airlines' rented space (preferential use) and Airlines' share of Joint Use Space as determined by the Joint Use Formula.

6.4.3. Joint Use Space. Joint Use Space shall be classified as Baggage Make-Up, Baggage Claim and Gate Area. Airline's share of the Terminal Building Rentals for Baggage Make-Up and Baggage Claim Joint Use Space will be determined as follows: (1) eighty-five percent (85%) of the total rentals due shall be prorated among Airlines using Joint Use Space based upon Airline's share of Checked Bags, (2) fifteen percent (15%) of the total rentals due shall be prorated equally among the Airlines using Joint Use Space. Airline's share of the Terminal Building Rentals for Gate Area Joint Use Space will be determined as follows: (1) eighty-five percent (85%) of the total rentals due shall be prorated among Airlines using Joint Use Space based upon Airline's share of Enplaned Passengers, (2) fifteen percent (15%) of the total rentals due shall be prorated equally among the Airlines using Joint Use Space.

6.4.4 Per Turn Fee for Market Share Exempt Carriers. The Per Turn Fee for Market Share Exempt Carriers is calculated by dividing the Per Turn requirement by the total estimated departures.

6.5 Airfield Area Operating Requirement.

6.5.1 For purposes of this Ordinance, the Airfield Area Cost Center consists of those areas of land and Airport facilities which provide for the general support of air navigation, flight activity and other aviation requirements of the Airport. The airfield includes runways, taxiways, the terminal apron, aircraft service areas and those ramp areas not included in any other cost center, approach and clear zones, safety areas and infield areas, together with all associated landing navigational aids and Airport facilities, aviation controls, and other systems related to the airfield. It also includes areas of land acquired for buffer requirements for the landing areas of the Airport, all land acquired for Airport expansion until the land is used or dedicated to another cost center, and all Airport noise mitigation facilities or costs. The Airport's triturator facility, storage areas for airline glycol equipment and tanks, and any fueling facilities and equipment provided to serve the airlines on the terminal apron are also included in the airfield cost center.

6.5.2 The Airfield Area Operating Requirement shall be calculated as specified in Sections 6.5.2.1 through 6.5.2.4 below:

6.5.2.1 By summing the elements of the Airport Operating Requirement allocated to the Airfield Area Cost Center. Currently, this includes the O&M Expenses, O&M Reserve Requirement, net Depreciation, Amortization, Capital Outlay, and Debt Service.

6.5.2.2 By then reducing the total calculated in Section 6.5.2.1 above by non-airline revenue credits applied by the Director. These revenue credits are reimbursements and offsets to base costs. This results in the Net Airfield Area Operating Requirement.

6.5.2.3 The Net Airfield Area Operating Requirement calculated in Section 6.5.2.2

is then divided by the estimated Certified Maximum Gross Landed Weight (CMGLW) of all Airlines' Revenue Aircraft Arrivals to determine the Airlines' Landing Fee rate.

6.5.2.4 The Airlines' Landing Fee rate is then multiplied by the estimated CMGLW of the Airlines.

6.5.3 All costs incurred by the Authority for mitigation or damages resulting from noise, environmental incidents or conditions, aircraft fueling, or other Airport aircraft-related conditions or activities will also be charged and allocated to the Airfield Area Operating Requirement.

6.5.4 [RESERVED]

6.5.5 Affiliate. Each Affiliate's operations shall be counted and recorded jointly with Airline's and shall be at the same rate.

6.5.6 [RESERVED]

6.5.7 Other Cost Centers. All other cost centers are not included as part of the Airlines' rates, charges and fees. Authority may apply revenues from the other cost centers to offset expenses at a time, and in an amount, based on the sole discretion of the Director.

6.5.8 Unless otherwise provided herein, all rates, fees and charges are calculated as described in Schedule of Rates, Fees and Charges referenced in Section 8 below.

Section 7. RENTALS, FEES AND CHARGES

7.1 The Authority shall establish the Schedule of Rates, Fees and Charges at the beginning of each Fiscal Year.

7.2 Prior to the establishment of the Schedule of Rates, Fees and Charges each Fiscal Year, the Authority shall formally notify Airline in writing of the anticipated Schedule of Rates, Fees and Charges to be in effect for the upcoming Fiscal Year. Authority's notification to Airline shall include notice of the time and place of a meeting to present the Schedule of Rates, Fees and Charges, expenses and capital charges used in the calculation, and to answer questions of Airline. The anticipated Schedule of Rates, Fees and Charges shall be set forth and supported by a document prepared by the Authority.

7.3 So long as Airline has been notified per above, the implementation of the upcoming Schedule of Rentals and Charges will be effective on the first day of the Fiscal Year.

7.4 Each Airline operating at the Airport shall be responsible for paying those rates and charges itemized below in the amounts specified in the Schedule of Rates, Fees and Charges in Section 8 below:

7.4.1 Preferential Use Space - Each Airline shall pay the Authority for its use of the assigned, Preferential Use Space in the Terminal.

7.4.2 Joint Use Space – Each Airline shall pay the Authority its share of rentals on Joint Use Space used by Airline in common with other airline tenants.

7.4.3 Landing Fees –For its use of the airfield, apron and appurtenant facilities, Airline

shall pay a landing fee for each and every aircraft landed by the Airline at the Airport except as otherwise noted herein.

7.4.4 Passenger Facility Charge. Airline shall comply with all of the applicable requirements contained in 14 CFR Part 158 and any amendments thereto. Airline shall pay the Authority the Passenger Facility Charge applicable to all of Airline's revenue passengers enplaning at the Airport imposed by the Authority from time to time pursuant to applicable Federal law and regulations.

7.4.5 Other Fees and Charges. Airline shall also pay all miscellaneous charges assessed to and owed by Airline to the Authority including, but not limited to, the cost of utilities and services, employee parking fees, telecommunications charges, paging system fees, triturator fees, skycap services, preconditioned air and fixed ground power fees, security measures, such as key cards and identification badges and the like, common use fees and common equipment charges, and law enforcement fees (net of TSA reimbursement).

7.4.5.1 Such other fees and charges shall be detailed by the Authority in the Schedule of Rates, Fees and Charges.

Section 8. SCHEDULE OF RATES, FEES AND CHARGES

8.1 The Authority's 2021-2022 Schedule of Rates, Fees and Charges effective July 1, 2021 is attached hereto and incorporated herein by reference as Exhibit A.

Section 9. PAYMENT OF RENTALS, FEES AND CHARGES

9.1 Airlines shall pay for space rentals for Preferential Use Space and Joint Use Space, monthly, without invoice, demand, set-off, or deduction on or before the first (1st) day of each calendar month.

9.2 On or before the fifteenth (15th) day of each month, Airlines shall pay for their Landing Fees for the immediately preceding month.

9.3 Airlines shall report to the Authority on or before the fifteenth (15th) day of each month the Airlines actual operating activity for the prior month by submitting a written report. All such monthly reports shall be submitted on a standardized form provided by the Authority, such form shall act as the actual invoice.

9.4 Payment for all other fees and charges shall be invoiced by the Authority and shall be due upon receipt of the Authority's invoice. Such payments shall be deemed delinquent if not received within thirty (30) calendar days of the date of such invoice.

9.5 Except as provided above, or if such payments or reporting is under dispute by Airline, Airline shall be in violation of this Ordinance if its payments and reporting information required above are not received by the Authority on or before the fifteenth (15th) day of the month in which they are due.

9.6 Security Deposit. If in the reasonable business discretion of the Authority, it is determined that the financial condition of Airline, at the beginning of air service at the Airport, or an incumbent Airline that has displayed an irregular payment history, then Airline may be required to submit a cash security deposit in an amount not to exceed the equivalent of six (6) months estimated rentals, fees and charges.

9.6.1 In the event that the Authority determines a security deposit is required, the Airline shall deposit such sum with the Authority within thirty (30) days of being so notified by the Authority, and such sum shall be retained by Authority as security for the faithful performance of Airline's obligation hereunder.

9.6.2 The Authority shall have the right, but not the obligation, to apply said security deposit to the payment of any sum due to Authority which has not been paid in accordance with this Ordinance, including, but not limited to, reimbursement of any expenses incurred by Authority in curing any default of Airline, or to the cost of restoring the Assigned Space or its furnishings, fixtures or equipment to their original condition, reasonable wear and tear excepted.

9.6.3 In the event that all or any portion of the security deposit is so applied, the Airline shall promptly, upon demand by Authority, remit to Authority the amount of cash required to restore the security deposit to its original sum.

9.6.4 An Airline's failure to remit the amount of cash required to restore the security deposit in accordance with Section 9.6.3 above within ten (10) calendar days after its receipt of such demand shall constitute a breach of this Ordinance.

9.6.5 If said deposit shall not have been applied for any of the foregoing purposes, it shall be returned to Airline, without interest, within sixty (60) days of the Airline ceasing operation at the Airport. The Authority will not pay interest on any security deposit.

9.7 Airlines shall pay all rates, fees and charges established herein to the Authority monthly, without set-off, and except as specifically provided above, without invoice or demand therefore, in lawful money of the United States of America, by check payable to Authority delivered or mailed to the Authority or by wire transfer to the Authority.

Section 10. PENALTIES AND ENFORCEMENT

10.1 Unless otherwise specified herein, violation of any provision of this Airline Rates, Fees & Charges Ordinance shall be enforced in accordance with, and subject to the penalties specified in, this Section 10.

10.2 In addition to any civil or criminal penalties set out in this Section 10. or in any other Section or Subsection herein, this Airline Rates, Fees & Charges Ordinance may be enforced by an injunction, order of abatement, or other appropriate equitable remedy issuing from a court of competent jurisdiction.

10.3 This Airline Rates, Fees & Charges Ordinance may be enforced by one, all or a combination of the penalties and remedies authorized and prescribed in this Section 10, or elsewhere herein, except that any provision, the violation of which incurs a civil penalty, shall not be enforced by criminal penalties.

10.4 Except as otherwise specified herein, each day's continuing violation of any provision of the Airline Rates, Fees & Charges Ordinance is a separate and distinct offense.

10.5 A violation this Airline Rates, Fees & Charges Ordinance shall not be a misdemeanor or infraction under N.C. Gen. Stat. §14-4; however, civil penalties shall be assessed and civil citations issued for the administrative violation of any provision in accordance with Section 10.6 through 10.7 below.

10.6 The Executive Director shall authorize specific Authority personnel to enforce all administrative violations of this Airlines Rates, Fees & Charges Ordinance.

10.7 Upon any administrative violation of this Airline Rates, Fees & Charges Ordinance, personnel designated in accordance with Section 10.6 shall cause a civil citation to be issued to the violator.

10.7.1 All civil citations shall be hand-delivered to the violator or shall be mailed by first class mail addressed to the last known address of the violator. The violator shall be deemed to have been served upon hand-delivery or the mailing of the civil citation.

10.7.2 Unless otherwise expressly specified herein the civil penalty associated with each civil citation issued for an administrative violation of this Airline Rates, Fees & Charges Ordinance shall be as follows: By a fine of up to \$500.00.

10.8 Any person may submit, within ten (10) days of receipt of a civil violation, a written request that the Executive Director review the civil citation, in accordance with Sections 10.8.1.1 through 10.8.3 below.

10.8.1 A request to the Executive Director shall be in writing and shall be hand delivered to the Office of the Executive Director and must be signed for by and employee of the Authority, or shall be mailed to the Executive Director by certified mail, return receipt requested.

10.8.2 A request to the Executive Director must specify in detail all of the reasons why the civil citation should be modified or withdrawn and must provide a mailing address for the Executive Director to submit a response to the request.

10.8.3 Within ten (10) days of receipt of a request in accordance with Section 10.8.1, the Executive Director shall mail a written decision to the requesting party at the address provided.

10.8.4 Unless a written request for review in accordance with Section 10.8.1 above, civil penalties issued via civil citation for an administrative violation of any Section of this Airport Rates, Fees and Charges Ordinance shall be due and payable to the Authority within 30 days of receipt.

10.8.5 If a written request for review is appealed and the civil citation is not withdrawn, payment of the civil penalty shall be due and payable to the Authority within 30 days of issuance of the Executive Director's written decision to the violator.

10.8.6 Unless other provided, if the violator fails to respond to a citation within 30 days of issuance and pay the fine prescribed therein, the Authority may institute a civil action in the nature of a debt in the appropriate division of the state general court of justice to collect the fine owed.

Section 11. SEVERABILITY

11.1 If any provision, clause, section, or provision of this the Airline Rates, Fees & Charges Ordinance shall be held by a court of competent jurisdiction to be invalid, illegal or unenforceable, such

invalid, illegal or unenforceable provision shall be severed from the remainder of the Airline Rates, Fees & Charges Ordinance, and the remainder of shall be enforced and not be affected thereby.

Section 12. AMENDMENT.

12.1 The Authority reserves the right to amend the Airline Rates, Fees & Charges Ordinance, as well as the attached Schedule of Rates, Fees and Charges, at any time, by ordinance, after due notice and public hearing, in accordance with the Authority's Resolution No. __ establishing The Greater Asheville Regional Airport Authority's Policy and Procedure for the Adoption of Ordinances.

ADOPTED THIS the __ day of _____, 2021, after due notice and a public hearing, by the Greater Asheville Regional Airport Authority.

**GREATER ASHEVILLE REGIONAL
AIRPORT AUTHORITY**

By: _____
Matthew C. Burrell, Chair

ATTEST:

Ellen M. Heywood, Clerk to the Board

Exhibit A

Asheville Regional Airport

2021-2022 Fiscal Year

Schedule of Rates, Fees and Charges

SUMMARY TABLE

RESULTS (Fiscal Years Ending June 30)	GARAA		
	2020	2021	Budget 2022
<u>Signatory Airline Rates & Charges:</u>			
Terminal Building Rental Rate (per s.f.)	\$53.88	\$60.16	\$48.90
Passenger-Related Security Fee (per EP)	\$0.66	\$0.70	\$0.90
Landing Fee (per 1,000-lbs)	\$1.51	\$1.76	\$1.74
Ticket Counter & Queue Fee (per EP-unassigned)	\$0.41	\$0.34	\$0.41
Baggage Make-Up & Claim Fee (per bag)	\$0.95	\$0.98	\$1.12
Baggage Make-Up & Claim Fee (per airline)	\$11,825	\$13,205	\$13,417
Gate Area Charge per (enplaned pax)	\$1.34	\$1.10	\$0.90
Gate Area Fee (per airline)	\$30,208	\$33,732	\$34,274
Loading Bridge Fee (per depart.)	\$9.20	\$9.78	\$9.80
Turn Fees ¹			
Per Turn Fee for Exempt Carriers (0-70 seats)	\$279.00	\$322.00	\$277.00
Per Turn Fee for Exempt Carriers (71-135 seats)	\$333.00	\$361.00	\$330.00
Per Turn Fee for Exempt Carriers (136+ seats)	\$373.00	\$387.00	\$369.00
Average AVL CPE	\$5.64	\$5.12	\$6.02

¹ Includes use of holdroom, bag claim, bag make-up, passenger loading bridge, apron, tug drives, and ticket counter

FY21 rates calculated based on increased enplanements, but due to pandemic and expectation of reduced enplanements, decision was made to use FY20 rates for FY21

Source: Airport management records

Compiled by Trillion Aviation, February 2018 (Updated June 2018, February 2019)

Table 1**AVIATION ACTIVITY**

(Fiscal Years Ending June 30)

			Budget
	2020	2021	2022
<u>Enplaned Passengers:</u>			
Allegiant	240,000	420,000	300,000
American ¹	150,000	187,000	125,000
Delta	137,000	158,000	105,000
Spirit	48,000	21,000	0
United	65,000	80,000	65,000
Total	640,000	866,000	595,000
<u>Estimated Checked Bags:</u>			
Allegiant	98,600	130,550	111,000
American ¹	81,300	81,812	46,250
Delta	113,900	110,652	69,300
Spirit	20,940	6,300	0
United	36,300	50,805	44,200
Total	351,040	380,119	270,750
<u>Departures:</u>			
Allegiant	1,605	2,677	2,167
American ¹	2,757	3,414	2,589
Delta	2,298	2,577	1,901
Spirit	453	125	0
United	1,287	1,429	1,704
Total	8,400	10,222	8,361
<u>Landed Weight (1,000-lb units):</u>			
Allegiant	229,200	380,317	308,227
American ¹	175,627	222,724	174,329
Delta	152,236	178,253	136,739
Spirit	66,000	18,258	0
United	77,924	88,301	80,871
Total	700,987	887,853	700,166

Note: Amounts may not add due to rounding.

Table 2**TERMINAL SPACE (s.f.)**

(Fiscal Years Ending June 30)

	Budget		
	2020	2021	2022
<u>Preferential Space:</u> ¹			
Allegiant	1,331	1,331	1,526
American	2,297	2,297	2,297
Delta	2,609	2,609	2,609
Spirit	905	905	0
United	1,593	1,593	1,593
Worldwide	161	161	161
Total Preferential Space	8,896	8,896	8,186
<u>Joint Use Space:</u>			
Baggage Make-Up	3,192	3,192	3,192
Baggage Claim	4,124	4,124	4,124
Gates 1-3 Holdroom	8,517	8,517	8,517
Gates 4-7 Holdroom	6,751	6,751	6,751
Gates 4-7 Secure Enplanement Corridor	3,421	3,421	3,421
Total Joint Use Space	26,005	26,005	26,005
Total Airline Rented	34,901	34,901	34,191
<u>Other Rentable:</u>			
Ticket Counter (unassigned)	285	285	285
Queue (unassigned)	456	456	540
Vacant Airline Preferential Space	1,210	1,210	1,836
Concession Space	13,775	13,775	13,775
FAA Tower & Related Office Space	4,374	4,374	4,374
TSA Offices & Breakroom	1,933	1,933	1,933
TSA Passenger Security Screening	4,891	4,891	4,891
TSA Offices Adjacent to Passenger Screening	396	396	396
Total	27,320	27,320	28,030
Total Rentable Space	62,221	62,221	62,221
Public and Other Areas	45,628	45,628	45,628
Total Terminal Space	107,849	107,849	107,849

Note: Amounts may not add due to rounding.

¹ Includes ticket counter, queue, and office space.

Source: Airport management records

Compiled by Trillion Aviation, February 2018 (Updated June 2018, February 2019)

Table 3

DEPRECIATION, AMORTIZATION, & CAPITAL OUTLAY

(Fiscal Years Ending June 30)

		Budget		
		2020	2021	2022
<u>Depreciation:</u> ¹				
Gross Depreciation		\$4,700,000	\$4,700,000	\$4,700,000
Less: Grant & PFC Amortization		(3,200,000)	(3,200,000)	(3,200,000)
Net Depreciation	[A]	\$1,500,000	\$1,500,000	\$1,500,000
 <u>By Cost Center (%):</u>				
Airfield Area	[B]	14.0%	14.0%	14.0%
Terminal Building	[C]	30.0%	30.0%	30.0%
Parking, Roadway, and Ground Trans.	[D]	33.0%	33.0%	33.0%
General Aviation Area	[E]	16.0%	16.0%	16.0%
Other Area	[F]	7.0%	7.0%	7.0%
Total		100.0%	100.0%	100.0%
 <u>By Cost Center:</u>				
Airfield Area	[A*B]	\$210,000	\$210,000	\$210,000
Terminal Building	[A*C]	450,000	450,000	450,000
Parking, Roadway, and Ground Trans.	[A*D]	495,000	495,000	495,000
General Aviation Area	[A*E]	240,000	240,000	240,000
Other Area	[A*F]	105,000	105,000	105,000
Net Depreciation	[A]	\$1,500,000	\$1,500,000	\$1,500,000
 <u>Amortization:</u>				
Gross Amortization		\$242,056	\$242,056	\$242,056
Less: Grant & PFC Amortization		(162,475)	(162,475)	(162,475)
Net Amortization	[G]	\$79,581	\$79,581	\$79,581

Table 3**DEPRECIATION, AMORTIZATION, & CAPITAL OUTLAY**

(Fiscal Years Ending June 30)

		Budget		
		2020	2021	2022
<u>By Cost Center (%):</u>				
Airfield Area	[H]	100.0%	100.0%	100.0%
Terminal Building	[I]	0.0%	0.0%	0.0%
Parking, Roadway, and Ground Trans.	[J]	0.0%	0.0%	0.0%
General Aviation Area	[K]	0.0%	0.0%	0.0%
Other Area	[L]	0.0%	0.0%	0.0%
Total		100.0%	100.0%	100.0%
<u>By Cost Center:</u>				
Airfield Area	[G*H]	\$79,581	\$79,581	\$79,581
Terminal Building	[G*I]	0	0	0
Parking, Roadway, and Ground Trans.	[G*J]	0	0	0
General Aviation Area	[G*K]	0	0	0
Other Area	[G*L]	0	0	0
Net Amortization	[G]	\$79,581	\$79,581	\$79,581
<u>Capital Outlay:</u>				
Capital Outlay	[M]	\$100,000	\$100,000	\$100,000
<u>By Cost Center (%):</u>				
Airfield Area	[N]	50.0%	50.0%	50.0%
Terminal Building	[O]	50.0%	50.0%	50.0%
<u>By Cost Center:</u>				
Airfield Area	[M*N]	\$50,000	\$50,000	\$50,000
Terminal Building	[M*O]	50,000	50,000	50,000
Capital Outlay	[M]	\$100,000	\$100,000	\$100,000

Note: Amounts may not add due to rounding.

Source: Airport management records

Compiled by Trillion Aviation, February 2018 (Updated June 2018, February 2019)

Table 4**OPERATION AND MAINTENANCE EXPENSES**

(Fiscal Years Ending June 30)

GARAA

		Budget	Budget	Budget
		2020	2021	2022
<u>By Category:</u>				
Personnel Services		\$6,527,568	\$7,863,075	\$6,915,740
Professional Services		384,950	489,670	\$280,450
Utilities		539,867	545,117	\$479,567
Promotional Activities		303,800	353,025	\$237,325
Maintenance and Repairs		255,200	322,200	\$243,800
Contracted Services		978,646	1,838,377	\$870,295
Insurance Expense		260,600	330,725	\$334,400
Materials and Supplies		464,610	495,253	\$378,450
Other Expenses		506,740	574,848	\$349,010
Total O&M Expenses	[A]	<u>\$10,221,981</u>	<u>\$12,812,290</u>	<u>\$10,089,037</u>
<u>By Cost Center (%):</u>				
Airfield Area	[B]	26.3%	25.6%	26.4%
Terminal Building	[C]	47.8%	46.0%	48.1%
Parking, Roadway, and Ground Trans.	[D]	12.2%	15.0%	11.5%
General Aviation Area	[E]	9.8%	9.5%	9.9%
Other Area	[F]	4.0%	3.8%	4.1%
Total		100.0%	100.0%	100.0%
<u>By Cost Center:</u>				
Airfield Area	[A*B]	\$2,684,342	\$3,284,722	\$2,665,092
Terminal Building	[A*C]	4,883,676	5,888,847	4,854,633
Parking, Roadway, and Ground Trans.	[A*D]	1,245,820	1,927,664	1,160,524
General Aviation Area	[A*E]	997,713	1,221,329	995,484
Other Area	[A*F]	410,430	489,728	413,304
Total O&M Expenses	[A]	<u>\$10,221,981</u>	<u>\$12,812,290</u>	<u>\$10,089,037</u>

Note: Amounts may not add due to rounding.

Source: Airport management records

Compiled by Trillion Aviation, February 2018 (Updated June 2018, February 2019)

Table 5**LANDING FEE AND REVENUE**

(Fiscal Years Ending June 30)

		Budget		
		2020	2021	2022
<u>Airfield Requirement:</u>				
O&M Expenses		\$2,684,342	\$3,284,722	\$2,665,092
Less: Deicing Chemicals		(72,141)	(74,305)	(76,535)
O&M Reserve Requirement		159,135	300,190	(278,773)
Net Depreciation		210,000	210,000	210,000
Net Amortization		79,581	79,581	79,581
Capital Outlay		50,000	50,000	50,000
Debt Service		0	0	0
Debt Service Coverage (25%)		0	0	0
Total Requirement	[A]	\$3,110,917	\$3,850,187	\$2,649,366
<u>Landing Fee Credits:</u>				
Non-Airline Revenue	[B]	\$90,000	\$70,000	\$102,307
Other	[C]	0	0	0
Total Credits	[D=B+C]	\$90,000	\$70,000	\$102,307
Net Landing Fee Requirement	[E=A-D]	\$3,020,917	\$3,780,187	\$2,547,059
Airline Landed Weight	[F]	700,987	887,853	700,166
Airline Landing Fee (pre-Revenue Share)	[G=E/F]	\$4.31	\$4.26	\$3.64
Revenue Share Credit	[H]	\$1,961,407	\$2,221,753	\$1,327,560
Adjusted Airline Net Requirement	[I=E-H]	\$1,059,511	\$1,558,434	\$1,219,499
Airline Landing Fee	[J=I/F]	\$1.51	\$1.76	\$1.74
Airline Landing Fee Revenue	[K=F*J]	\$1,059,511	\$1,558,434	\$1,219,499

Note: Amounts may not add due to rounding.

Source: Airport management records

Compiled by Trillion Aviation, February 2018 (Updated June 2018, February 2019)

Table 6**TERMINAL RENTAL RATE AND REVENUE**

(Fiscal Years Ending June 30)

		Budget		
		2020	2021	2022
<u>Terminal Requirement:</u>				
O&M Expenses		\$4,883,676	\$5,888,847	\$4,854,633
O&M Reserve Requirement		284,853	502,586	(462,618)
Net Depreciation		450,000	450,000	450,000
Net Amortization		0	0	0
Capital Outlay		50,000	50,000	50,000
Debt Service		0	0	0
Debt Service Coverage (25%)		0	0	0
Total Requirement	[A]	\$5,668,529	\$6,891,433	\$4,892,015
<u>Terminal Credits:</u>				
Passenger-Related Security Charges		\$421,080	\$603,922	\$533,724
AirIT Landside Expenses		16,463	16,463	16,463
Loading Bridge Fees		77,250	100,000	81,955
Total Terminal Credits	[B]	\$514,793	\$720,385	\$632,141
Net Requirement	[C=A-B]	\$5,153,736	\$6,171,048	\$4,259,873
Rentable Space (s.f.)	[D]	62,221	62,221	62,221
Terminal Rental Rate	[E=C/D]	\$82.83	\$99.18	\$68.46
Airline Rented Space (s.f.)	[F]	34,901	34,901	34,191
Airline Requirement	[G=E*F]	\$2,890,833	\$3,461,464	\$2,340,839
Revenue Share Credit	[H]	\$1,010,422	\$1,361,719	\$668,771
Adjusted Airline Requirement	[I=G-H]	\$1,880,411	\$2,099,745	\$1,672,068
Airline Rented Space (s.f.)	[F]	34,901	34,901	34,191
Adjusted Airline Terminal Rate	[J=I/F]	\$53.88	\$60.16	\$48.90
Airline Terminal Rentals	[K=F*J]	\$1,880,411	\$2,099,745	\$1,672,068

Note: Amounts may not add due to rounding.

Source: Airport management records

Compiled by Trillion Aviation, February 2018 (Updated June 2018, February 2019)

Table 6A**LOADING BRIDGE FEE AND REVENUE**

(Fiscal Years Ending June 30)

		Budget		
		2020	2021	2022
<u>Loading Bridge Requirement:</u>				
Operating Expenses		\$77,250	\$100,000	\$81,955
Capital Outlay		0	0	0
Debt Service		0	0	0
Debt Service Coverage (25%)		0	0	0
Total Requirement	[A]	\$77,250	\$100,000	\$81,955
Total Departures	[B]	8,400	10,222	8,361
Loading Bridge Fee (per Departure)	[C=A/B]	\$9.20	\$9.78	\$9.80
Total Loading Bridge Revenue	[D=B*C]	\$77,250	\$100,000	\$81,955

Note: Amounts may not add due to rounding.

Source: Airport management records

Compiled by Trillion Aviation, February 2018 (Updated June 2018, February 2019)

Table 6B**JOINT USE CHARGES**

(Fiscal Years Ending June 30)

		Budget		
		2020	2021	2022
Adjusted Signatory Airline Terminal Rate	[A]	\$53.88	\$60.16	\$48.90
<u>Joint Use Space (s.f.):</u>				
Baggage Make-Up	[B1]	3,192	3,192	3,192
Baggage Claim	[B2]	4,124	4,124	4,124
Gates 1-3 Holdroom	[C1]	8,517	8,517	8,517
Gates 4-7 Holdroom	[C2]	6,751	6,751	6,751
Gates 4-7 Secure Enplanement Corridor	[C23]	3,421	3,421	3,421
Joint Use Space		26,005	26,005	26,005
Baggage Make-Up & Claim Requirement	[D=A*(B1+B2)]	\$394,175	\$440,152	\$357,780
Gate Areas Requirement	[E=A*(C1+C2+C3)]	1,006,934	1,124,384	913,962
Total Joint Use Requirement	[G=D+E+F]	\$1,401,109	\$1,564,536	\$1,271,742
<u>Baggage Make-Up & Claim:</u>				
Baggage Make-Up & Claim Requirement (85%)	[H=D*0.85]]	\$335,048	\$374,129	\$304,113
Checked Bags	[I]	351,040	380,119	270,750
Baggage Make-Up & Claim Fee (per bag)	[J=H/I]	\$0.95	\$0.98	\$1.12
Baggage Make-Up & Claim Requirement (15%)	[K=D*0.15]	\$59,126	\$66,023	\$53,667
Number of Airlines	[L]	5	5	4
Baggage Make-Up & Claim Fee (per airline)	[M=K/L]	\$11,825	\$13,205	\$13,417
<u>Gate Area:</u>				
Gate Area Requirement (85%)	[N=E*85%]	\$855,894	\$955,726	\$776,868
Enplaned Passengers	[O]	640,000	866,000	866,000
Gate Area Charge per (enplaned pax)	[P=N/O]	\$1.34	\$1.10	\$0.90
Gate Area Requirement (15%)	[Q=E*15%]	\$151,040	\$168,658	\$137,094
Number of Airlines	[L]	5	5	4
Gate Area Fee (per airline)	[R=Q/L]	\$30,208	\$33,732	\$34,274
Total Joint Use Revenue	[G]	\$1,401,109	\$1,564,536	\$1,271,742

Note: Amounts may not add due to rounding.

Source: Airport management records

Compiled by Trillion Aviation, February 2018 (Updated June 2018, February 2019)

Table 6C**TICKET COUNTER & QUEUE FEES (UNASSIGNED)**

(Fiscal Years Ending June 30)

		Budget		
		2020	2021	2022
Adjusted Signatory Airline Terminal Rate	[A]	\$53.88	\$60.16	\$48.90
<u>Ticket Counter and Queue Space (s.f.):</u>				
Ticket Counter		1,731	1,731	1,731
Queue Space		2,865	2,865	2,865
Ticket Counter and Queue Space	[B]	4,596	4,596	4,596
Ticket Counter and Queue Space Requirement	[C=A*B]	\$247,625	\$276,509	\$224,762
AirIT Landside Expenses	[D]	16,463	16,463	16,463
Ticket Counter and Queue Requirement	[E=C+D]	\$264,088	\$292,972	\$241,225
Enplaned Passengers	[F]	640,000	866,000	595,000
Ticket Counter & Queue Fee (unassigned)	[G=E/F]	\$0.41	\$0.34	\$0.41
Enplaned Passenger Use	[H]	240,000	0	0
Ticket Counter & Queue Fees (unassigned)	[I=G*H]	\$99,033	\$0	\$0

Note: Amounts may not add due to rounding.

Source: Airport management records

Compiled by Trillion Aviation, February 2018 (Updated June 2018, February 2019)

Table 7**PASSENGER-RELATED SECURITY CHARGE**

(Fiscal Years Ending June 30)

		Budget		
		2020	2021	2022
Personnel-Related Security Cost	[A]	\$1,593,131	\$1,700,149	\$1,639,833
<u>Officer Deployment Hours:</u>				
Total Hours (18 Officers at 42 hrs/week; 2 officers at 40 hrs/week)		2,172	2,174	2,174
Holiday (11 Holidays)		(176)	(198)	(198)
Vacation (12 Days)		(192)	(216)	(216)
Training (8 hrs per month per officer)		(128)	(144)	(144)
Sick Leave (12 Days Allowed; 9 Days Average Used)		(144)	(162)	(162)
Available Hours/Officer	[B]	1,532	1,454	1,454
Number of Officers	[C]	18	20	20
Total Available Hours	[D=B*C]	27,584	29,072	29,072
Less: Admin Hours Total	[E]	(2,592)	(2,880)	(2,880)
Total Officer Deployment Hours	[F=D-E]	24,992	26,192	26,192
Personnel-Related Security Cost per Hour	[G=A/F]	\$63.75	\$64.91	\$62.61
<u>Passenger-Related Security Charge:</u>				
Terminal Airlines (18 hrs/day Security Checkpoint)		\$418,809	\$426,465	\$411,336
Less: TSA Reimbursement		(116,800)	(116,800)	(116,800)
Net Personnel-Related Costs	[H]	\$302,009	\$309,665	\$294,536
TSA Passenger Security Screening Space (s.f.)	[I]	2,210	4,891	4,891
Terminal Rental Rate	[J]	\$53.88	\$60.16	\$48.90
Security Checkpoint Space Costs	[K=I*J]	\$119,071	\$294,257	\$239,188
Passenger-Related Security Charges	[L=H+K]	\$421,080	\$603,922	\$533,724
Enplaned Passengers	[M]	640,000	866,000	595,000
Passenger-Related Security Charges per Enplaned Passenger	[N=L/M]	\$0.66	\$0.70	\$0.90
Passenger-Related Security Charges	[O=M*N]	\$421,080	\$603,922	\$533,724

Note: Amounts may not add due to rounding.

Source: Airport management records

Compiled by Trillion Aviation, February 2018 (Updated June 2018, February 2019)

Table 8**COST PER ENPLANED PASSENGER**

(Fiscal Years Ending June 30)

		Budget		
		2020	2021	2022
<u>Airline Revenue:</u>				
Terminal Rentals		\$1,880,411	\$2,099,745	\$1,672,068
Loading Bridge Fees		77,250	100,000	81,955
Landing Fees		1,059,511	1,558,434	1,219,499
Unassigned Ticket Counter Charges		99,033	0	0
Passenger Related Security Charges		421,080	603,922	533,724
Checkpoint Lane Fee		0	0	0
Deicing Chemicals		72,141	74,305	76,535
Total	[A]	\$3,609,427	\$4,436,406	\$3,583,779
Enplaned Passengers	[B]	640,000	866,000	595,000
Cost Per Enplaned Passenger	[C=A/B]	\$5.64	\$5.12	\$6.02

Note: Amounts may not add due to rounding.

Source: Airport management records

Compiled by Trillion Aviation, February 2018 (Updated June 2018, February 2019)

Table 9**PER TURN FEE FOR MARKET SHARE EXEMPT CARRIERS**

(Fiscal Years Ending June 30)

		Budget		
		2020	2021	2022
<u>Per Turn Requirement:</u>				
Joint Use Cost ¹		\$1,401,109	\$1,564,536	\$1,271,742
Loading Bridge Cost		77,250	100,000	81,955
Unassigned Ticket Counter Cost		264,088	292,972	241,225
Passenger Related Security Charge Cost		421,080	603,922	533,724
Deicing Chemicals Cost		72,141	74,305	76,535
Total	[A]	\$2,235,669	\$2,635,735	\$2,205,179
Total Departures	[B]	8,400	10,222	8,361
Average Per Turn Cost	[C=A/B]	\$266.15	\$257.85	\$263.75
Per Turn Fee for Exempt Carriers (0-70 seats)	[D=C*105%]	\$279.00	\$322.00	\$277.00
Per Turn Fee for Exempt Carriers (71-135 seats)	[E=C*125%]	\$333.00	\$361.00	\$330.00
Per Turn Fee for Exempt Carriers (136+ seats)	[F=C*140%]	\$373.00	\$387.00	\$369.00

Note: Amounts may not add due to rounding.

¹ Includes the cost of baggage areas and gate areas.

Source: Airport management records

Compiled by Trillion Aviation, February 2018 (Updated June 2018, February 2019)



MEMORANDUM

TO: Members of the Airport Authority

FROM: Janet Burnette, Director of Finance and Accounting

DATE: March 12, 2021

ITEM DESCRIPTION – New Business Item B

Approval of the Authority's Preliminary Fiscal Year 2021/2022 Budget

BACKGROUND

Airport staff is requesting that the Authority Board approve the Proposed Preliminary Fiscal Year 2021/2022 Budget and allow the budget to remain available for public inspection for a minimum of 10 days. The Fiscal Year 2021/2022 Budget will then be presented to the Authority Board for final adoption at its next scheduled meeting.

ISSUES

None.

ALTERNATIVES

None recommended.

FISCAL IMPACT

No fiscal impact until adopted.

RECOMMENDED ACTION

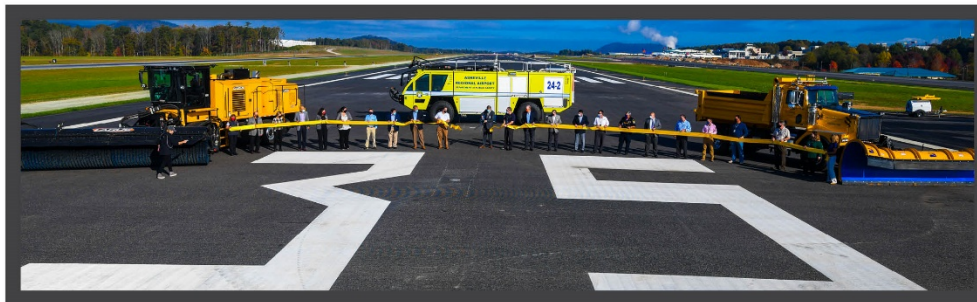
It is respectfully requested that the Airport Authority Board resolve to (1) approve the Proposed Preliminary Fiscal Year 2021/2022 Budget; and (2) accept public comment on the Proposed Fiscal Year 2021/2022 Budget during the next 10 days.



PROPOSED 2021/2022 BUDGET

Greater Asheville Regional Airport Authority


February 5, 2021




Agenda

 **General Statistics**

 **Proposed FY 2021/2022 Operating Budget**

 **Proposed FY 2021/2022 Capital Budget**

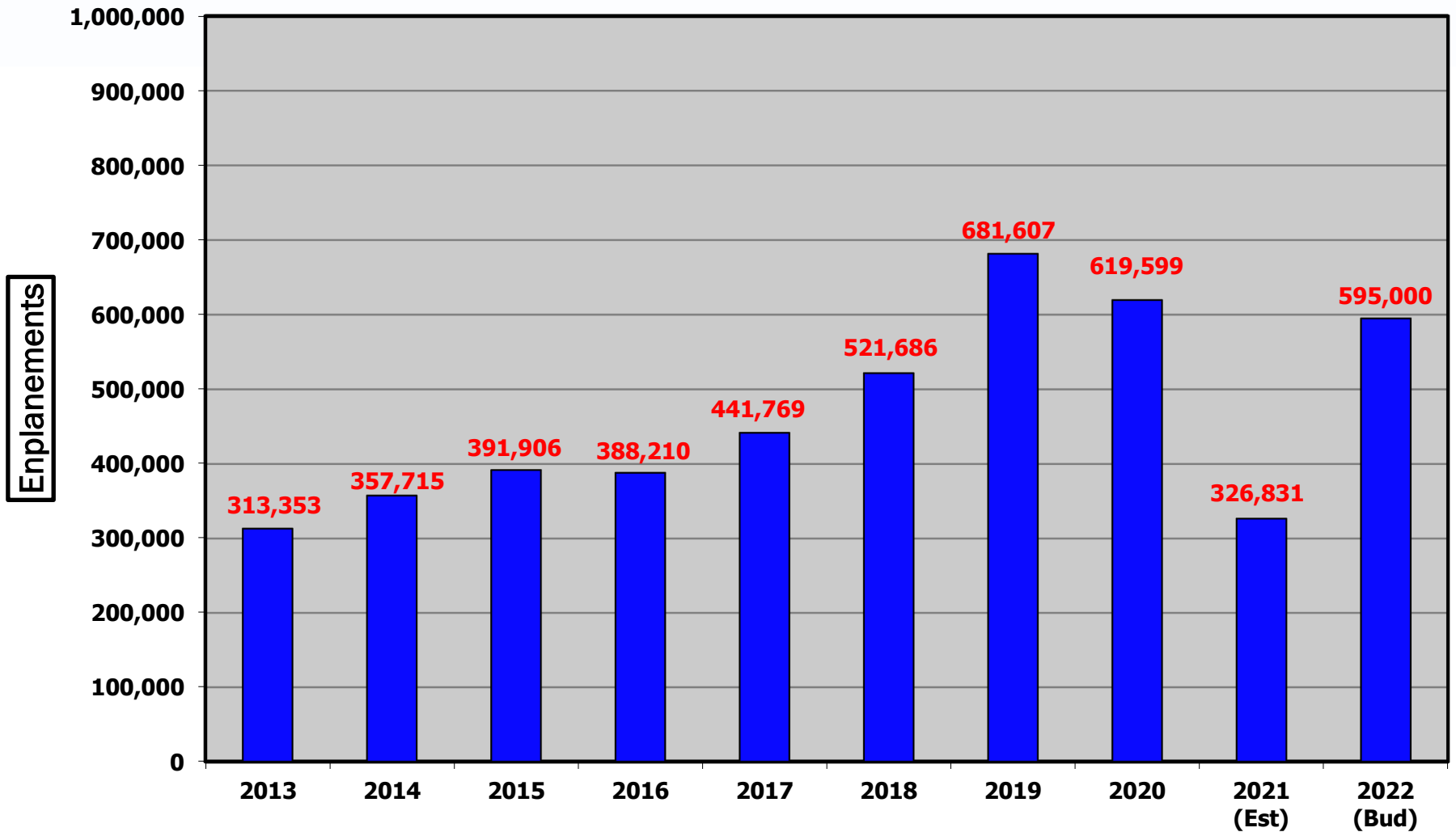
 **Proposed FY 2021/2022 Reserve Funds**

 **Proposed FY 2021/2022 Estimated Cash Balance**

 **Proposed FY 2021/2022 Supplemental Fees**

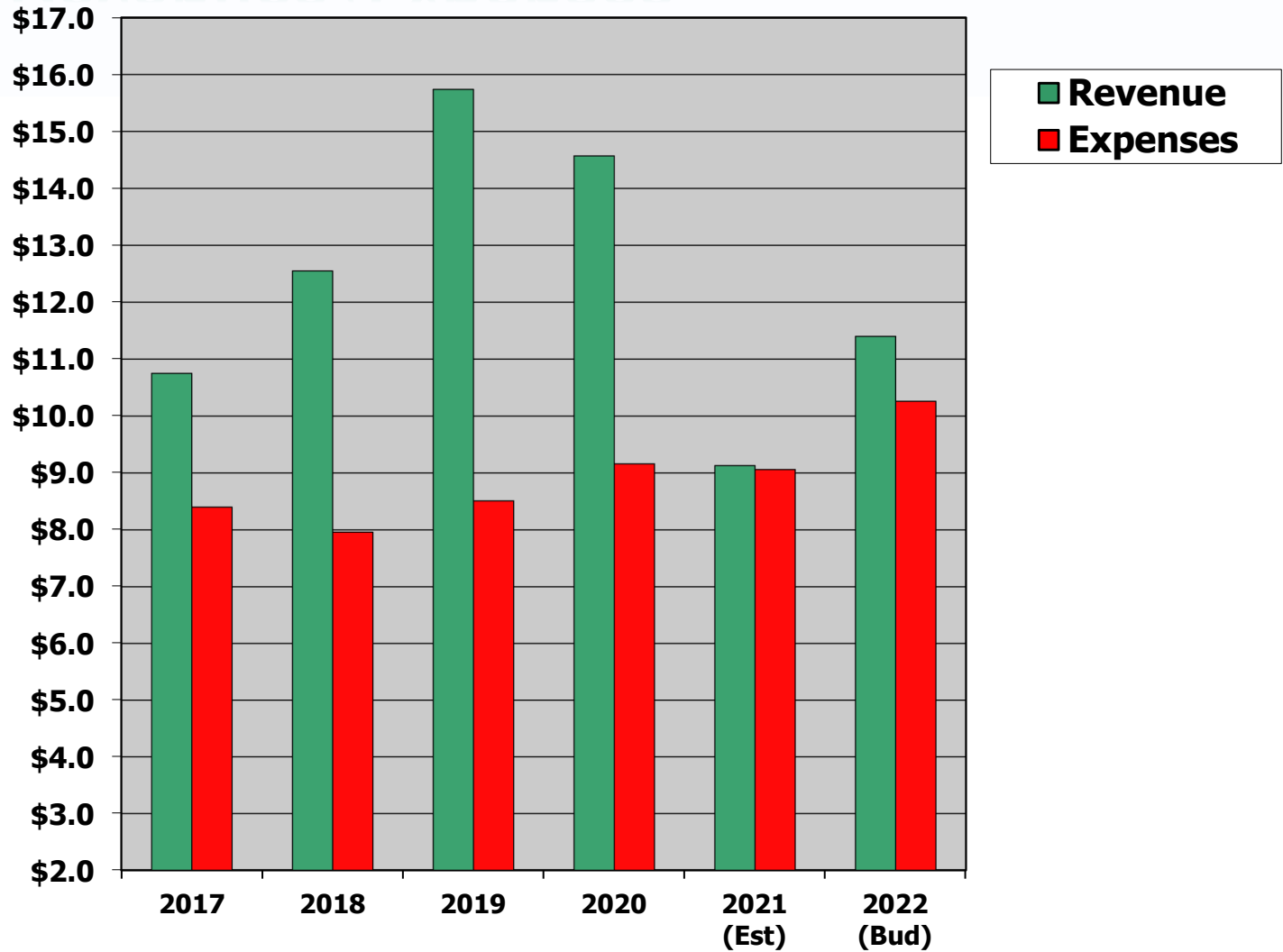
 **Questions and Comments**

Passenger Traffic

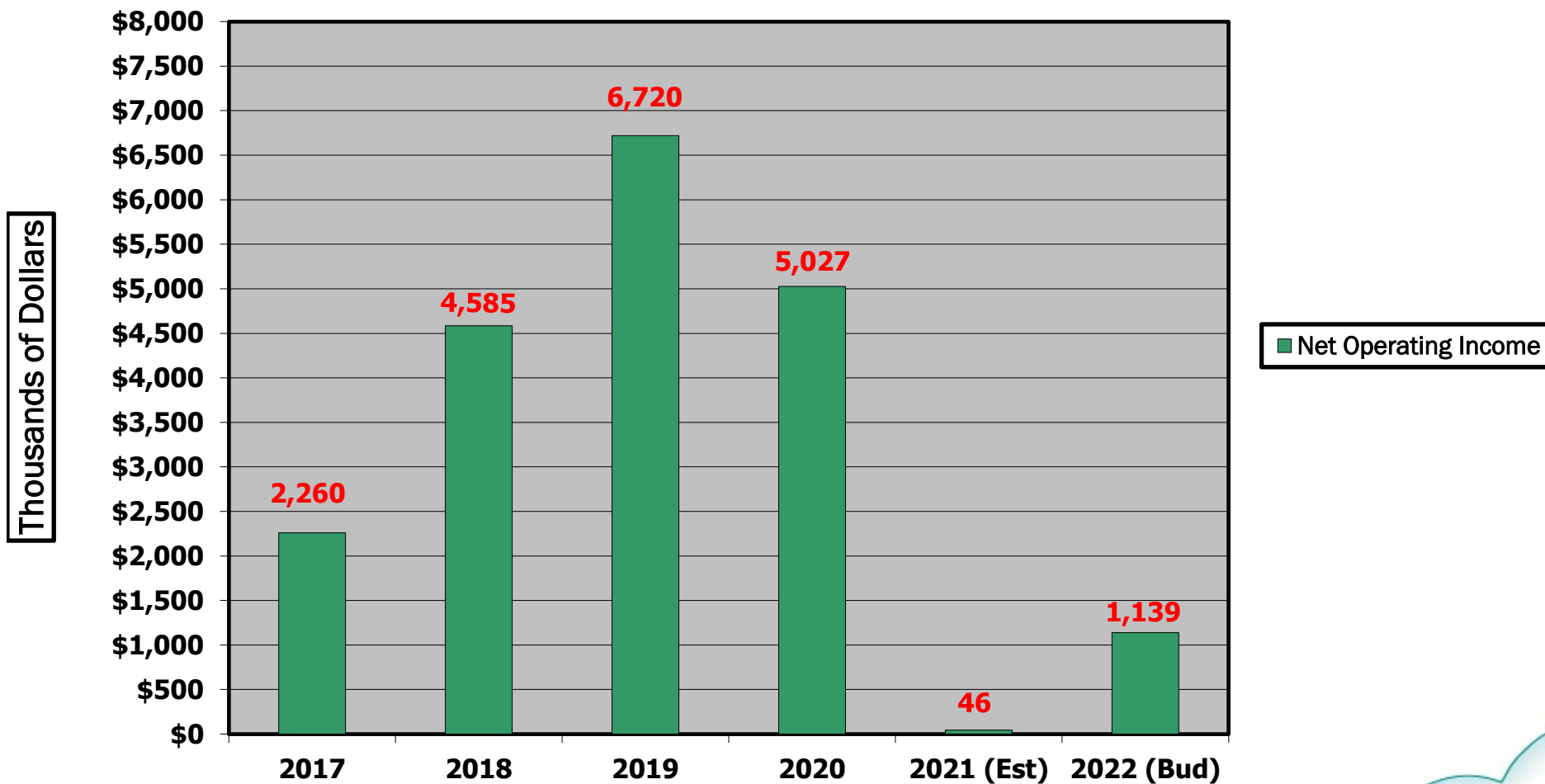


Operating Revenues/Expenses

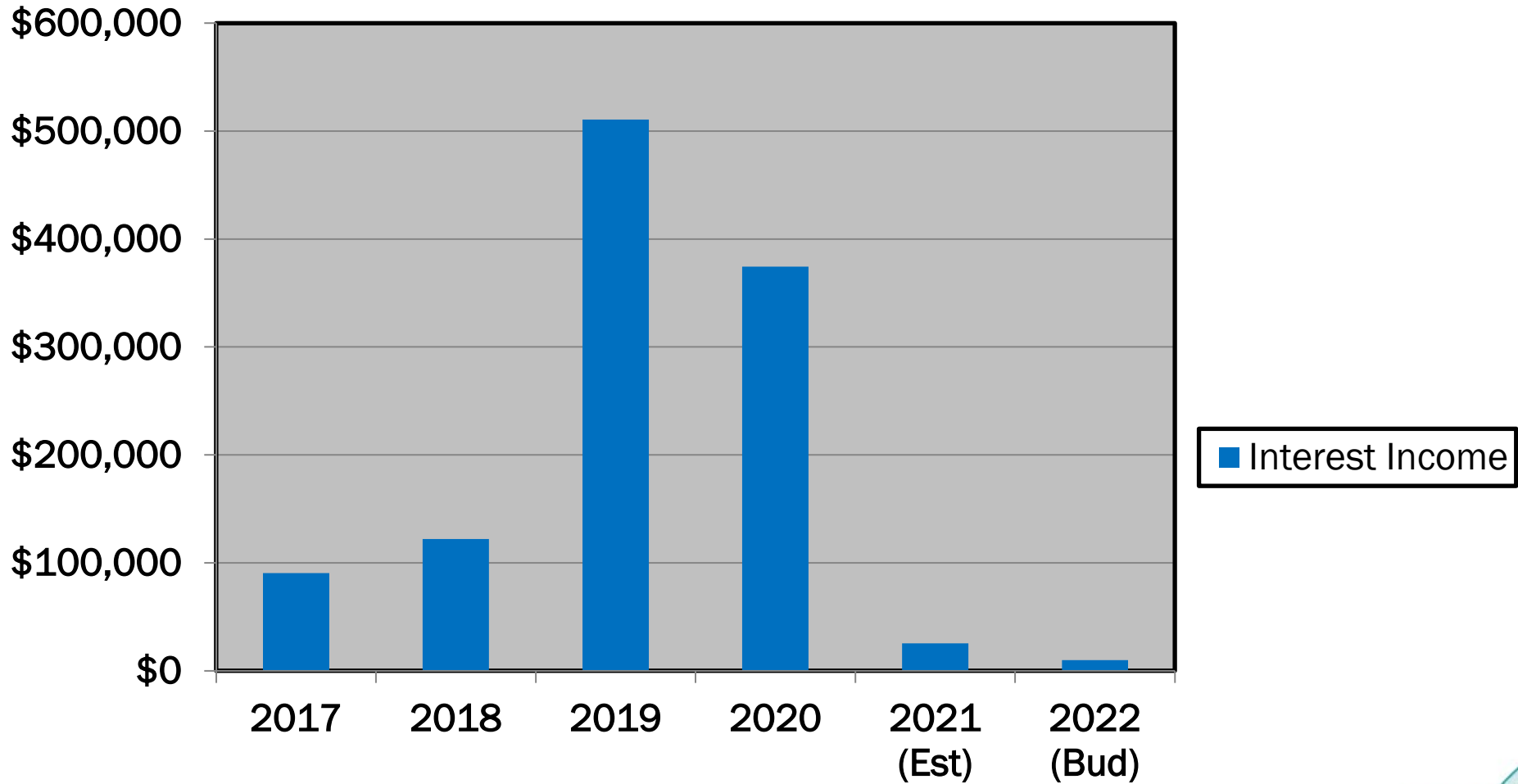
Millions of Dollars



Net Operating Income



Interest Income



Proposed Operating Budget

Basic Operating Budget Assumptions

OPERATING REVENUES:

- **Passenger enplanements – 595,000**
- **Airline revenue is conservative using the rates by ordinance model.**
- **Ground transportation revenue decrease due decrease in enplanements.**
- **Rental car revenue decrease as result of decrease in enplanements and waiver of minimum annual guarantee.**
- **Food and Beverage revenue decrease due to decrease in enplanements.**
- **Airline landing fees and security fees increase due to rate increase.**
- **Building leases increase due to new leases with Allegiant.**

Basic Operating Budget Assumptions (cont'd)

OPERATING EXPENSES:

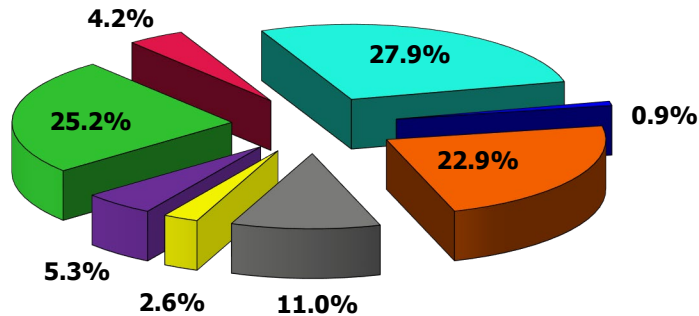
- **Salary adjustment pool budgeted at 2.0%, with anticipation of 2.0% salary increases.**
- **Increase in personnel services due to addition of 1 FTE.**
- **Decrease in professional services due to limited new service agreements.**
- **Decrease in contractual services due to reduction in parking management contract.**
- **Decrease in insurance due to current year payment of pollution liability coverage.**
- **Decrease in repairs and maintenance due to plan to delay repairs.**

Proposed Operating Budget

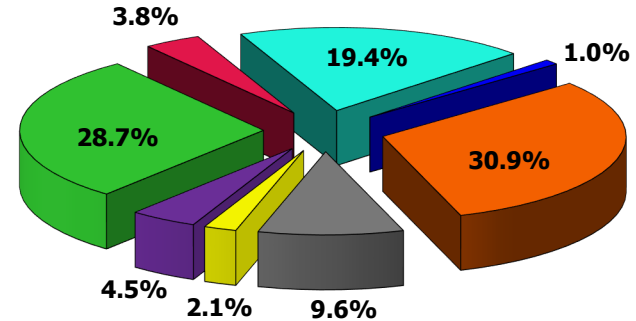
	Budget Amounts			Percent Change
	FY2020/2021	FY2021/2022	Difference	
<u>Revenues</u>				
Operating Revenues	\$11,306,653	\$11,394,636	\$ 87,983	0.8%
Investment Income	100,000	10,000	(90,000)	-90.0%
Total Operating & Investment Revenues	11,406,653	11,404,636	(2,017)	-0.0%
<u>Expenses</u>				
Operating Expenses	11,042,016	10,255,837	(786,179)	-7.1%
Total Operating Expenses	11,042,016	10,255,837	(786,179)	-7.1%
Net Operating & Investment Income	\$ 364,637	\$ 1,148,799	\$ 784,162	215.1%

Sources of Operating Revenue

FY 2021 (Est)



FY 2022 (Bud)

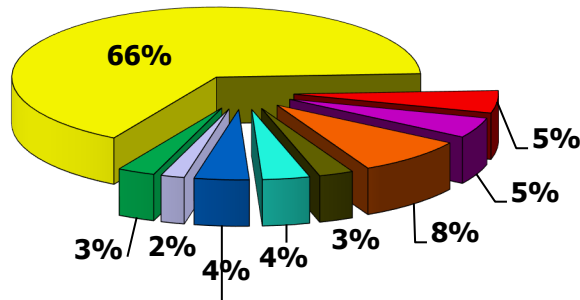


- | | |
|----------------------|--------------------------|
| ■ Airline - 25.2% | ■ Concession - 4.2% |
| ■ Rental Car - 27.9% | ■ Ground Transp - 0.9% |
| ■ Parking - 22.9% | ■ FBO - 11.0% |
| ■ Other - 2.6% | ■ Building & Land - 5.3% |

- | | |
|----------------------|--------------------------|
| ■ Airline - 28.7% | ■ Concession - 3.8% |
| ■ Rental Car - 19.4% | ■ Ground Transp - 1.0% |
| ■ Parking - 30.9% | ■ FBO - 9.6% |
| ■ Other - 2.1% | ■ Building & Land - 4.5% |

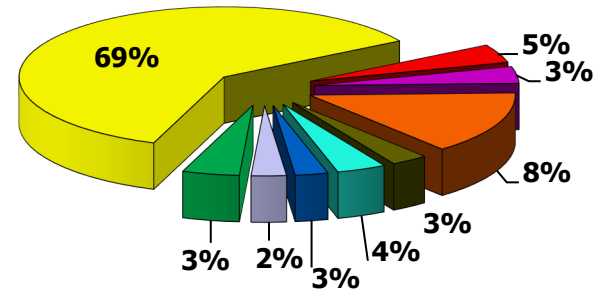
Operating Expenses by Category

FY 2021 (Est)



- Salaries/Benefits- 66%
- Utilities - 5%
- Professional Serv - 5%
- Contractual Serv - 8%
- Repairs/Maint - 3%
- Supplies - 4%
- Insurance - 4%
- Promotional Activ - 2%
- Other - 3%

FY 2022 (Bud)

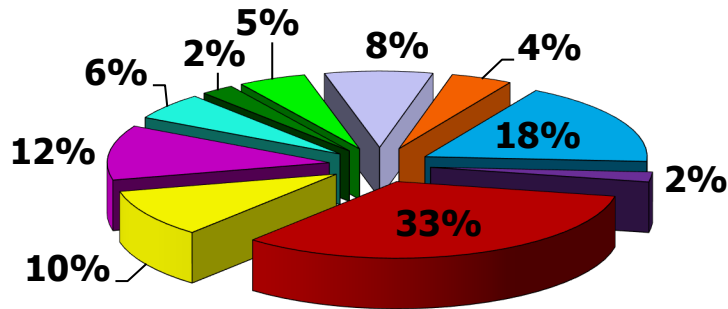


- Salaries/Benefits- 69%
- Utilities - 5%
- Professional Serv - 3%
- Contractual Serv - 8%
- Repairs/Maint - 3%
- Supplies - 4%
- Insurance - 3%
- Promotional Activ - 2%
- Other - 3%



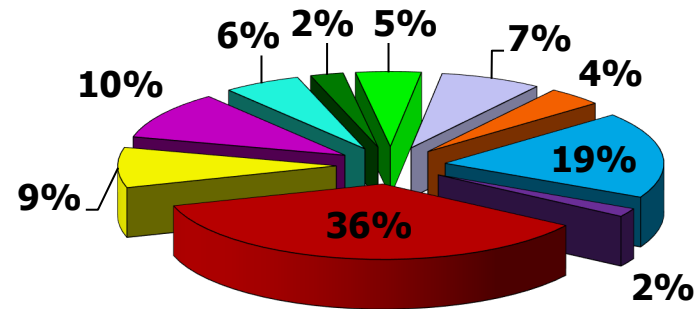
Operating Expenses By Department

FY 2021 (Est)



- Public Safety - 18%
- Properties & Contracts - 2%
- Ops & Maintenance - 33%
- Executive - 10%
- Information Technology - 12%
- Marketing & PR - 6%
- Guest Services - 2%
- Finance - 5%
- Administration - 8%
- Planning - 4%

FY 2022 (Bud)



- Public Safety - 19%
- Properties & Contracts - 2%
- Ops & Maintenance - 36%
- Executive - 9%
- Information Technology - 10%
- Marketing & PR - 6%
- Guest Services - 2%
- Finance - 5%
- Administration - 7%
- Planning - 4%

Proposed Capital Budget

Proposed Capital Budget

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
CAPITAL BUDGET
FISCAL YEAR 2021/2022**

Description	Total	Funding Source				
		FAA- AIP Entitlements	FAA- AIP Discretionary	NCDOT Grants	Currently Approved PFCs	Airport Funds
<u>Capital Improvements (1)</u>						
Fuel Farm Perimeter Road	\$ 250,000					\$ 250,000
Total Capital Improvements	\$ 250,000					\$ 250,000

(1) All purchases of Capital Improvements will be presented to the Authority Board for final approval before implementation unless otherwise authorized by the Authority Board.

Proposed Capital Budget (cont'd)

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
CAPITAL BUDGET
FISCAL YEAR 2021/2022**

Description	Total	Funding Source				
		FAA-AIP Entitlements	FAA-AIP Discretionary	NCDOT Grants	Currently Approved PFCs	Airport Funds
Renewal and Replacement						
Roof Repair	40,000					40,000
Total Renewal and Replacement	40,000					40,000
Total	\$ 40,000					\$ 40,000



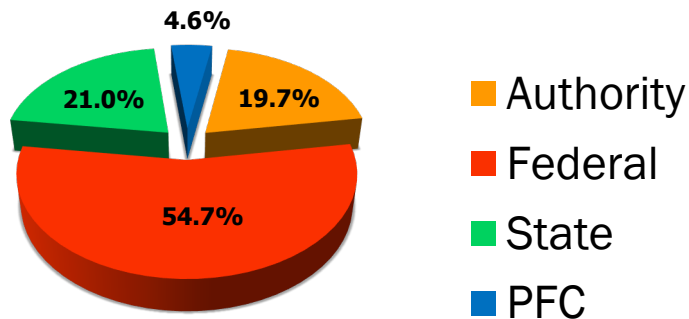
Carry-Over Capital Projects

Description	Amount	Estimated Spending Through	Estimated Balance to	FAA-AIP	NC DOT	PFCs Currently	Airport
	Authorized	6/30/2021	Carryover	Grants	Grants	Approved	Funds
Terminal Rehab/Expansion-P1	25,000,000	- 7,200,000	17,800,000	5,200,000		1,675,000	10,925,000
Airfield Redevelopment-Bid Package 4	46,816,813	45,000,000	1,816,813	1,816,813			
Air Traffic Control Tower - Design	5,000,000	1,000,000	4,000,000		4,000,000		
Storm Water Improvements	800,000		800,000				800,000
TOTAL CARRYOVER	\$ 77,616,813	\$ 53,200,000	\$ 24,416,813	\$7,016,813	4,000,000	\$ 1,675,000	\$11,725,000

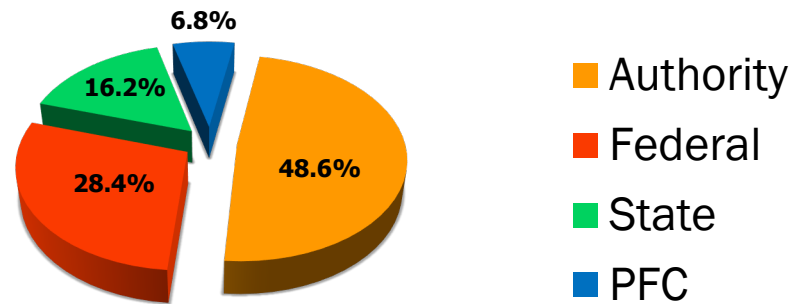
Represents current estimated amounts. Related contracts requiring Board approval will be presented to the Board before implementation.

Capital Funding Sources

FY 2021 (Est)



FY 2022 (Bud)



Authority's Contribution - \$8,514,970

Authority's Contribution - \$12,015,000

Reserve Funds

Operations & Maintenance Reserve

- **Description and Justification**
 - Established to cover fluctuations in cash flow and provide quick access to additional operational cash.
- **Equivalent to 6 months of budgeted FY 2021/2022 operating expenses.**
 - \$5,127,919 for FY 2021/2022

Emergency Repair Reserve

- **Description and Justification**
 - Established to cover emergency repairs and provide ready access to the required cash.
- **\$650,000 for FY 2021/2022**

Estimated Cash Balance

Cash Balance

	<u>Amount</u>	
Estimated Cash & Investment Balance at June 30, 2021		\$ 10,000,000
Plus: Net Operating & Investment Revenues		1,148,799
Less Other Costs:		
Business Development Costs	(300,000)	
Contingency	(100,000)	
Debt Service	<u>(1,689,530)</u>	(2,089,530)
Plus Non-Operating Revenues:		
CARES Funding	2,200,000	
Passenger Facility Charges	2,250,000	
Customer Facility Charges	<u>1,400,000</u>	5,850,000
Plus Capital Contributions:		
Federal Grants - AIP	7,016,813	
NC DOT Grants	<u>4,000,000</u>	11,016,813

Cash Balance (cont'd)

Less Capital Costs:

Capital Improvements	(250,000)	
Equipment and Small Capital Outlay Fund	0	
Renewal and Replacements	(40,000)	
Carryover Projects From FY2021	<u>(24,416,813)</u>	(24,706,813)

Estimated Cash & Investment Balance at June 30, 2022		<u>1,219,269</u>
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Estimated Restricted Cash at June 30, 2022		8,000,000
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Reserves:

Operations & Maintenance Reserve (6 Months)		5,127,919
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Emergency Repair Reserve		650,000
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Estimated Unrestricted Undesignated Cash & Investments at June 30, 2022		<u>\$(12,558,650)*</u>
--	--	-------------------------------

*Deficit cash balance is a result of projected expenditures for the terminal rehabilitation/expansion and ATC tower design totaling \$25,000,000. At this time, staff has not confirmed funding sources for these projects, but anticipate bond funding, a TIFIA loan, as well as federal and state grant funding. Once sources are determined, the estimated cash balance at June 30, 2022 will be revised to reflect a positive balance.

Supplemental Fees

Proposed FY 2021/2022 Fees

	FY 2020/2021 Current Fees			FY 2021/2022 Proposed Fees		
	Cost		Per	Cost		Per
Maintenance						
Scissor Lift	\$	100.00	day	\$	100.00	day
Large ADA Ramp Rental	\$	100.00	use	\$	100.00	use
Air Stair Rental	\$	100.00	use	\$	100.00	use
Volvo Wheel Loader	\$	150.00	use	\$	150.00	use
Fork-lift	\$	100.00	use	\$	100.00	use
Pallet Jack	\$	50.00	use	\$	50.00	use
Tenant Sweeper	\$	125.00	hour	\$	125.00	hour
Service Truck	\$	50.00	hour	\$	50.00	hour
Backhoe	\$	100.00	hour	\$	100.00	hour
Lighted X	\$	200.00	day	\$	200.00	day
Light Tower	\$	150.00	day	\$	150.00	day
Paint Stripper	\$	100.00	hour	\$	100.00	hour
Large Aircraft Removal Dolly	\$	200.00	day	\$	200.00	day
Small Aircraft Removal Dolly	\$	100.00	day	\$	100.00	day
Aircraft Jack	\$	100.00	use	\$	100.00	use
Cores	\$	40.00	each	\$	40.00	each
Keys	\$	12.00	each	\$	12.00	each
Large Dump Truck	\$	200.00	hour	\$	200.00	hour
Small Broom	\$	200.00	hour	\$	200.00	hour
Large Broom	\$	300.00	hour	\$	300.00	hour
Pressure Washer	\$	125.00	hour	\$	125.00	hour
Maintenance Labor Rate (1)	\$	60.00	hour	\$	65.00	hour
Security Escort Rate (1)	\$	60.00	hour	\$	65.00	hour

Proposed FY 2021/2022 Fees (cont'd)

	FY 2020/2021 Current Fees		FY 2021/2022 Proposed Fees	
	Cost	Per	Cost	Per
<u>Department of Public Safety</u>				
ARFF Apparatus for 1500 gal. or greater	\$ 250.00	hour	\$ 250.00	hour
ARFF Apparatus for less than 1500 gal.	\$ 150.00	hour	\$ 150.00	hour
Command, Police, and Ops support vehicles	\$ 100.00	hour	\$ 100.00	hour
Aircraft recover dolly	\$ 150.00	day	\$ 150.00	day
Maintenance Labor Rate (1)	\$ 45.00	hour	\$ 65.00	hour
Mutual Aid Agencies collected on their behalf		as incurred		as incurred
Replacement charges for AVL equipment/supplies		as incurred		as incurred
<u>Information Technology (IT) Department</u>				
IT Labor Rate - Non-Network (1)	\$ 60.00	hour	\$ 65.00	hour
IT Labor Rate - Network Related (1)	\$ 110.00	hour	\$ 110.00	hour
Dark Fiber per strand per 0-1000 ft	\$ 20.00	month	\$ 20.00	month
Dark Fiber per strand per 0-2000 ft	\$ 22.00	month	\$ 22.00	month
Dark Fiber per strand per 0-3000 ft	\$ 24.00	month	\$ 24.00	month
Telephone Service – Per Telephone Number	\$ 50.00	month	\$ 50.00	month
Fax Service – Per Fax Machine/Phone Number	\$ 22.13	month	\$ 22.13	month
Cisco IP Phone – Model 7911G	\$ 5.67	month	\$ 5.67	month
Cisco IP Phone – Model 7945G	\$ 11.57	month	\$ 11.57	month
Cisco 1 Port Analog Line Converter-ATA186	\$ 4.86	month	\$ 4.86	month
Cisco 2 Port Analog Line Converter VG202	\$ 22.13	month	\$ 22.13	month
AirIT Shared Use Network Charge – Per Airline	\$ 50.00	month	\$ 50.00	month

Notes:

(1) One Hour Minimum, Minimum of 3 hours charged after regular business hours.

Proposed FY 2021/2022 Fees (cont'd)

Identification Badge Fees and Charges	FY 2020/2021 Current Fees		FY 2021/2022 Proposed Fees	
	Cost	Per	Cost	Per
Initial Badge Issuance				
SIDA Badge	\$ 75.00		\$ 80.00	
Non-SIDA Badge	\$ 40.00		\$ 45.00	
Renewal of Badge				
SIDA Badge	\$ 75.00		\$ 80.00	
Non-SIDA Badge	\$ 40.00		\$ 45.00	
Lost Badge Replacement				
SIDA Badge (4)	\$ 85.00 / \$ 100.00		\$ 90.00 / \$ 105.00	
Non-SIDA Badge (5)	\$ 60.00 / \$ 75.00		\$ 65.00 / \$ 80.00	
Damaged Badge				
SIDA Badge (6)	\$ 40.00 / \$ 50.00	-	\$ 45.00/\$ 55.00	
Non-SIDA Badge (6)	\$ 40.00 / \$ 50.00	-	\$ 45.00/\$ 55.00	
Security Escort Training	\$ 40.00		\$ 60.00	
Lock-out Service	\$ 40.00		\$ 60.00	

Notes:

(4) \$90.00 for the first replacement badge, \$105.00 for the second replacement badge.

(5) \$65.00 for the first replacement badge, \$80.00 for the second replacement badge.

(6) \$45.00 for a damaged badge, \$55.00 if badge damaged due to negligence.

Proposed FY 2021/2022 Fees (cont'd)

	FY 2020/2021 Current Fees			FY 2021/2022 Proposed Fees		
	Cost		Per	Cost		Per
Parking						
Daily	\$	2.00	hour	\$	2.00	hour
	\$	9.00	day	\$	10.00	day
	\$	54.00	week	\$	60.00	week
Parking Garage	\$	2.00	hour	\$	2.00	hour
	\$	12.00	day	\$	13.00	day
	\$	72.00	week	\$	78.00	week
Hourly	\$	1.00	1/2 hour	\$	1.00	1/2 hour
	\$	25.00	day	\$	25.00	day
Employee Parking Rate		\$ 60 / \$ 50	new/renewal		\$ 70 / \$ 60	new/renewal
Commuter Parking Rate		\$ 290 / \$ 275	new/renewal		\$ 300 / \$ 285	new/renewal
Non-Tenant Aviation Commuter	\$	900.00	annual	\$	900.00	annual
Fines		up to \$1,000	day		up to \$1,000	day
Ground Transportation						
Charter Bus Company (1-2 buses) (8)	\$	1000.00	annual	\$	1000.00	annual
Charter Bus Company (3-4 buses) (8)	\$	2500.00	annual	\$	2500.00	annual
Charter Bus Company (5 or more buses) (8)	\$	4000.00	annual	\$	4000.00	annual
Airport Ground Transportation Permit (9)	\$	50.00	annual	\$	50.00	annual
Airport Ground Transportation Pick-up Fee (9)	\$	2.50	per trip	\$	2.50	per trip
Transp. Network Company (TNC) Pick-up Fee	\$	2.50	per trip	\$	2.50	per trip
Transp. Network Company (TNC) Drop-off Fee	\$.50	per trip	\$.50	per trip
Off-Airport Rental Car Fee		7.50%	of gross revenue		7.50%	of gross revenue

Notes:

- (8) Companies with a vehicle fleet of charter coach vehicles with seating capacity greater than 20 seats.
 (9) All Ground Transportation operators except TNCs and charter bus companies

QUESTIONS?

March 12, 2021

BUDGET MESSAGE

To: Members of the Greater Asheville Regional Airport Authority

From: Lew S. Bleiweis, A.A.E., Executive Director

The attached budget for the fiscal year ending June 30, 2022 has been prepared with special consideration given to the safeguarding of the Greater Asheville Regional Airport Authority's assets and the reliability of the Authority's financial records, while maintaining the flexibility to allow the airport staff the tools to provide outstanding service to our passengers and tenants and the general public.

We are custodians of public funds and public funds should not be convenient to spend. With this in mind, every employee will follow the requirements of the Authority's Policies and Procedures and the approved budget when purchasing goods and services.

The intended goals of the operations set forth in the attached budget are to continue the excellent safety record at the Asheville Regional Airport and to provide the best facilities possible to enhance the growth of the Airport and to thereby benefit the entire community served by the Airport.

The COVID-19 pandemic has severely impacted airline travel for the current fiscal year and as a result, staff revised the operating and capital budgets by reducing many expenses as well as the anticipated reduction in revenue. Looking ahead, we are projecting a modest recovery in the upcoming fiscal year which is reflected in our budget.

The following narrative contains brief explanations and insights related to the preparation of this budget:

ASSUMPTIONS

Based on airline estimates, passenger enplanements are projected to be 595,000 in FY22.

Total revenue is projected at no change over current year revised revenue budget.

Budgeted operating expenses are expected to decrease 7.1%. A salary adjustment pool of 2.0% is budgeted with the anticipation of 2.0% salary increases. One additional staff position is also included.

OPERATING REVENUE

Investment Income:

Funds available for investment will decrease to cover construction costs, so total investment earnings are expected to decrease.

Space Rent-Non Airline:

All line items listed are at the lease rates in effect for the new fiscal year.

Space Rent-Airline:

Airline space rentals are based on the FY21/22 rates.

Concessions:

Revenue from food and beverage sales budgeted to decrease due to slow recovery of enplanements. The other line items are based on current agreements and/or historical averages.

Auto Parking:

Public parking is budgeted with no change due to increased fees but slow enplanement recovery.

Rental Car-Car Rentals:

Rental car concessions budgets are based on amounts in approved agreement.

Rental Car-Facility Rent:

Budget estimates are based on the rental car agreements. The contracts provide that these facility rents be increased annually by the greater of the CPI or 3.5%. The Common Area Maintenance (CAM) fees are based on those included in the Operations Department budget.

Commercial Ground Transportation:

The revenues from ground transportation fees are budgeted to decrease due to the slow enplanement recovery. Employee parking and commuter parking are based on staff estimates including slight rate increases.

Landing Fees:

Landing fees are estimated based on landed weights projected by the airlines. Landing fees are charged based on 1,000 pounds of airlines gross landed weight.

FBOs:

The FBO fees are based on the current agreements with Signature Flight Support.

Building Leases:

All estimates are backed by current leases in place.

Land Leases:

All estimates are backed by current leases in force.

Other Leases/Fees:

LEO services are based on actual hours and the \$20 hourly rate currently contracted with TSA. Airline security fees are budgeted to increase with the budgeted increase in LEO personnel costs. Telecommunication fees are based on estimated tenant usage of Authority provided phone, data and cable service. Other items are estimates based on historical data.

OPERATING EXPENSES**Personnel Services:**

Payroll costs are based on current salaries for all employees, plus estimated longevity bonuses. A salary adjustment pool of 2.0% is budgeted for FY2021/2022, with the anticipation of 2.0% salary increases. Overtime is estimated by department directors based on historical amounts. Benefits are estimated for each benefit type to better manage benefit costs. Total benefits are averaged at approximately 55% of payroll. Budgeted FTEs for FY2021/2022 increase by 1 position.

Professional Services:

Professional services are estimated by staff based on services necessary for continuing operations.

Contractual Services:

Contractual services include the cost of the parking management, maintenance agreements, uniform cleaning services, and other contractual services. Budgeted amounts are estimated based on agreements and/or historical data. Decreases are primarily due to reduction in the parking management contract.

Travel and Training:

The estimate for employee training and various educational conferences has been prepared by each department director using known facts and historical information, but making significant reductions. Much of this budget is due to training which is either required or considered vital for airport management.

Communications and Freight:

Telecommunications and postage expense are estimated by staff using known facts and historical information.

Rents and Leases:

The estimate for rents and leases is based on current copier and postage machine lease agreements.

Insurance:

The costs of most business insurance premiums are expected to increase over current year, but the total insurance cost budgeted has decreased due to the payment of the long-term pollution liability policy in the current year.

Utility Services:

Utility services are estimated based on the latest historical data. Costs have been low due to relatively mild weather.

Repairs and Maintenance:

This line item, the timing and amount of which is always difficult to predict, has been estimated by the Director of Operations and other department heads to account for repairs and maintenance anticipated for FY2021/2022. A decrease is due to the decision to delay some maintenance until revenue improves.

Printing and Binding:

This estimate is based on known needs and historical data.

Promotional Activities:

These activities represent media advertising, community sponsorships, and tenant and employee events, and are based on planned activities for FY2021/2021. This year's budget includes \$25,000 for the Runway 5K, with revenue to offset this cost.

Other Current Charges and Obligation:

This estimate includes bank fees, in-house advertising expenses, legal notices and advertising, and Board meeting expenses. It is estimated based on historical data.

Operating Supplies:

This estimate is prepared by each department director based on known events and historical data.

Books, Publications, Subscriptions, Memberships:

This estimate is prepared by each department director using historical data and known events and facts.

EMERGENCY REPAIR

This is an estimate to cover any unplanned, emergency repairs. The amount is based on historical costs.

CONTINGENCY

This is an estimate to cover any unknown expense. The amount is determined by the Executive Director.

CAPITAL BUDGET

The capital budget items were generated by the department directors and include capital improvement projects in the approved five-year capital improvement plan for FY2021/2022. Many projects are currently being delayed until revenue improves. Explanations and justifications for new capital projects are included on the Capital Budget Request sheets.

Any capital improvement project will be subject to final approval by the Board prior to project initiation, in accordance with the Authority's Policies and Procedures.

DEBT SERVICE

Debt service represents payments required by our bond agreement for the parking garage.

BUSINESS DEVELOPMENT

Business development represents costs to provide incentives for advertising, waiver of fees, etc. to airlines for new air service.

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
2021-2022
BUDGET ORDINANCE**

BE IT ORDAINED by the Greater Asheville Regional Airport Authority that, pursuant to Section 159-13 of the General Statutes of North Carolina, the 2021-2022 Budget Ordinance of the Airport Authority is hereby set forth as follows:

Section 1. The following amounts are hereby appropriated for the operation of the Greater Asheville Regional Airport Authority for the fiscal year beginning July 1, 2021 and ending June 30, 2022 in accordance with the following schedules:

EXPENDITURES

Administration Department	\$ 764,436
Planning Department	420,877
Executive Department	879,416
Finance Department	493,002
Guest Services Department	249,004
Information Technology Department	1,054,256
Marketing Department	585,197
Operations Department	3,678,287
Properties & Contracts	187,915
Public Safety Department	1,893,447
Emergency Repair Costs	50,000
Carry-over Capital Expenditures from Prior Year	24,416,813
Capital Improvement	250,000
Equipment and Small Capital Outlay	-
Renewal and Replacement	40,000
Business Development	300,000
Debt Service	1,689,530
Contingency	100,000
Total Expenditures	<u><u>\$37,052,180</u></u>

Section 2. It is estimated that the following revenues will be available for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

REVENUES

Administration (Interest Income)	\$ 10,000
Terminal	5,019,698
Airfield	1,372,089
General Aviation	1,098,716
Parking Lot	3,630,000
Other	274,133
Passenger Facility Charges	2,250,000
Customer Facility Charges	1,400,000
Federal Grants	7,016,813
NC Department of Transportation Grants	4,000,000
Transfer from GARAA Cash/Investments	10,980,731
Total Revenues	<u><u>\$37,052,180</u></u>

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

- a. He may transfer amounts between line item expenditures within a budget ordinance line item without limitation and without a report being required. These changes should not result in increased recurring obligations such as salaries.
- b. He may transfer amounts up to \$60,000 from contingency appropriations to other budget ordinance line items within the same fund. He must make an official report on such transfers at the next regular meeting of the board.

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

Section 5. This ordinance shall become effective on July 1, 2021.

Adopted this ____ day of April, 2021

Matthew C. Burrell, Chair

Attested by:

Ellen Heywood, Clerk to the Board

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
OPERATING SUMMARY
FY 2021/2022 BUDGET**

	Budget Amounts			Percent Change
	FY2020/2021	FY2021/2022	Difference	
<u>Revenues</u>				
Operating Revenues	\$ 11,306,653	\$ 11,394,636	\$ 87,983	0.8%
Investment Income	100,000	10,000	\$ (90,000)	-90.0%
Total Operating & Investment Revenues	11,406,653	11,404,636	(2,017)	0.0%
<u>Expenses</u>				
Operating Expenses	11,042,016	10,255,837	\$ (786,179)	-7.1%
Total Operating Expenses	11,042,016	10,255,837	(786,179)	-7.1%
Net Operating & Investment Income	\$ 364,637	\$ 1,148,799	\$ 784,162	215.1%

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
REVENUE BUDGET ANALYSIS FOR FISCAL YEAR 2021-2022

Revenue Sources	Historical, Actual Revenue			FY 2020-2021			Proposed Budget Fiscal Year 2021-2022	Difference Est FY20-21 To Budget FY21-22	Difference Bud FY20-21 To Budget FY21-22	% Change Bud FY20-21 To Budget FY21-22
	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021 Budget	FYTD Actual Revenue 12/31/20	5 Projection for Full Fiscal Year				
Investment Income										
Interest Income	\$ 122,155	\$ 510,562	\$ 374,504	100,000	\$ 13,469	\$ 25,413	10,000	(15,413)	(90,000)	-90.0%
Total Investment Income	122,155	510,562	374,504	100,000	13,469	25,413	10,000	(15,413)	(90,000)	-90.0%
Terminal Space Rentals - Non-Airline										
FAA Tower Rent	160,151	148,760	163,013	166,274	82,727	\$ 166,274	167,093	819	819	0.5%
TSA Space	86,306	88,032	89,793	91,589	45,417	\$ 91,589	93,420	1,831	1,831	2.0%
American Tower Corp	-	2,400	2,879	3,140	1,594	3,211	3,234	24	94	0.0%
Federal Express	60	100	60	60	-	60	60	-	-	0.0%
Total Terminal Space Rentals - Non-Airline	246,517	239,292	255,745	261,063	129,738	261,134	263,807	2,674	2,744	1.1%
Terminal Space Rentals - Airline										
Terminal Rental - Departures	(15,913)	-	-	-	-	-	-	-	-	0.0%
Terminal Rental - Enplanements	(24,955)	-	-	-	-	-	-	-	-	0.0%
Loading Bridge Fees (includes FGP & PC Air)	73,795	82,595	79,322	54,786	29,633	\$ 55,911	81,938	26,026	27,152	49.6%
Gate Area (per enplanement)	858,986	911,418	776,506	657,458	240,874	\$ 454,479	535,500	81,021	(121,958)	-18.5%
Gate Area (per airline)	125,048	132,631	120,832	151,040	60,416	\$ 120,832	137,096	16,264	(13,944)	-9.2%
Bag Makeup (per bag)	342,630	307,243	267,053	215,302	74,476	\$ 140,521	303,240	162,719	87,938	40.8%
Bag Makeup (per airline)	48,952	58,605	47,300	59,125	23,650	\$ 47,300	53,668	6,368	(5,457)	-9.2%
American (Counter/Office/Queue)	90,035	101,217	123,762	123,762	61,881	\$ 123,762	112,323	(11,439)	(11,439)	-9.2%
Delta Air Lines (Counter/Office/Queue)	109,439	120,927	140,573	140,573	70,287	\$ 140,574	127,580	(12,994)	(12,993)	-9.2%
United/SkyWest/Continental (Counter/Office/Queue)	69,442	73,836	85,831	85,831	42,916	\$ 85,832	77,898	(7,934)	(7,933)	-9.2%
Allegiant (Counter/Office/Queue)	37,160	79,849	71,714	71,714	35,857	\$ 71,714	74,621	2,907	2,907	4.1%
Spirit			39,957	24,381	(2,438)	\$ (2,438)	-	2,438	(24,381)	0.0%
Worldwide (Office)	6,117	7,277	8,675	8,675	4,337	\$ 8,674	7,873	(801)	(802)	-9.2%
Common Use (Counter/Queue)	72,634	-	-	-	-	-	-	-	-	0.0%
Checkpoint Lane Fees		57,533	-	-	-	-	-	-	-	0.0%
Turn Fees-Non-Scheduled Airlines	21,725	30,936	105,229	36,181	837	\$ 1,579	-	(1,579)	(36,181)	0.0%
Airline Waived Fees	(22,794)	(28,757)	(16,038)	-	(22,028)	\$ (22,028)	-	22,028	-	0.0%
Total Terminal Space Rentals - Airline	1,792,301	1,935,309	1,850,716	1,628,828	620,698	1,226,713	1,511,737	285,025	(117,091)	-7.2%
Concessions										
Food & Beverage, Gift, Info	242,615	344,086	318,253	271,943	73,922	\$ 139,476	200,000	60,524	(71,943)	-26.5%
Advertising	327,708	342,920	324,095	221,195	99,144	\$ 187,064	200,000	12,936	(21,195)	-9.6%
Brochure Sales	41,590	30,073	42,282	20,396	24,660	\$ 46,528	27,000	(19,528)	6,604	32.4%
Merchandise Sales										100.0%
Guest Services	2,406	4,149	4,085	2,893	1,641	\$ 3,096	3,000	(96)	107	3.7%
Art in the Airport	399	75	3,179	-	-	\$ -	-	-	-	0.0%
Optiwash Station	466	224	1,131	517	248	\$ 468	300	(168)	(217)	0.0%
FuelRod			1,006	285	390	\$ 736	400	(336)	115	0.0%
Immaculate Cleaning			438	35	436	\$ 823	500	(323)	465	0.0%
Sanitary Machines	44	35	56	44	-	\$ -	-	-	(44)	-100.0%
ATM	595	465	516	366	150	\$ 300	300	-	(66)	-18.0%
Total Concessions	615,823	722,027	695,041	517,674	200,591	378,491	431,500	53,009	(86,174)	-16.6%
Auto Parking										
Public Parking	4,352,156	5,900,213	5,231,961	3,519,065	1,095,113	\$ 2,066,251	3,500,000	1,433,749	(19,065)	-0.5%
Commuter Parking	13,367	18,176	42,891	10,000	5,567	\$ 24,000	20,000	(4,000)	10,000	100.0%
Total Auto Parking	4,365,523	5,918,389	5,274,852	3,529,065	1,100,680	2,090,251	3,520,000	1,429,749	(9,065)	-0.3%
Rental Car										
Rental Car - Car Rentals										
Avis MAG (Avis/Budget FY2020)	244,000	170,791	341,151	388,184	211,076	\$ 398,257	297,762	(100,495)	(90,422)	-23.3%
Dollar/Thrifty		46,286	50,000	-	-	\$ -	-	-	-	100.0%
Hertz MAG (Dollar/Thrifty FY2020)	422,500	268,670	330,108	406,669	170,315	\$ 321,349	338,125	16,776	(68,544)	-16.9%
Enterprise MAG (National/Alamo FY2020)	325,196	321,841	392,652	1,053,641	646,656	\$ 1,220,106	864,113	(355,993)	(189,528)	-18.0%
Budget MAG	161,100	118,831	-	-	-	\$ -	-	-	-	0.0%

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
REVENUE BUDGET ANALYSIS FOR FISCAL YEAR 2021-2022

Revenue Sources	Historical, Actual Revenue			FY 2020-2021			Proposed Budget Fiscal Year 2021-2022	Difference Est FY20-21 To Budget FY21-22	Difference Bud FY20-21 To Budget FY21-22	% Change Bud FY20-21 To Budget FY21-22
	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021 Budget	12/31/20 FYTD Actual Revenue	5 Projection for Full Fiscal Year				
National/Alamo MAG	480,866	488,462	597,372	-	-	\$ -	-	-	-	0.0%
Avis %		85,125	112,265	-	-	-	-	-	-	0.0%
Hertz %		120,052	36,107	-	-	-	-	-	-	0.0%
Enterprise %	105,117	238,976	146,055	-	-	-	-	-	-	0.0%
Budget %	-	122,411	-	-	-	-	-	-	-	0.0%
National/Alamo %	216,107	402,520	125,067	-	-	-	-	-	-	0.0%
Dollar/Thrifty %			73,017	-	-	-	-	-	-	0.0%
Off Airport % - Thrifty	26,328	17,182	-	-	-	-	-	-	-	0.0%
Off Airport % - Dollar	8,144	3,246	-	-	-	-	-	-	-	0.0%
Subtotal Car Rentals	1,989,358	2,404,392	2,203,794	1,848,494	1,028,047	1,939,711	1,500,000	(439,711)	(348,494)	-18.9%
Rental Car - Facility Rent										
Avis (Counter & Office) (Avis/Budget FY2020)	39,449	29,088	28,294	28,294	14,147	\$ 28,294	29,284	990	990	3.5%
Dollar/Thrifty (Counter & Office)		11,764	25,145	-	-	\$ -	-	-	-	0.0%
Hertz (Counter & Office)	43,120	33,534	37,647	62,792	31,396	\$ 62,792	64,990	2,198	2,198	3.5%
Enterprise (Counter & Office)	34,294	26,092	30,832	58,092	29,046	\$ 58,092	60,125	2,033	2,033	3.5%
Vanguard/National/Alamo (Counter & Office)	44,201	33,630	27,260	-	-	\$ -	-	-	-	0.0%
Budget (Counter & Office)	38,856	19,257	-	-	-	\$ -	-	-	-	0.0%
Avis (Ready/Return) (Avis/Budget FY2020)	7,918	12,734	15,048	15,048	7,524	\$ 15,048	15,575	527	527	3.5%
Dollar/Thrifty (Ready/Return)		1,756	4,950	-	0	\$ -	-	-	-	100.0%
Hertz (Ready/Return)	12,141	19,528	21,186	26,136	13,068	\$ 26,136	27,051	915	915	3.5%
Enterprise (Ready/Return)	11,893	18,032	23,430	47,520	23,760	\$ 47,520	49,183	1,663	1,663	3.5%
Vanguard/National/Alamo (Ready/Return)	17,364	27,911	24,090	-	-	\$ -	-	-	-	0.0%
Budget (Ready/Return)	7,918	6,072	-	-	0	\$ -	-	-	-	0.0%
Avis (Service Facility) (Avis/Budget FY2020)	35,600	32,070	37,406	43,072	21,536	\$ 43,072	44,580	1,508	1,508	3.5%
Dollar/Thrifty (Service Facility)		7,010	19,755	-	-	\$ -	-	-	-	100.0%
Hertz (Service Facility)	59,924	53,982	69,991	99,526	49,763	\$ 99,526	103,009	3,483	3,483	3.5%
Enterprise (Service Facility)	57,547	50,322	59,089	97,853	48,926	\$ 97,852	101,278	3,426	3,425	3.5%
Budget (Service Facility)	26,590	16,943	-	-	-	\$ -	-	-	-	0.0%
Vanguard/National/Alamo (Service Facility)	84,916	74,276	52,772	-	-	\$ -	-	-	-	0.0%
Avis CAM fee (Avis/Dollar FY2020)	9,344	15,775	8,823	5,528	2,764	\$ 5,528	6,289	761	761	13.8%
Dollar/Thrifty		2,049	7,543	-	-	\$ -	-	-	-	100.0%
Hertz CAM fee	17,762	23,894	13,569	12,772	6,386	\$ 12,772	14,533	1,761	1,761	13.8%
Enterprise CAM fee	14,006	22,740	17,939	12,558	6,279	\$ 12,558	14,291	1,733	1,733	13.8%
Vanguard/National/Alamo CAM fee	21,151	40,275	11,881	-	-	\$ -	-	-	-	0.0%
Budget CAM fee	7,180	6,480	-	-	-	\$ -	-	-	-	0.0%
Waived rent				-	(52,005)	\$ (52,005)	-	52,005	-	0.0%
Common Area Maintenance (Service Facility)				37,500	-	\$ 37,500	75,000	37,500	37,500	100.0%
Subtotal Facility Rent	591,174	585,213	536,650	546,691	202,590	494,685	605,187	110,502	58,496	10.7%
Total Rental Car	2,580,532	2,989,604	2,740,444	2,395,185	1,230,637	2,434,396	2,105,187	(329,210)	(289,998)	-12.1%
Commercial Ground Transportation										
Employee Parking	51,719	52,305	32,770	35,000	2,900	\$ 15,000	10,000	(5,000)	(25,000)	-71.4%
Ground Transportation Fees	65,610	238,197	182,774	174,571	37,065	\$ 69,934	100,000	30,066	(74,571)	-42.7%
Total Commercial Ground Transportation	117,329	290,503	215,544	209,571	39,965	84,934	110,000	25,066	(99,571)	-47.5%
Landing Fees										
Delta Air Lines	248,192	270,647	223,590	177,588	100,545	\$ 189,708	237,926	48,218	60,338	34.0%
SkyWest / United	154,332	139,878	113,090	93,023	45,207	\$ 85,296	140,716	55,419	47,693	51.3%
Allegiant	305,757	463,895	461,796	355,176	178,768	\$ 337,298	536,315	199,017	181,139	51.0%
American	220,531	286,956	284,406	219,871	121,824	\$ 229,857	303,332	73,476	83,461	38.0%
Spirit		21,300	59,455	-	-	\$ -	-	-	-	0.0%
Elite		(89)	1,549	-	243	\$ 243	-	(243)	-	0.0%
Total Scheduled Carriers	5,957			-	-	\$ -	-	-	-	0.0%
Charter Fees / General	166			-	-	\$ -	-	-	-	0.0%
Airline Landing Fees Waived	(7,574)	(22,976)	(11,812)	-	-	\$ -	-	-	-	0.0%
Non-Signatory Premium (to Signatory Carrier)	-			-	-	\$ -	-	-	-	0.0%
Total Landing Fees	927,361	1,159,611	1,132,074	845,658	446,587	842,401	1,218,289	375,887	372,631	44.1%

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
REVENUE BUDGET ANALYSIS FOR FISCAL YEAR 2021-2022

	Historical, Actual Revenue			FY 2020-2021			Proposed Budget Fiscal Year 2021-2022	Difference Est FY20-21 To Budget FY21-22	Difference Bud FY20-21 To Budget FY21-22	% Change Bud FY20-21 To Budget FY21-22
	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021 Budget	12/31/20 FYTD Actual Revenue	5 Projection for Full Fiscal Year				
Revenue Sources										
FBOs										
Percentage Fee	6,166	36,050	32,726	25,000	14,478	\$ 27,317	25,000	(2,317)	-	0.0%
T-Hangar	85,548	87,430	89,324	90,566	45,283	\$ 90,566	90,566	0	-	0.0%
Bulk Hangar #1	119,989	122,629	125,285	127,027	63,513	\$ 127,027	127,027	(0)	-	0.0%
Bulk Hangar #2	226,224	231,201	236,209	239,493	119,747	\$ 239,493	239,493	(0)	0	0.0%
Land Rent	477,094	486,540	490,090	497,660	241,515	\$ 497,660	518,142	20,482	20,482	4.1%
Apron Rent	-	-	1,163	-	1,744	\$ 3,488	3,488	-	3,488	0.0%
Option Parcel Fee	2,904	-	-	-	-	\$ -	-	-	-	0.0%
Waived rent	-	-	-	-	(80,378)	\$ (80,378)	-	-	-	0.0%
Fuel Flowage Fee	82,239	97,568	66,600	58,252	47,400	\$ 90,000	90,000	-	31,748	54.5%
Subtotal FBOs	1,000,164	1,061,418	1,041,397	1,037,998	453,302	995,173	1,093,716	18,165	55,718	5.4%
Belle Aircraft Maintenance										
Percentage Fee	14,861	11,271	10,713	7,000	2,631	\$ 4,964	5,000	36	(2,000)	-28.6%
Total FBOs/SASOs	1,015,025	1,072,688	1,052,110	1,044,998	455,933	1,000,137	1,098,716	18,201	53,718	5.1%
Building Leases										
Rental Houses	22,250	16,806	21,133	23,928	12,026	\$ 24,115	24,177	62	249	1.0%
Airport Support Bldg	27,621	13,403	42,599	42,288	21,145	\$ 42,289	-	(42,289)	(42,288)	100.0%
SmarTrac	19,978	-	-	-	-	\$ -	-	-	-	0.0%
Lacy Griffin Building (WNC Aviation)	-	20,522	20,906	20,937	10,468	\$ 20,937	20,937	0	-	0.0%
Allegiant - Apron	-	-	-	-	-	\$ 992	3,968	2,976	3,968	0.0%
Allegiant - Hangar/Bldg	-	-	-	-	-	\$ -	105,070	105,070	105,070	0.0%
Allegiant - Hangar Land Area	-	-	-	-	-	\$ 94	376	282	376	0.0%
Allegiant - Parking (Landside)	-	-	-	-	-	\$ 2,617	10,468	7,851	10,468	0.0%
Cargo Building (Allegiant)	-	34,180	32,136	32,184	16,092	\$ 32,136	-	(32,136)	(32,184)	-100.0%
Cargo Building (US Airways)	30,662	-	-	-	-	\$ -	-	-	-	0.0%
Total Building Leases	100,511	84,911	116,774	119,337	59,731	123,180	164,996	41,816	45,659	38.3%
Land Leases										
Pasture Rent & Misc Land Leases	700	600	2,033	600	20,367	\$ 22,000	600	(21,400)	-	0.0%
NCSU	-	100	100	100	-	\$ -	100	100	-	0.0%
Lamar (Billboard)	3,500	3,500	3,500	3,500	217	\$ 7,210	7,318	108	3,818	109.1%
US Forest Service - Tanker	11,353	11,662	12,828	11,896	6,018	\$ 12,034	12,062	28	166	1.4%
Waddell/Triangle Stop	32,779	35,784	36,057	36,057	18,028	\$ 36,056	36,057	1	-	0.0%
Waddell - Fuel Fee	-	-	18,913	20,632	11,192	\$ 22,559	26,000	3,441	5,368	26.0%
Golf Center	11,651	3,942	9,966	-	-	\$ -	-	-	-	0.0%
Total Land Leases	59,983	55,588	83,397	72,785	55,822	99,859	82,137	(17,722)	9,352	12.8%
Other Leases/Fees										
LEO Services (TSA)	116,800	107,200	116,800	116,800	58,880	\$ 116,800	116,800	-	-	0.0%
Security Fee (Airlines)	359,757	427,028	382,458	323,822	118,640	\$ 223,849	535,500	311,651	211,678	65.4%
Security Fee (Rental Car)	74,081	77,965	96,612	114,867	57,434	\$ 108,366	106,967	(1,399)	(7,900)	-6.9%
Security Fee (ID Media)	37,901	47,670	49,465	40,000	20,089	\$ 37,904	37,000	(904)	(3,000)	-7.5%
Telecommunication Fees (Voice/Data)	46,940	55,992	67,033	60,000	30,827	\$ 58,164	65,000	6,836	5,000	8.3%
Sale of Assets	-	61,045	-	-	-	\$ -	-	-	-	0.0%
Misc	70,804	(21,602)	63,515	2,000	12,074	\$ 22,782	2,000	(20,782)	-	0.0%
Tenant Services/Assessment Fees	22,134	6,224	-	-	-	\$ -	-	-	-	0.0%
Annual Event Fees/Sponsorships (Runway 5K)	-	-	-	25,000	-	\$ -	25,000	25,000	-	0.0%
Non-Signatory Security Fee Premium	-	-	-	-	-	\$ -	-	-	-	0.0%
Total Other Leases	728,417	761,522	775,883	682,489	297,944	567,865	888,267	320,402	205,778	30.2%
Total Revenue	\$ 12,671,477	\$ 15,740,007	\$ 14,567,084	\$ 11,406,653	\$ 4,651,796	\$ 9,134,774	\$ 11,404,636	\$ 2,189,484	\$ (2,017)	0.0%
								24.0%	0.0%	

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
EXPENSE BUDGET ANALYSIS FOR FISCAL YEAR 2021-2022**

	Historical, Actual Expenses			FY 2020-2021			Proposed Budget Fiscal Year 2021-2022	Difference Est FY20-21 To Budget FY21-22	Difference Bud FY20-21 To Budget FY21-22	% Change Bud FY20-21 To Budget FY21-22
	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021 Budget	12/31/20 FYTD Actual Expenses	Projection for Full Fiscal Year				
Expenses										
PERSONNEL SERVICES										
Regular Salaries	\$ 3,096,606	\$ 3,226,569	\$ 3,818,557	\$ 4,227,927	\$ 1,879,983	\$ 3,879,317	\$ 4,274,983	\$ 395,666	\$ 47,056	1.1%
Overtime	103,471	122,240	55,599	116,650	32,045	115,900	115,900	-	(750)	-0.6%
Salary Adjustment/Bonus Pool	-	-	-	-	-	-	105,200	105,200	105,200	-
Internship	-	4,356	-	3,000	-	3,000	-	(3,000)	(3,000)	-100.0%
LEO Special Separation Allowance	-	-	24,122	14,707	6,831	26,955	39,418	12,463	24,711	168.0%
Longevity	48,885	52,095	54,427	61,762	28,790	62,162	60,372	(1,790)	(1,390)	-2.3%
Unemployment Claims	-	-	426	14,000	2,805	14,000	14,000	-	-	-
Holiday Pay	-	13,400	14,700	17,434	15,566	15,594	16,894	1,300	(540)	-3.1%
Auto Allowance	-	30,900	33,400	37,800	16,800	33,600	33,600	-	(4,200)	-11.1%
Rewards Program	-	-	-	500	-	-	4,000	4,000	3,500	700.0%
Gym Membership Reimbursements	-	626	2,138	14,400	320	14,400	-	(115,900)	(14,400)	-100.0%
Service Awards	-	1,307	1,215	1,625	775	1,625	1,625	-	-	-
Retiree Health	-	-	60,058	38,272	17,396	38,272	31,661	(6,611)	(6,611)	-17.3%
Benefits	1,287,363	1,641,211	1,887,969	2,325,415	802,567	1,765,596	2,334,887	569,291	9,472	0.4%
Total Personnel Services	4,536,325	5,092,705	5,952,611	6,873,492	2,803,878	5,970,421	7,032,540	960,619	159,048	2.3%
OPERATING EXPENSES										
Professional Services										
Professional Services - General	95,364	120,748	217,556	255,350	70,679	270,991	158,500	(112,491)	(96,850)	-37.9%
Professional Services - Legal	118,214	89,518	176,820	60,000	72,677	73,000	50,000	(23,000)	(10,000)	-16.7%
Artwork and Creative Production	41,502	13,259	16,523	20,000	6,919	20,000	22,000	2,000	2,000	10.0%
Surveys, Reports & Data	-	45,377	18,923	28,000	2,605	20,000	-	(20,000)	(28,000)	-100.0%
Physicals & Drug Screens	2,811	4,973	5,950	4,150	-	3,805	4,150	345	-	-
Fit for Duty Physicals	-	-	-	6,800	-	6,500	6,800	300	-	-
Website Maintenance	-	324	536	3,000	(47)	3,000	3,000	-	-	-
Auditors	20,200	15,100	22,500	26,950	16,875	26,950	36,000	9,050	9,050	33.6%
Temporary Help	48,472	-	-	30,000	-	-	-	-	(30,000)	-100.0%
Total Professional Services	326,563	289,300	458,808	434,250	169,708	424,246	280,450	(143,796)	(153,800)	-35.4%
Contractual Services										
Computer Technical Support	14,405	20,959	21,391	-	-	-	-	-	-	-
Landscaping	9,759	9,420	9,420	9,420	4,710	9,420	-	(9,420)	(9,420)	-100.0%
Parking Management Contract	510,370	439,710	463,541	697,170	88,848	245,000	350,000	105,000	(347,170)	-49.8%
Parking Management Shuttle	318,020	-	76,714	-	-	-	-	-	-	-
Other Contractual Services	196,058	271,753	380,858	557,385	247,546	508,087	497,215	(10,872)	(60,170)	-10.8%
Elevator Maintenance Contract	2,609	7,425	8,361	8,500	4,203	8,500	8,800	300	300	3.5%
Fire Alarm Systems Contract	19,337	13,403	15,312	14,100	-	14,100	14,280	180	180	1.3%
Total Contractual Services	1,070,558	762,670	975,597	1,286,575	345,307	785,107	870,295	85,188	(416,280)	-32.4%
Travel and Training										
Travel & Per Diem	160,775	161,370	96,375	90,300	4,011	45,342	86,700	41,358	(3,600)	-4.0%
Training & Education	25,010	32,983	19,583	29,220	3,370	21,745	49,850	28,105	20,630	70.6%
Total Travel and Training	185,785	194,354	115,958	119,520	7,381	67,087	136,550	69,463	17,030	14.2%
Communications and Freight										
Postage	3,702	5,600	5,021	6,000	1,500	3,500	5,000	1,500	(1,000)	-16.7%
Express Mail Delivery	951	2,008	463	1,500	133	1,133	1,000	(133)	(500)	-33.3%
Telecommunications	83,637	74,294	50,569	50,040	26,676	50,295	54,240	3,945	4,200	8.4%
Online Services	-	-	-	-	-	1,000	1,000	-	1,000	-
Total Communications and Freight	88,290	81,902	56,053	57,540	28,309	55,928	61,240	5,312	3,700	6.4%
Rentals and Leases										
Rentals & Leases	20,938	13,639	14,253	15,260	7,697	15,252	15,310	58	50	0.3%
Total Rentals and Leases	20,938	13,639	14,253	15,260	7,697	15,252	15,310	58	50	0.3%
Insurance										
Property & Casualty	39,909	63,200	66,733	76,600	84,043	84,043	90,000	5,957	13,400	17.5%
General Liability	28,352	28,352	33,000	36,000	35,310	35,310	45,000	9,690	9,000	25.0%
Auto Liability	16,323	17,021	19,622	21,000	22,862	22,862	27,000	4,138	6,000	28.6%
Other Insurance & Bonds	43,135	41,477	47,328	191,569	186,481	186,481	72,400	(114,081)	(119,169)	-62.2%
Worker's Compensation Insurance	73,524	109,877	110,826	141,000	63,982	63,982	100,000	36,018	(41,000)	-29.1%
Total Insurance	201,243	259,927	277,509	466,169	392,678	392,678	334,400	(58,278)	(131,769)	-28.3%
Utility Services										
Electric Service	305,524	330,578	322,953	403,617	138,338	345,700	349,317	3,617	(54,300)	-13.5%
Gas Service	35,001	39,089	31,568	51,000	7,681	36,000	40,000	4,000	(11,000)	-21.6%
Water/Sewer Service	71,821	83,167	52,708	90,500	9,306	85,100	90,250	5,150	(250)	-0.3%
Total Utility Services	412,346	452,834	407,229	545,117	155,325	466,800	479,567	12,767	(65,550)	-12.0%
Repairs and Maintenance										
Other Repairs & Maintenance	21,735	27,401	17,865	18,200	7,492	17,600	22,800	5,200	4,600	25.3%
Terminal, Buildings and Grounds	195,816	164,609	155,947	216,427	59,171	110,000	150,000	40,000	(66,427)	-30.7%
Permits, Licenses and Fees	-	-	850	1,000	660	1,000	1,000	-	-	-
Vehicles and Heavy Equipment	39,617	224,239	78,501	80,000	58,369	59,000	60,000	1,000	(20,000)	-25.0%
Airport and Airfield Equipment	6,836	55,954	8,753	15,000	4,129	9,500	10,000	500	(5,000)	-33.3%
Total Repairs and Maintenance	264,004	472,203	261,916	330,627	129,821	197,100	243,800	46,700	(86,827)	-26.3%

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
EXPENSE BUDGET ANALYSIS FOR FISCAL YEAR 2021-2022**

	Historical, Actual Expenses			FY 2020-2021			Proposed Budget Fiscal Year 2021-2022	Difference Est FY20-21 To Budget FY21-22	Difference Bud FY20-21 To Budget FY21-22	% Change Bud FY20-21 To Budget FY21-22
	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021 Budget	12/31/20 FYTD Actual Expenses	Projection for Full Fiscal Year				
Expenses										
Printing & Binding										
Printing & Binding	7,651	9,894	13,826	12,830	865	11,280	9,980	(1,300)	(2,850)	-22.2%
Banners	702	-	-	-	-	-	-	-	-	-
Total Printing & Binding	8,353	9,894	13,826	12,830	865	11,280	9,980	(1,300)	(2,850)	-22.2%
Promotional Activities										
Radio	36,145	67,660	7,200	11,000	11,760	12,100	10,000	(2,100)	(1,000)	-9.1%
Billboards	41,025	12,512	22,675	32,500	-	24,700	24,000	(700)	(8,500)	-26.2%
Print	11,926	15,909	12,869	6,100	-	5,800	6,100	300	-	-
TV	106,929	19,600	-	-	-	-	-	-	-	-
Web Advertising	39,762	59,488	59,804	120,950	5,566	70,000	95,000	25,000	(25,950)	-21.5%
Air Service Development	824	3,409	6,238	2,300	71	2,300	2,300	-	-	-
Other Promotional Events/Sponsorships	3,500	8,360	6,363	1,500	5,040	5,040	6,500	1,460	5,000	333.3%
Community Events/Exhibits/Sponsorships	42,781	82,892	33,913	67,700	1,314	27,000	66,200	39,200	(1,500)	-2.2%
Employee/Tenant Events	31,620	31,587	16,525	26,225	8,060	20,735	23,725	2,990	(2,500)	-9.5%
Wellness	5,037	6,445	3,264	4,500	546	1,616	3,500	1,884	(1,000)	-22.2%
Total Promotional Activities	319,549	307,862	168,851	272,775	32,357	169,291	237,325	68,034	(35,450)	-13.0%
Other Current Charges and Obligations										
Legal Notices & Advertising	7,287	5,412	845	7,000	-	2,500	4,750	2,250	(2,250)	-32.1%
Credit Card & Bank Fees	91,141	51,093	44,052	55,600	17,917	42,000	45,300	3,300	(10,300)	-18.5%
Recruiting Expense							2,100	2,100	2,100	100.0%
Other Current Charges & Obligations	8,570	2,483	8,056	4,000	390	2,000	3,500	1,500	(500)	-12.5%
In Terminal Advertising	7,636	1,538	6,450	1,500	-	1,500	1,500	-	-	-
Total Other Current Charges and Obligations	114,634	60,527	59,403	68,100	18,307	48,000	57,150	9,150	(10,950)	-16.1%
Operating Supplies										
Office Supplies	6,687	6,959	6,874	7,500	2,292	5,292	7,000	1,708	(500)	-6.7%
Vehicle Fuel	50,686	26,230	36,462	35,000	17,043	35,000	40,000	5,000	5,000	14.3%
Shop Supplies	3,034	2,480	1,063	3,000	634	2,500	3,000	500	-	-
Other Operating Supplies	71,037	101,105	75,142	94,300	23,170	73,371	87,100	13,729	(7,200)	-7.6%
Art Program Supplies	1,014	731	1,152	1,000	90	1,000	1,000	-	-	-
Promotional Supplies	14,226	18,105	12,238	12,000	1,365	9,000	10,000	1,000	(2,000)	-16.7%
Holiday Decorations	4,116	2,031	1,575	1,980	302	1,980	1,000	(980)	(980)	-49.5%
Chemicals and Safety	6,562	52,698	984	76,600	4,697	27,000	48,000	21,000	(28,600)	-37.3%
Small Tools and Equipment	20,662	23,765	6,384	10,500	5,532	9,503	8,000	(1,503)	(2,500)	-23.8%
Custodial Supplies	8,544	33,929	46,347	27,300	5,145	27,300	27,000	(300)	(300)	-1.1%
Custodial Consumables	40,608	43,451	64,401	55,500	15,641	50,000	52,500	2,500	(3,000)	-5.4%
Operating Furniture, Fixtures, Equipment and Software	93,362	99,588	65,018	55,173	6,164	50,725	54,200	3,475	(973)	-1.8%
Uniforms	13,221	23,550	13,225	21,400	9,756	17,500	19,900	2,400	(1,500)	-7.0%
Firefighter Equipment	3,093	1,453	1,460	29,000	2,506	29,000	19,750	(9,250)	(9,250)	-31.9%
Total Operating Supplies	336,852	436,074	332,325	430,253	94,337	339,171	378,450	39,279	(51,803)	-12.0%
Books, Publications, Subscriptions & Memberships										
Books, Publications, Compact Disks, Videos & Subscriptions	1,930	6,681	6,488	13,178	1,475	11,828	7,895	(3,933)	(5,283)	-40.1%
Dues & Memberships	44,143	44,067	57,549	65,050	50,780	58,123	59,565	1,442	(5,485)	-8.4%
Licenses and Certification Fees	120	120	280	1,280	-	1,120	1,320	200	40	3.1%
Total Books, Publications, Subscriptions & Mem.	46,193	50,868	64,317	79,508	52,255	71,071	68,780	(2,291)	(10,728)	-13.5%
Emergency Repair	32,184	24,015	6,272	50,000	-	50,000	50,000	-	-	-
TOTAL SERVICES & MATERIALS	3,427,492	3,416,066	3,212,317	4,168,524	1,434,347	3,093,011	3,223,297	130,286	(945,227)	-22.7%
TOTAL OPERATING EXPENSES, INCLUDING EMERGENCY REPAIR EXPENSE	\$ 7,963,817	\$ 8,508,771	\$ 9,164,928	\$ 11,042,016	\$ 4,238,225	\$ 9,063,432	\$ 10,255,837	\$ 1,090,905	\$ (786,179)	-7.1%
								12.0%	-7.1%	

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
Administrative
BASIC OPERATING BUDGET
FY 2021-2022

New World Account Numbers	Description	Item Amount	Summary Amount
Department #	15		
10.15.10.100.605000	Fit for Duty Physicals Fit for Duty Physicals	6,800	6,800
10.15.10.100.620000	Travel, Per Diem, Conference Registration HR Conference	-	-
10.15.10.100.621000	Training & Education HR Training/HR Laws Update/HR Education	1,000	1,000
10.15.10.100.700000	Postage Postage	5,000	5,000
10.15.10.100.701000	Express Mail Delivery Express mail (includes IT shipments)	1,000	1,000
10.15.10.100.740000	Rentals and Leases Neopost postage machine rental	510	510
10.15.10.100.750000	Property Insurance Property insurance Equipment Floater	85,000 5,000	90,000
10.15.10.100.751000	General Liability General liability insurance	45,000	45,000
10.15.10.100.751500	Auto Liability Auto liability insurance	27,000	27,000
10.15.10.100.752000	Other Insurance and Bonds Public officials insurance Police professional liability insurance Inland marine Crime insurance Cyber liability Commercial line fees	27,000 21,000 7,100 800 4,500 12,000	72,400
10.15.10.100.752500	Worker's Compensation Insurance Workers' compensation insurance	100,000	100,000
10.15.10.100.630000	Printing & Binding Printing and Binding	200	200
10.15.10.100.646000	Community Events/Exhibits/Sponsorships United Way campaign	500	500
10.15.10.100.647000	Employee/Tenant Appreciation Employee flowers (funeral/hospital) Employee holiday gift cards (75 @75) Employee events (holiday lunches, picnic, etc.) Employee Retirement	500 5,625 4,000 1,000	11,125
10.15.10.100.648000	Wellness Wellness Fit bit replacements	2,000 1,500	3,500

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT**
Administrative
BASIC OPERATING BUDGET
FY 2021-2022

Department #	15			
New World Account Numbers	Description	Item Amount	Summary Amount	
10.15.10.100.650000	Legal Notices & Placements		750	
	Employment advertising/legal notices	750		
10.15.10.100.654000	Recruiting Expenses		2,100	
	Recruiting events and expenses	-		
	Applicant travel	2,100		
10.15.10.100.667000	Office Supplies		7,000	
	Office supplies	7,000		
10.15.10.100.661500	Operating Supplies		2,000	
	Administrative supplies	2,000		
10.15.10.100.665500	Operating Furniture, Fixtures, Equipment and Software Greater than \$100 & up to \$5,000		-	
	HR furniture & equipment	-		
10.15.10.100.670000	Dues & Memberships		1,560	
	SHRM	225		
	WNCHR	195		
	WCI	1,140		
10.15.10.100.671000	Books, Publications, Compact Disks, Videos & Subscriptions		-	
	HR Books/Publications	-		
TOTAL OPERATING EXPENSES			383,345	
SECTION TOTAL			764,436	

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
Administrative
Fiscal Year 2021/2022
Variance Analysis

Acct #	Description	FY2021 Budget				FY2021 Estimated Actual				FY2020 Actual			FY 2019 Actual
		FY 2022 Budget	FY 2021 Budget	Increase/Decrease		FY 2021 Actual 6 Months	FY 2021 Estimate	Increase/Decrease		FY 2020 Actual	Increase/Decrease		
				Amount	Percent			Amount	Percent		Amount	Percent	
500000	Salaries	141,446	141,701	(255)	-0.18%	68,722	137,444	4,002	2.91%	228,740	(87,294)	-38.16%	95,801
501000	Internship	0	3,000	(3,000)	-100.00%	0	3,000	(3,000)	-100.00%	0	0	100%	4,356
502000	Salary Adjustment Pool	105,200	0	105,200	100%	0	0	105,200	100%	0	105,200	100%	0
503000	Longevity	749	749	0	0.00%	0	749	0	0.00%	3,753	(3,004)	-80.04%	2,663
504000	Unemployment Claims	14,000	14,000	0	0.00%	2,805	14,000	0	0.00%	426	13,574	3185.85%	0
506000	Holiday Pay	433	433	0	0.00%	433	433	0	0.00%	650	(217)	-33.35%	433
507000	Auto Allowance	2,400	3,000	(600)	-20.00%	1,200	2,400	0	0.00%	2,200	200	9.09%	1,600
507100	Rewards Program	4,000	0	4,000	100%	0	0	4,000	100%	0	4,000	100%	0
507200	Gym Membership Reimbursements	0	14,400	(14,400)	-100.00%	320	14,400	(14,400)	-100.00%	2,139	(2,139)	-100.00%	626
507300	Service Awards	1,625	1,625	0	0.00%	775	1,625	0	0.00%	1,215	410	33.74%	1,307
507500	Candidate referral	2,000	0	2,000	100%	100	100	1,900	1900.00%	0	2,000	100%	0
	LEO Special Separation Allowance	0	0	0	100%	0	0	0	100%	0	0	100%	0
521000	Retiree Health	31,661	38,272	(6,611)	-17.27%	17,396	38,272	(6,611)	-17.27%	60,058	(28,397)	-47.28%	98,597
510000	FICA Taxes	13,385	13,385	0	0.00%	5,237	10,559	2,826	26.76%	17,286	(3,901)	-22.57%	7,825
511000	LGERS retirement	16,224	14,518	1,706	11.75%	7,016	14,033	2,191	15.61%	20,120	(3,896)	-19.37%	7,326
511200	401k	7,110	7,110	0	0.00%	3,436	6,872	238	3.46%	11,652	(4,542)	-38.98%	4,968
520000	Medical & ACA Reinsurance Fees	35,656	26,599	9,057	34.05%	13,736	29,152	6,504	22.31%	35,838	(182)	-0.51%	19,855
522000	Dental	1,435	1,096	339	30.93%	598	1,258	177	14.07%	1,433	2	0.17%	1,070
523000	Vision Insurance	155	152	3	1.97%	69	140	15	10.71%	160	(5)	-3.06%	146
524000	Life Insurance	693	693	0	0.00%	368	699	(6)	-0.86%	822	(129)	-15.74%	466
525000	Disability	1,287	1,287	0	0.00%	784	1,401	(114)	-8.14%	1,340	(53)	-3.93%	966
530000	Tuition Reimbursement	0	0	0	100%	0	0	0	100%	2,496	(2,496)	-100.00%	5,000
531000	Cell Phone Allowance	1,632	1,632	0	0.00%	732	1,632	0	0.00%	2,771	(1,139)	-41.10%	1,098
	Total Benefits	77,577	66,472	11,105	16.71%	31,976	65,746	11,831	18.00%	93,918	(16,341)	-17.40%	48,720
	Total Personal Services	381,091	283,652	97,439	34.35%	123,728	278,169	102,922	37.00%	393,098	(8,372)	-2.13%	254,103
600000	Professional Services - General	1,750	1,750	0	0.00%	150	1,650	100	6.06%	2,229	(479)	-21.50%	1,430
604000	Physicals and Drug Screens	4,150	4,150	0	0.00%	2,605	3,805	345	9.07%	5,950	(1,800)	-30.25%	4,973
605000	Fit for Duty Physicals	6,800	6,800	0	0.00%	0	6,500	300	4.62%	0	6,800	100%	0
616000	Other Contractual Services	0	0	0	0.00%	0	0	0	0.00%	0	0	0.00%	415
620000	Travel, Per Diem, Conference Registration	0	2,100	(2,100)	-100.00%	453	953	(953)	-100.00%	1,143	(1,143)	-100.00%	2,232
621000	Training & Education	1,000	1,500	(500)	-33.33%	0	500	500	100.00%	119	881	740.34%	9,199
700000	Postage	5,000	6,000	(1,000)	-16.67%	1,500	3,500	1,500	42.86%	5,021	(21)	-0.42%	5,600
701000	Express Mail Delivery	1,000	1,500	(500)	-33.33%	133	1,133	(133)	-11.70%	463	537	115.81%	2,008
740000	Rentals and Leases	510	510	0	0.00%	202	502	8	1.56%	475	35	7.29%	442
750000	Property and Casualty Insurance	90,000	76,600	13,400	17.49%	84,043	84,043	5,957	7.09%	66,733	23,267	34.87%	63,200
751000	General Liability	45,000	36,000	9,000	25.00%	35,310	35,310	9,690	27.44%	33,000	12,000	36.36%	28,352
751500	Auto Liability	27,000	21,000	6,000	28.57%	22,862	22,862	4,138	18.10%	19,622	7,378	37.60%	17,021
752000	Other Insurance & Bonds	72,400	191,569	(119,169)	-62.21%	186,481	186,481	(114,081)	-61.18%	47,328	25,072	52.98%	41,477
752500	Worker's Compensation Insurance	100,000	141,000	(41,000)	-29.08%	63,982	63,982	36,018	56.29%	110,826	(10,826)	-9.77%	109,877
630000	Printing & Binding	200	300	(100)	-33.33%	0	0	200	100%	191	9	4.84%	687
646000	Other Community Events/Exhibits/Sponsorship	500	500	0	0.00%	50	300	200	66.67%	479	21	4.43%	335
647000	Employee/Tenant Appreciation	11,125	11,625	(500)	-4.30%	7,935	9,935	1,190	11.98%	11,018	107	0.97%	20,857
648000	Wellness	3,500	4,500	(1,000)	-22.22%	546	1,616	1,884	116.56%	3,264	236	7.24%	6,445
650000	Legal Notices & Advertising	750	3,000	(2,250)	-75.00%	0	0	750	100%	845	(95)	-11.24%	5,412
654000	Recruiting Expenses	2,100	0	2,100	100%	0	0	2,100	100%	0	2,100	100%	0
667000	Office Supplies	7,000	7,500	(500)	-6.67%	2,292	5,292	1,708	32.28%	6,596	404	6.13%	6,876
661500	Operating Supplies	2,000	3,000	(1,000)	-33.33%	338	838	1,162	138.73%	3,232	(1,232)	-38.12%	4,124
665500	Operating Furniture, Fixtures and Equipment	0	0	0	100%	0	0	0	100%	3,693	(3,693)	-100.00%	9,612
670000	Dues & Memberships	1,560	1,795	(235)	-13.09%	195	1,395	165	11.83%	371	1,189	320.49%	1,740
671000	Books & Publications	0	0	0	100%	0	0	0	100%	29	(29)	-100.00%	0
661500	Operating Supplies (Safety)	0	0	0	100%	0	0	0	100%	408	(408)	-100.00%	0
670000	Dues & Memberships (Safety)	0	0	0	100%	0	0	0	100%	937	(937)	-100.00%	0
	Total Services & Mat'ls.	383,345	522,699	(139,354)	-26.66%	409,075	430,595	(47,250)	-10.97%	323,972	60,718	18.74%	342,314
	Department Total	764,436	806,351	(41,915)	-5.20%	532,803	708,764	55,672	7.85%	717,070	52,346	7.30%	596,417

Comments:

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT**

Executive

BASIC OPERATING BUDGET

FY 2021-2022

Department #	30		

New World Account Numbers	Description	Item Amount	Summary Amount
PERSONNEL SERVICES			
10.30.10.100.500000	Salaries	473,400	473,400
10.30.10.100.503000	Longevity	12,792	12,792
10.30.10.100.506000	Holiday Pay	650	650
10.30.10.100.507000	Auto Allowance	12,600	12,600
	<u>Benefits:</u>		196,224
10.30.10.100.507400	Allocated Benefits	1,000	
10.30.10.100.510000	FICA Taxes	38,924	
10.30.10.100.511000	LGERS retirement	55,475	
10.30.10.100.511100	457 Retirement	8,472	
10.30.10.100.511200	401k	24,310	
10.30.10.100.520000	Medical	56,064	
10.30.10.100.522000	Dental	3,128	
10.30.10.100.523000	Vision	310	
10.30.10.100.524000	Life Insurance	1,614	
10.30.10.100.525000	Disability	3,663	
10.30.10.100.531000	Cell Phone Allowance	3,264	
			695,666
OPERATING EXPENSES			
10.30.10.100.600000	Professional Services - General		20,000
	Various	20,000	
10.30.10.100.601000	Professional Services - Legal		50,000
	Paltra, Straus, Robinson & Moore	50,000	
10.30.10.100.620000	Travel, Per Diem, Conference Registration		52,500
	ACI Annual Conf	3,000	
	ACI Regional Assembly - World Board (2)	15,000	
	AAAE Aviation Issues Conf	6,000	
	ACI Winter Board Meeting / CEO Forum	2,500	
	ACI - AAAE Spring Legislative Conf	2,000	
	ACI Commissioners Conf	2,000	
	AAAE Annual Conf (2)	6,000	
	NCAA Annual Conf/Legislative Reception (2)	2,500	
	ACI Business of Airports Conf	1,700	
	SEC-AAAE Annual Conf (2)	3,600	
	Allegiant Conf	2,200	
	FAA AFTIL	2,000	
	Airline & FAA Meetings	2,000	
	AAAE National Airports Conf (NAC)	2,000	

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY			
ASHEVILLE REGIONAL AIRPORT			
Executive			
BASIC OPERATING BUDGET			
FY 2021-2022			
Department #	30		
New World Account Numbers	Description	Item Amount	Summary Amount
10.30.10.100.621000	Training & Education		1,500
	General Professional Development (2)	1,500	
10.30.10.100.702000	Online Services		1,000
	MiFi 3G (2)	1,000	
10.30.10.100.630000	Printing & Binding		250
	General	250	
10.30.10.100.645000	Other Promotional Events/Sponsorships		5,000
	Chamber 5x5 Sponsorship	5,000	
10.30.10.100.647000	Employee/Tenant Appreciation		1,500
	Tenant/Employee Lunch	1,500	
10.30.10.100.651000	Other Current Charges and Obligations		3,500
	Business Meeting Expenses	2,500	
	Misc Board Expenses	1,000	
10.30.10.100.661500	Operating Supplies		350
	Misc Supplies	350	
10.30.10.100.662500	Promotional Items		1,000
	Special Promo Items	1,000	
10.30.10.100.665500	Operating Furniture, Fixtures, Equipment and Software		750
	Greater than \$100 & up to \$5,000		
	Admin Equipment	750	
10.30.10.100.670000	Dues & Memberships		45,900
	AAAE Annual Membership (2)	550	
	SEC-AAAE Annual Membership (2)	70	
	NCAA Annual Membership (2)	80	
	Vistage	18,000	
	ACI / AAAE Airport Membership	27,000	
	WNC Pilots Association	200	
10.30.10.100.671000	Books, Publications, Compact Disks, Videos & Subscriptions		500
	General Subscriptions	500	
			183,750
			879,416

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY

Executive

Fiscal Year 2021/2022

Variance Analysis

Acct #	Description	FY 2022 Budget	FY2021 Budget				FY2021 Estimated Actual				FY2020 Actual			FY2019
			FY 2021 Budget	Increase/Decrease		FY 2021 Actual 6 Months	FY 2021 Estimate	Increase/Decrease		FY 2020 Actual	Increase/Decrease		FY 2019 Actual	
				Amount	Percent			Amount	Percent		Amount	Percent		
500000	Salaries	473,400	474,295	(895)	-0.19%	222,236	460,444	12,956	2.81%	308,991	164,409	53.21%	335,331	
503000	Longevity	12,792	11,232	1,560	13.89%	1,759	11,232	1,560	13.89%	8,112	4,680	57.69%	7,734	
506000	Holiday Pay	650	650	0	0.00%	623	650	0	0.00%	420	230	54.94%	419	
507000	Auto Allowance	12,600	12,600	0	0.00%	6,300	12,600	0	0.00%	7,200	5,400	75.00%	8,200	
507400	Allocated Benefits	1,000	1,000	0	0.00%	0	1,000	0	0.00%	0	1,000	100%	0	
510000	FICA Taxes	38,924	38,812	112	0.29%	8,624	27,796	11,128	40.03%	17,709	21,215	119.80%	20,225	
511000	LGERS retirement	55,475	49,481	5,994	12.11%	22,561	47,435	8,040	16.95%	26,321	29,154	110.76%	25,585	
511100	457 Retirement	8,472	8,472	0	0.00%	4,236	8,472	0	0.00%	8,472	0	0.00%	8,330	
511200	401k	24,310	24,232	78	0.32%	11,048	23,229	1,081	4.65%	14,537	9,773	67.22%	16,776	
520000	Medical	56,064	55,063	1,001	1.82%	22,899	50,366	5,698	11.31%	28,172	27,892	99.01%	31,091	
522000	Dental	3,128	3,072	56	1.82%	1,332	2,721	407	14.96%	1,386	1,742	125.64%	2,749	
523000	Vision Insurance	310	305	5	1.64%	98	201	109	54.23%	117	193	165.05%	232	
524000	Life Insurance	1,614	1,614	0	0.00%	829	1,622	(8)	-0.49%	820	794	96.85%	1,132	
525000	Disability	3,663	3,663	0	0.00%	2,049	3,853	(190)	-4.93%	2,730	933	34.18%	3,206	
531000	Cell Phone Allowance	3,264	3,264	0	0.00%	931	3,264	0	0.00%	1,506	1,758	116.73%	2,207	
	Total Benefits	196,224	188,978	7,246	3.83%	74,607	169,959	26,265	15.45%	101,770	94,454	92.81%	111,533	
	Total Personal Services	695,666	687,755	7,911	1.15%	305,525	654,885	40,781	6.23%	426,493	267,415	62.70%	463,217	
600000	Professional Services - General	20,000	30,000	(10,000)	-33.33%	48,315	100,000	(80,000)	-80.00%	52,172	(32,172)	-61.67%	69,171	
601000	Professional Services - Legal	50,000	60,000	(10,000)	-16.67%	72,677	73,000	(23,000)	-31.51%	176,820	(126,820)	-71.72%	95,806	
620000	Travel, Per Diem, Conference Registration	52,500	60,000	(7,500)	-12.50%	1,802	30,000	22,500	75.00%	45,319	7,181	15.85%	83,619	
621000	Training & Education	1,500	1,500	0	0.00%	0	1,000	500	50.00%	1,031	469	45.45%	191	
702000	Online Services	1,000	1,000	0	0.00%	418	1,000	0	0.00%	0	1,000	100%	441	
630000	Printing & Binding	250	500	(250)	-50.00%	0	250	0	0.00%	0	250	100%	149	
645000	Promotional Events/Sponsorships	5,000	0	5,000	100%	0	0	5,000	100%	5,000	0	0.00%	10,000	
647000	Employee/Tenant Appreciation	1,500	2,500	(1,000)	-40.00%	0	1,000	500	50.00%	0	1,500	100%	2,117	
651000	Other Current Charges & Obligations	3,500	4,000	(500)	-12.50%	390	2,000	1,500	75.00%	8,056	(4,556)	-56.55%	2,483	
661500	Operating Supplies	350	350	0	0.00%	433	433	(83)	-19.17%	411	(61)	-14.76%	224	
662500	Promotional Items	1,000	1,500	(500)	-33.33%	0	1,000	0	0.00%	0	1,000	100%	0	
665500	Operating Furniture, Fixtures and Equipment	750	1,000	(250)	-25.00%	125	750	0	0.00%	3,043	(2,293)	-75.36%	5,048	
670000	Dues & Memberships	45,900	50,900	(5,000)	-9.82%	46,478	46,478	(578)	-1.24%	46,172	(272)	-0.59%	32,519	
671000	Books & Publications	500	1,600	(1,100)	-68.75%	209	500	0	0.00%	503	(3)	-0.60%	1,970	
702000	Telecommunications		0	0	100%	0	0	0	100%	563	(563)	-100.00%		
	Total Services & Mat'ls.	183,750	214,850	(31,100)	-14.48%	170,845	257,411	(73,661)	-28.62%	339,089	(155,339)	-45.81%	303,738	
	Department Total	879,416	902,605	(23,189)	-2.57%	476,370	912,296	(32,880)	-3.60%	765,583	112,075	14.64%	766,955	

Comments:

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT**

Finance

BASIC OPERATING BUDGET

FY 2021-2022

Department #	40		

New World Account Numbers	Description	Item Amount	Summary Amount
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PERSONNEL SERVICES			
10.40.10.100.500000	Salaries	250,842	250,842
10.40.10.100.503000	Longevity	3,797	3,797
10.40.10.100.506000	Holiday Pay	650	650
10.40.10.100.507000	Auto Allowance	2,400	2,400
	<u>Benefits:</u>		136,238
10.40.10.100.510000	FICA Taxes	19,809	
10.40.10.100.511000	LGERS Retirement	29,054	
10.40.10.100.511200	401k	12,732	
10.40.10.100.520000	Medical	66,636	
10.40.10.100.522000	Dental	2,761	
10.40.10.100.523000	Vision	232	
10.40.10.100.524000	Life Insurance	1,138	
10.40.10.100.525000	Disability	2,244	
10.40.10.100.531000	Cell Phone Allowance	1,632	
			393,927

OPERATING EXPENSES			
10.40.10.100.600000	Professional Services - General		15,000
	Tyler Tech, GCR, Landrum Brown	6,000	
	Actuary Report-Retiree Health / LEO SSA	9,000	
10.40.10.100.607000	Auditing Services		36,000
	Annual Financial Audit	30,000	
	Audit - Major Programs	3,000	
	Pension Examination	3,000	
10.40.10.100.620000	Travel, Per Diem, Conference Registration		-
	ACI Conference	-	
10.40.10.100.621000	Training & Education		700
	CPE	700	
10.40.10.100.653000	Credit Card Fees & Bank Charges		45,300
	Credit Card Fees	1,200	
	Trustee Fees	4,100	
	Bank Charges	40,000	
10.40.10.100.661500	Operating Supplies		700
	Check stock, Envelopes, W-2 forms, etc	700	
10.40.10.100.665500	Operating Furniture, Fixtures, Equipment and Software		500
	Greater than \$100 & up to \$5,000		
	Finance Equipment	500	

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY

ASHEVILLE REGIONAL AIRPORT

Finance

BASIC OPERATING BUDGET

FY 2021-2022

Department #	40		

New World Account Numbers	Description	Item Amount	Summary Amount
10.40.10.100.670000	Dues & Memberships		755
	AICPA	295	
	NCACPA - 2	460	
10.40.10.100.671000	Books, Publications, Compact Disks, Videos & Subscriptions		-
	Professional Books & Subscriptions	-	
10.40.10.100.672000	Licenses & Certifications		120
	CPA Certificate Renewal - 2	120	
			99,075
			493,002

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
FINANCE
Fiscal Year 2021/2022
Variance Analysis

Acct #	Description	FY 2022 Budget	FY2021 Budget		FY2021 Estimated Actual				FY2020 Actual			FY 2019	
			FY 2021 Budget	Increase/Decrease		FY 2021 Actual 6 Months	FY 2021 Estimate	Increase/Decrease		FY 2020 Actual	Increase/Decrease		FY 2019 Actual
				Amount	Percent			Amount	Percent		Amount	Percent	
500000	Salaries	250,842	252,097	(1,255)	-0.50%	119,917	239,834	11,008	4.59%	252,285	(1,443)	-0.57%	224,942
503000	Longevity	3,797	3,397	400	11.78%	3,797	3,797	0	0.00%	2,380	1,417	59.54%	1,112
506000	Holiday Pay	650	650	0	0.00%	650	650	0	0.00%	650	0	0.04%	650
507000	Auto Allowance	2,400	3,000	(600)	-20.00%	1,200	2,400	0	0.00%	2,400	0	0.00%	2,400
510000	FICA Taxes	19,809	19,779	30	0.15%	9,211	18,090	1,719	9.50%	17,959	1,850	10.30%	17,001
511000	LGERS retirement	29,054	25,958	3,096	11.93%	12,631	24,875	4,179	16.80%	21,848	7,206	32.98%	17,422
511200	401k	12,732	12,712	20	0.16%	6,186	12,182	550	4.51%	12,063	669	5.55%	11,126
520000	Medical	66,636	56,977	9,659	16.95%	20,219	48,630	18,006	37.03%	49,662	16,974	34.18%	40,677
522000	Dental	2,761	2,711	50	1.84%	1,138	2,371	390	16.45%	2,036	725	35.61%	2,793
523000	Vision Insurance	232	228	4	1.75%	96	200	32	16.00%	166	66	40.06%	225
524000	Life Insurance	1,138	1,138	0	0.00%	604	1,122	16	1.43%	805	333	41.37%	794
525000	Disability	2,244	2,244	0	0.00%	1,189	2,208	36	1.63%	1,525	719	47.18%	1,896
531000	Cell Phone Allowance	1,632	1,632	0	0.00%	711	1,632	0	0.00%	1,632	0	0.00%	1,632
	Total Benefits	136,238	123,379	12,859	10.42%	51,985	111,310	24,928	22.40%	107,695	28,543	26.50%	93,566
	Total Personal Services	393,927	382,523	11,404	2.98%	177,549	357,991	35,936	10.04%	365,409	28,518	8.84%	322,670
600000	Professional Services - General	15,000	20,400	(5,400)	-26.47%	0	16,400	(1,400)	-8.54%	581	14,419	2480.65%	(416)
607000	Auditors	36,000	26,950	9,050	33.58%	16,875	26,950	9,050	33.58%	22,500	13,500	60.00%	15,100
620000	Travel, Per Diem, Conference Registration	0	0	0	100%	89	89	(89)	-100.00%	(1,202)	1,202	-100.00%	2,209
621000	Training & Education	700	1,000	(300)	-30.00%	199	1,000	(300)	-30.00%	973	(273)	-28.06%	882
653000	Bank Charges & Credit Card Fees	45,300	55,600	(10,300)	-18.53%	17,917	42,000	3,300	7.86%	44,052	1,248	2.83%	51,093
661500	Operating Supplies	700	1,000	(300)	-30.00%	99	1,000	(300)	-30.00%	270	430	159.33%	463
665500	Operating Furniture, Fixtures and Equipment	500	500	0	0.00%	0	0	500	100%	0	500	100%	472
670000	Dues & Memberships	755	830	(75)	-9.04%	0	830	(75)	-9.04%	785	(30)	-3.82%	758
671000	Books & Publications	0	0	0	100%	0	0	0	100%	0	0	100%	0
672000	Licenses & Certifications	120	120	0	0.00%	0	120	0	0.00%	120	0	0.00%	120
	Total Services & Mat'ls.	99,075	106,400	(7,325)	-6.88%	35,179	88,389	10,686	12.09%	68,079	30,996	43.85%	70,681
	Department Total	493,002	488,923	4,079	0.83%	212,727	446,380	46,622	10.44%	433,489	59,513	15.13%	393,351

Comments:

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT**

Guest Services

BASIC OPERATING BUDGET

FY 2021-2022

Department #	50		
New World Account Numbers	Description	Item Amount	Summary Amount
PERSONNEL SERVICES			
10.50.10.100.500000	Salaries	165,265	165,265
10.50.10.100.503000	Longevity	2,606	2,606
10.50.10.100.505000	Overtime	2,400	2,400
10.50.10.100.506000	Holiday Pay	1,516	1,516
10.50.10.100.507000	Auto Allowance	3,000	3,000
	<u>Benefits:</u>		
10.50.10.100.510000	FICA Taxes	13,381	61,027
10.50.10.100.511000	LGERS retirement	12,022	
10.50.10.100.511200	401k	5,268	
10.50.10.100.520000	Medical	27,083	
10.50.10.100.522000	Dental	797	
10.50.10.100.523000	Vision	155	
10.50.10.100.524000	Life Insurance	521	
10.50.10.100.525000	Disability	825	
10.50.10.100.531000	Cell Phone Allowance	975	
			235,814
OPERATING EXPENSES			
10.50.10.100.620000	Travel, Per Diem, Conference Registration		-
	AAAE Customer Service or Sales Conference (Supervisor)	-	
10.50.10.100.621000	Training & Education		-
	Pet therapy training / materials	-	
	Training - Staff/Volunteers	-	
10.50.10.100.630000	Printing & Binding		1,530
	Advertising sales materials - need updated	650	
	Paws for Passengers Trading Cards	880	
10.50.10.100.647000	Employee/Tenant Appreciation		6,000
	Volunteer appreciation - annual banquet, snacks	3,300	
	Tenant customer service incentives	2,700	
10.50.10.100.652000	In Terminal Advertising		1,500
	Supplies	775	
	Cleaning / R&M	500	
	Business development / meetings	225	
10.50.10.100.665500	Operating Furniture, Fixtures, Equipment and Software		350
	Greater than \$100 & up to \$5,000		
	Misc equipment	350	

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
GUEST SERVICES
Fiscal Year 2021/2022
Variance Analysis

Acct #	Description	FY2021 Budget				FY2021 Estimated Actual				FY2020 Actual			FY 2019
		FY 2022 Budget	FY 2021 Budget	Increase/Decrease		FY 2021 Actual 6 Months	FY 2021 Estimate	Increase/Decrease		FY 2020 Actual	Increase/Decrease		FY 2019 Actual
				Amount	Percent			Amount	Percent		Amount	Percent	
500000	Salaries	165,265	165,395	(130)	-0.08%	78,056	141,999	23,266	16.38%	147,670	17,595	11.92%	143,359
500016	Longevity	2,606	2,349	257	10.94%	1,770	2,349	257	10.94%	2,349	257	10.93%	1,685
500020	Overtime	2,400	2,400	0	0.00%	1,723	2,400	0	0.00%	3,039	(639)	-21.04%	2,817
500023	Holiday Pay	1,516	1,516	0	0.00%	1,516	1,516	0	0.00%	1,516	0	0.00%	1,516
507000	Auto Allowance	3,000	3,000	0	0.00%	1,500	3,000	0	0.00%	3,000	0	0.00%	2,500
500050	FICA Taxes	13,381	13,361	20	0.15%	6,372	11,646	1,735	14.90%	11,820	1,561	13.21%	11,429
500070	LGERS retirement	12,022	10,732	1,290	12.02%	5,876	10,367	1,655	15.96%	8,874	3,148	35.47%	7,363
500080	401k	5,268	5,256	12	0.23%	2,877	5,076	192	3.78%	4,902	366	7.46%	4,700
500160	Medical	27,083	25,594	1,489	5.82%	9,463	20,722	6,361	30.70%	22,989	4,094	17.81%	20,089
500260	Dental	797	783	14	1.79%	460	955	(158)	-16.54%	796	1	0.13%	861
500265	Vision Insurance	155	152	3	1.97%	64	133	22	16.54%	119	36	30.57%	153
500360	Life Insurance	521	521	0	0.00%	278	512	9	1.76%	372	149	40.15%	384
500460	Disability	825	825	0	0.00%	438	806	19	2.36%	675	150	22.20%	840
500500	Cell Phone Allowance	975	975	0	0.00%	450	975	0	0.00%	937	38	4.01%	975
	Total Benefits	61,027	58,199	2,828	4.86%	26,278	51,192	9,835	19.21%	51,484	9,543	18.54%	46,794
	Total Personal Services	235,814	232,859	2,955	1.27%	110,843	202,456	33,358	16.48%	209,059	26,718	12.78%	198,671
650000	Travel, Per Diem, Conference Registration	0	0	0	100%	0	0	0	100%	2,081	(2,081)	-100.00%	2,202
651000	Training & Education	0	1,000	(1,000)	-100.00%	0	1,000	(1,000)	-100.00%	0	0	100%	198
730000	Printing & Binding	1,530	1,530	0	0.00%	0	1,530	0	0.00%	0	1,530	100%	922
740115	Employee/Tenant Appreciation	6,000	7,000	(1,000)	-14.29%	125	7,000	(1,000)	-14.29%	2,927	3,073	105.02%	4,602
750200	In Terminal Advertising	1,500	1,500	0	0.00%	0	1,500	0	0.00%	6,450	(4,950)	-76.75%	1,994
771000	Operating Furniture, Fixtures and Equipment	350	350	0	0.00%	0	350	0	0.00%	190	160	84.52%	1,416
771500	Uniforms	3,500	4,000	(500)	-12.50%	0	4,000	(500)	-12.50%	1,275	2,225	174.57%	4,358
780100	Dues & Memberships	310	310	0	0.00%	0	310	0	0.00%	425	(115)	-27.10%	310
	Total Services & Mat'ls.	13,190	15,690	(2,500)	-15.93%	125	15,690	(2,500)	-15.93%	13,347	(157)	-1.18%	16,002
	Department Total	249,004	248,549	455	0.18%	110,968	218,146	30,858	14.15%	222,406	26,560	11.94%	214,673

Comments

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
Information Technology
BASIC OPERATING BUDGET
FY 2021-2022

Department #	60		
New World Account Numbers	Description	Item Amount	Summary Amount
	Kimball - Call Recording Software Support Agreement	1,100	183,660
	Harris Integrated Solutions - HVAC Software Agreement	1,200	
	Nutanix- Backup Virtual Server Appliance Support Agreement	16,600	
	Infortel / ISI - Call Accounting Service Agreement	3,800	
	WebRoot - Antivirus and Malware Protection (Qty:155)	3,230	
	Microsoft Office 365 Advance Threat Protection (77 Users)	1,900	
	Microsoft Teams Conference Bridge (5 Users)	240	
	Microsoft Office 365 w/Visio (77 Users)	19,500	
	Tyler Technologies - ERP Service Agreement	22,000	
10.60.15.100.616000	Other Contractual Services-Terminal		
	Amadeus - EASE Master Service Agreement	44,800	
	ComNet - FIDS Annual Service Agreement	19,500	
	Honeywell - Access Control Maintenance Agreement	18,500	
	Milestone - Security Video Management Agreement	26,500	
	PASSUR - Gate Management Software Agreement	60,000	
	Pandora - Terminal Music	360	
	OAG - FIDS, PASSUR Data Feed and Flight Maps	11,300	
	Vaisala - Runway Scan System Agreement (6 mos)	2,200	
	Atmosphere TV Annual Subscription	500	
10.60.10.100.620000	Travel, Per Diem, Conference Registration		1,300
	ACI - Business Information Technology Conference	-	
	NCAA - North Carolina Airport Association Conference	800	
	Business Meeting Expenses	500	
10.60.10.100.621000	Training & Education		3,500
	Stormwinds - Online IT Courses	2,000	
	Honeywell - Security Access Control Training	1,500	
10.60.10.100.702000	Telecommunications		52,800
	ERC Broadband - Primary Internet Circuit (1000MB)	13,200	
	Charter - Backup Internet Circuit (100Mb)	1,600	
	AT&T - VoIP Telephone Circuits	16,200	
	AT&T Long Distance	2,100	
	Charter - Cable TV	3,700	
	AT&T - Analog Lines	9,000	
	Verizon - AVL Mobile Phones / Jetpacks (Ops, DPS, IT)	1,400	
	Cisco ATA191 (Qty: 25)	2,750	
	Cisco - 8841 IP Phones (Qty:15)	2,850	
10.60.10.100.740000	Rentals and Leases		14,800
	Sharp - Office Copiers Lease Agreement	14,800	
10.60.10.100.760000	General Repairs and Maintenance		5,000
	Audio / Visual Equipment Repairs	2,500	
	PARCS Repairs and Maintenance	2,500	
10.60.15.100.760000	General Repairs and Maintenance - Terminal		15,000
	EASE Repairs and Maintenance	2,000	
	FIDS Repairs & Maintenance	2,000	
	Security System Repairs, Maintenance and Inventory	11,000	

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
Information Technology
BASIC OPERATING BUDGET
FY 2021-2022

Department #	60			
New World Account Numbers	Description	Item Amount	Summary Amount	
10.60.10.100.661500	Operating Supplies		20,900	
	Operating Supplies	12,000		
	UPS Battery Backup Units (Client Computers)	1,500		
	Plotter Ink Cartridges and Print Heads	2,400		
	Small Tools, Equipment, Inventory	5,000		
	Apparel - Staff	-		
10.60.15.100.661500	Operating Supplies-Terminal		27,000	
	EASE Stock - Boarding Passes, Bag Tags, Toner, Paper	27,000		
10.60.10.100.665500	Operating Furniture, Fixtures, Equipment and Software		42,500	
	Greater than \$100 & up to \$5,000			
	Desktops (Qty: 15)	22,500		
	Laptops (Qty: 2)	6,500		
	Network Switches	13,000		
	Office Furniture	500		
10.60.15.100.665500	Operating Furniture, Fixtures, Equipment and Software - Terminal		2,000	
	Greater than \$100 & up to \$5,000			
	EASE - Boarding Gate Readers (2)	2,000		
10.60.10.100.670000	Dues & Memberships		825	
	NCAA	50		
	CBT Nuggets	775		
10.60.10.100.671000	Books, Publications, & Subscriptions		110	
	Books & Subscriptions	110		
			547,680	
			1,054,256	

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
Information Technology
Fiscal Year 2021/2022
Variance Analysis

Acct #	Description	FY 2022 Budget	FY2021 Budget				FY2021 Estimated Actual				FY2020 Actual			FY 2019
			FY 2021 Budget	Increase/Decrease		FY 2021 Actual 6 Months	FY 2021 Estimate	Increase/Decrease		FY 2020 Actual	Increase/Decrease		FY 2019 Actual	
				Amount	Percent			Amount	Percent		Amount	Percent		
500000	Salaries	336,336	342,829	(6,493)	-1.89%	160,591	322,253	14,083	4.37%	332,156	4,180	1.26%	269,122	
503000	Longevity	3,920	4,850	(930)	-19.18%	3,669	4,850	(930)	-19.18%	2,690	1,230	45.72%	1,458	
506000	Holiday Pay	1,083	1,083	0	0.00%	1,083	1,083	0	0.00%	1,083	0	0.01%	866	
507000	Auto Allowance	2,400	3,000	(600)	-20.00%	1,200	2,400	0	0.00%	2,400	0	0.00%	2,400	
510000	FICA Taxes	26,330	26,864	(534)	-1.99%	12,398	24,476	1,854	7.57%	24,056	2,274	9.45%	20,003	
511000	LGERS retirement	38,823	35,453	3,370	9.51%	16,771	33,276	5,547	16.67%	29,077	9,746	33.52%	20,889	
511200	401k	17,013	17,362	(349)	-2.01%	8,213	16,296	717	4.40%	16,046	967	6.02%	13,229	
520000	Medical	65,563	62,909	2,654	4.22%	20,203	48,265	17,298	35.84%	54,398	11,165	20.52%	44,687	
522000	Dental	3,742	3,675	67	1.82%	1,460	3,131	611	19.51%	2,840	902	31.77%	3,486	
523000	Vision Insurance	388	381	7	1.84%	144	317	71	22.40%	290	98	34.01%	303	
524000	Life Insurance	1,713	1,663	50	3.01%	819	1,574	139	8.83%	1,193	520	43.58%	1,133	
525000	Disability	3,076	2,975	101	3.39%	1,513	2,894	182	6.29%	4,493	(1,417)	-31.54%	2,642	
531000	Cell Phone Allowance	6,189	6,189	0	0.00%	2,775	6,189	0	0.00%	5,839	350	6.00%	4,908	
	Total Benefits	162,837	157,471	5,366	3.41%	64,296	136,418	26,419	19.37%	140,632	22,205	15.79%	113,680	
	Total Personal Services	506,576	509,233	(2,657)	-0.52%	230,838	467,004	39,572	8.47%	476,561	29,664	6.22%	385,126	
600000	Professional Services - General	16,000	17,200	(1,200)	-6.98%	2,438	17,200	(1,200)	-6.98%	12,775	3,225	25.24%	15,556	
606000	Website Maintenance	3,000	3,000	0	0.00%	(47)	3,000	0	0.00%	536	2,464	459.83%	324	
610000	Computer Tech. Support	0	0	0	100%	0	0	0	100%	21,391	(21,391)	-100.00%	20,959	
616000	Other Contractual Services	342,945	394,076	(51,131)	-12.97%	201,504	394,077	(51,132)	-12.98%	185,348	157,597	85.03%	64,966	
620000	Travel, Per Diem, Conference Registration	1,300	1,300	0	0.00%	44	800	500	62.50%	1,810	(510)	-28.16%	3,986	
621000	Training & Education	3,500	6,000	(2,500)	-41.67%	0	6,000	(2,500)	-41.67%	980	2,520	257.27%	3,190	
702000	Telecommunications	52,800	47,600	5,200	10.92%	24,033	47,600	5,200	10.92%	43,813	8,987	20.51%	74,587	
740000	Rentals and Leases	14,800	14,750	50	0.34%	7,494	14,750	50	0.34%	13,778	1,022	7.42%	13,197	
760000	General Repairs and Maintenance	20,000	15,000	32,900	219.33%	6,075	15,000	32,900	219.33%	17,440	30,460	174.65%	24,266	
661500	Operating Supplies	47,900	53,400	(8,900)	-16.67%	11,186	36,400	8,100	22.25%	34,540	9,960	28.84%	26,887	
665500	Operating Furniture, Fixtures and Equipment	44,500	42,225	2,275	5.39%	3,290	42,225	2,275	5.39%	46,323	(1,823)	-3.93%	63,998	
670000	Dues & Memberships	825	450	375	83.33%	357	400	425	106.25%	160	665	415.88%	240	
671000	Books & Publications	110	250	(140)	-56.00%	0	250	(140)	-56.00%	668	(558)	-83.52%	1,413	
	Total Services & Mat'ls.	547,680	595,251	(23,071)	-3.88%	256,374	577,702	(5,522)	-0.96%	379,561	192,619	50.75%	313,569	
	Department Total	1,054,256	1,104,484	(25,728)	-2.33%	487,212	1,044,706	34,050	3.26%	856,122	222,284	25.96%	698,695	

Comments:

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
Marketing & Public Relations
BASIC OPERATING BUDGET
FY 2021-2022

Department #	70		
New World Account Numbers	Description	Item Amount	Summary Amount
PERSONNEL SERVICES			
10.70.10.100.500000	Salaries	175,814	175,814
10.70.10.100.503000	Longevity	4,546	4,546
	Overtime	-	-
10.70.10.100.506000	Holiday Pay	433	433
10.70.10.100.507000	Auto Allowance	3,600	3,600
	<u>Benefits:</u>		84,619
10.70.10.100.510000	FICA Taxes	14,123	
10.70.10.100.511000	LGERS retirement	20,579	
10.70.10.100.511200	401k	9,018	
10.70.10.100.520000	Medical	33,658	
10.70.10.100.522000	Dental	2,123	
10.70.10.100.523000	Vision	155	
10.70.10.100.524000	Life Insurance	785	
10.70.10.100.525000	Disability	1,571	
10.70.10.100.531000	Cell Phone Allowance	2,607	
			269,012
OPERATING EXPENSES			
10.70.10.100.600000	Professional Services - General		43,500
	Air service development consulting - Ailevon	43,500	
10.70.10.100.602000	Artwork and Creative Production		22,000
	Creative production (video & graphics support)	4,000	
	Website development, maintenance	18,000	
10.70.10.100.603000	Surveys, Reports & Data		-
	Backend reporting tool / website user data	-	
	ASQ contract fee - customer service survey reports	-	
10.70.10.100.620000	Travel, Per Diem, Conference Registration		14,600
	ACI MarComCX conference - Nov 2021 - (1) - Atlanta	1,500	
	Routes Americas Air Service Conference - Feb 2022	5,000	
	ACI JumpStart - June 2022	2,500	
	Allegiant Air annual meeting - Oct 2021	2,000	
	Airline meeting travel expenses	1,800	
	Roundtable	1,800	
	AAAE Conference	-	
10.70.10.100.621000	Training & Education		-
	Media training-backup PIO/crisis prep PR & senior team	-	
10.70.10.100.760000	General Repairs and Maintenance		800
	Piano tuning - 8x/year	800	

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
Marketing & Public Relations
BASIC OPERATING BUDGET
FY 2021-2022

Department #	70		

New World Account Numbers	Description	Item Amount	Summary Amount
10.70.10.100.630000	Printing & Binding		5,000
	Miscellaneous projects - annual report, brochures, etc.	3,000	
	In-terminal displays & PR materials	2,000	
10.70.10.100.631000	Banners		-
		-	
10.70.10.100.640000	Radio		10,000
	Misc. radio - BRPR, Speaking of Travel	10,000	
10.70.10.100.641000	Billboards		24,000
	Billboard leases (outdoor, cinema screen, etc.)	24,000	
	Production costs	-	
10.70.10.100.642000	Print		6,100
	AVL-CVB Asheville Magazine-Journal Communications	2,100	
	Magazines & newspapers	4,000	
10.70.10.100.643000	TV		-
		-	
10.70.10.100.644000	Web Advertising		95,000
	Web ads - geo/travel targeted - Sojern or other	67,650	
	Business to business marketing via email/web/Constant Contact	11,400	
	Co Schedule monthly social media scheduling tool	950	
	Social media advertising	15,000	
	Expedia targeted web ads	-	
10.70.10.100.649000	Air Service Development		2,300
	Fam tour costs - for network planner visits to AVL	2,000	
	Misc - thank you gifts, presentations, etc	300	
	Expedition Asheville - network planner experience	-	
10.70.10.100.645000	Other Promotional Events/Sponsorships		1,500
	Restock sponsorship gifts - used for sponsor trades	1,500	
10.70.10.100.646000	Community Events/Exhibits/Sponsorships		65,700
	Flat Rock Playhouse annual sponsorship	-	
	Henderson Chamber sponsorship	6,200	
	Asheville Chamber sponsorship & membership	12,000	
	Inaugural event(s)	3,000	
	Blue Ridge Honor Flight	3,500	
	Customer appreciation events	7,000	
	Asheville Tourists annual sponsorship	-	
	Henderson County Partnership for Econ Development	-	
	Wings for Autism	3,000	
	Music on the Fly	6,000	
	Midnight Flight - Runway 5K (revenue offsets 100%)	25,000	
	Miscellaneous sponsorships	-	

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
Marketing & Public Relations
BASIC OPERATING BUDGET
FY 2021-2022**

Department #	70		
New World Account Numbers	Description	Item Amount	Summary Amount
10.70.10.100.647000	Employee/Tenant Appreciation		4,500
	Volunteer appreciation	1,500	
	Internal employee & tenant PR - mini events/prizes	1,000	
	Tenant lunch	2,000	
10.70.10.100.662000	Art Program Supplies		1,000
	Supplies, promotional materials	1,000	
10.70.10.100.662500	Promotional Items		9,000
	General promo - small items	-	
	Employee appreciation	-	
	Apparel - promo and staff	2,500	
	General promo - large items (special purposes)	2,000	
	Apparel for PR events	-	
	PAX appreciation events - promo	2,500	
	Birthday box promo	2,000	
10.70.10.100.663000	Holiday Decorations		1,000
	New décor/replacement lights, supplies	1,000	
	Sounds of the Holidays ornaments	-	
	Exterior projectors for garage	-	
10.70.10.100.665500	Operating Furniture, Fixtures, Equipment and Software Greater than \$100 & up to \$5,000		600
	Pop up banner replacement	400	
	Small light stand	200	
	Replacement vitrines for gallery	-	
10.70.10.100.670000	Dues & Memberships		4,125
	Haywood Chamber	580	
	Hendersonville Chamber	850	
	Jackson Chamber	210	
	Madison Chamber	300	
	McDowell Chamber	205	
	Mitchell County Chamber	350	
	Polk Chamber	360	
	Rutherford Chamber	250	
	Transylvania/Brevard Chamber	385	
	Yancey Chamber	280	
	AAAE	275	
	SEC AAAE	35	
	NCAA	45	

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY			
ASHEVILLE REGIONAL AIRPORT			
Marketing & Public Relations			
BASIC OPERATING BUDGET			
FY 2021-2022			
Department #	70		
New World Account Numbers	Description	Item Amount	Summary Amount
10.70.10.100.671000	Books, Publications, Compact Disks, Videos & Subscriptions		5,460
	Shutterstock - monthly image packs	1,680	
	Citizen-Times online subscription	60	
	BMI Music License (for all music in airport)	1,260	
	ASCAP music license (for all music in airport)	1,260	
	Shutterstock - enhanced license images	700	
	Stock music & on-line voice overs	500	
			316,185
			585,197

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
Marketing & Public Relations
Fiscal Year 2021/2022
Variance Analysis

Acct #	Description	FY2021 Budget				FY2021 Estimated Actual				FY2020 Actual			FY 2019
		FY 2022 Budget	FY 2021 Budget	Increase/Decrease		FY 2021 Actual 6 Months	FY 2021 Estimate	Increase/Decrease		FY 2020 Actual	Increase/Decrease		FY 2019 Actual
				Amount	Percent			Amount	Percent		Amount	Percent	
500000	Salaries	175,814	177,622	(1,808)	-1.02%	83,905	167,810	8,004	4.77%	199,588	(23,774)	-11.91%	191,651
503000	Longevity	4,546	4,546	0	0.00%	4,546	4,546	0	0.00%	3,356	1,190	35.45%	2,164
505000	Overtime	0	750	(750)	-100.00%	0	0	0	100%	0	0	100%	265
506000	Holiday Pay	433	650	(217)	-33.38%	433	433	0	0.00%	650	(217)	-33.35%	650
507000	Auto Allowance	3,600	4,200	(600)	-14.29%	1,800	3,600	0	0.00%	3,600	0	0.00%	3,600
510000	FICA Taxes	14,123	14,260	(137)	-0.96%	6,826	13,268	855	6.44%	15,302	(1,179)	-7.71%	14,836
511000	LGERS retirement	20,579	18,576	2,003	10.78%	9,030	17,597	2,982	16.95%	17,972	2,607	14.51%	14,870
511200	401k	9,018	9,097	(79)	-0.87%	4,422	8,617	401	4.65%	9,930	(912)	-9.19%	9,542
520000	Medical	33,658	27,729	5,929	21.38%	8,605	19,043	14,615	76.75%	28,014	5,644	20.15%	24,930
522000	Dental	2,123	2,085	38	1.82%	711	1,481	642	43.35%	1,592	531	33.37%	2,296
523000	Vision Insurance	155	228	(73)	-32.02%	64	133	22	16.54%	170	(15)	-8.87%	306
524000	Life Insurance	785	1,023	(238)	-23.26%	417	774	11	1.42%	723	62	8.52%	850
525000	Disability	1,571	1,914	(343)	-17.92%	832	1,545	26	1.68%	2,854	(1,283)	-44.96%	2,104
531000	Cell Phone Allowance	2,607	2,607	0	0.00%	1,177	2,607	0	0.00%	2,280	327	14.34%	2,477
	Total Benefits	84,619	77,519	7,100	9.16%	32,084	65,065	19,554	30.05%	78,837	5,782	7.33%	72,211
	Total Personal Services	269,012	265,287	3,725	1.40%	122,768	241,454	27,558	11.41%	286,031	(17,346)	-6.06%	270,541
600000	Professional Services - General	43,500	43,500	0	0.00%	14,500	43,500	0	0.00%	56,700	(13,200)	-23.28%	37,500
602000	Artwork and Creative Production	22,000	20,000	2,000	10.00%	6,919	20,000	2,000	10.00%	16,523	5,477	33.14%	16,059
603000	Surveys, Reports & Data	0	28,000	(28,000)	-100.00%	0	20,000	(20,000)	-100.00%	18,923	(18,923)	-100.00%	53,181
620000	Travel, Per Diem, Conference Registration	14,600	15,600	(1,000)	-6.41%	1,623	8,500	6,100	71.76%	15,866	(1,266)	-7.98%	21,464
621000	Training & Education	0	0	0	100%	0	0	0	100%	214	(214)	-100.00%	337
702000	Telecommunications	0	0	0	100%	(20)	0	0	100%	2,897	(2,897)	-100.00%	586
760000	General Repairs and Maintenance	800	1,200	(400)	-33.33%	0	600	200	33.33%	425	375	88.24%	1,556
630000	Printing & Binding	5,000	5,000	0	0.00%	785	5,000	0	0.00%	10,791	(5,791)	-53.67%	7,313
631000	Banners	0	0	0	100%	0	0	0	100%	0	0	100%	0
640000	Radio	10,000	11,000	(1,000)	-9.09%	11,760	12,100	(2,100)	-17.36%	7,200	2,800	38.89%	67,660
641000	Billboards	24,000	32,500	(8,500)	-26.15%	0	24,700	(700)	-2.83%	22,675	1,325	5.84%	12,512
642000	Print	6,100	6,100	0	0.00%	0	5,800	300	5.17%	12,869	(6,769)	-52.60%	15,909
643000	TV	0	0	0	100%	0	0	0	100%	0	0	100%	19,600
644000	Web Advertising	95,000	120,950	(25,950)	-21.46%	5,567	70,000	25,000	35.71%	59,804	35,196	58.85%	66,088
649000	Air Service Development	2,300	2,300	0	0.00%	71	2,300	0	0.00%	6,238	(3,938)	-63.13%	3,409
645000	Promotional Events/Sponsorships	1,500	1,500	0	0.00%	5,039	5,040	(3,540)	-70.24%	1,363	137	10.07%	860
646000	Other Community Events/Exhibits/Sponsorships	65,700	67,200	(1,500)	-2.23%	1,264	26,700	39,000	146.07%	33,434	32,266	96.51%	82,557
647000	Employee/Tenant Appreciation	4,500	4,500	0	0.00%	0	2,500	2,000	80.00%	2,299	2,201	95.77%	4,368
662000	Art Program	1,000	1,000	0	0.00%	90	1,000	0	0.00%	1,152	(152)	-13.23%	731
662500	Promotional Items	9,000	10,500	(1,500)	-14.29%	1,365	8,000	1,000	12.50%	12,238	(3,238)	-26.46%	18,105
663000	Holiday Decorations	1,000	1,980	(980)	-49.49%	302	1,980	(980)	-49.49%	1,575	(575)	-36.50%	2,031
665500	Operating Furniture, Fixtures and Equipment	600	1,848	(1,248)	-67.53%	146	400	200	50.00%	2,742	(2,142)	-78.12%	8,004
670000	Dues & Memberships	4,125	4,125	0	0.00%	1,349	4,125	0	0.00%	4,824	(699)	-14.50%	4,564
671000	Books & Publications	5,460	9,328	(3,868)	-41.47%	1,176	9,328	(3,868)	-41.47%	4,262	1,198	28.12%	3,057
	Total Services & Mat'ls.	316,185	388,131	(71,946)	-18.54%	51,936	271,573	44,612	16.43%	295,014	21,171	7.18%	447,451
	Department Total	585,197	653,418	(68,221)	-10.44%	174,704	513,027	72,170	14.07%	581,045	3,825	0.66%	717,992

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT**

Operations

BASIC OPERATING BUDGET

FY 2021-2022

Department #	80			
New World Account Numbers	Description	Item Amount	Summary Amount	
PERSONNEL SERVICES				
10.80.15.100.500000	Salaries	1,327,152	1,327,152	
10.80.15.100.503000	Longevity	18,191	18,191	
10.80.15.100.505000	Overtime	45,000	45,000	
10.80.15.100.506000	Holiday Pay	6,497	6,497	
10.80.15.100.507000	Auto Allowance	2,400	2,400	
	<u>Benefits:</u>		806,790	
10.80.15.100.510000	FICA Taxes	107,254		
10.80.15.100.511000	LGERS retirement	156,927		
10.80.15.100.511200	401k	68,767		
10.80.15.100.520000	Medical	425,043		
10.80.15.100.522000	Dental	22,904		
10.80.15.100.523000	Vision	2,247		
10.80.15.100.524000	Life Insurance	7,611		
10.80.15.100.525000	Disability	11,960		
10.80.15.100.531000	Cell Phone Allowance	4,077		
			2,206,030	
OPERATING EXPENSES				
	Professional Services		-	
	Professional Services	-		
10.80.15.100.608000	Temporary Help		-	
	Temporary Help	-		
10.80.60.100.611000	Landscaping		-	
	RAC Contract	-		
10.80.80.100.612000	Parking Management Contract		350,000	
	Payroll, Benefits & Operating Expenses	290,798		
	Management Fee	59,202		
10.80.80.100.613000	Parking Management - Shuttle Service		-	
	Shuttle Services	-		
10.80.15.100.616000	Other Contractual Services		123,585	
	Automatic Door Contract	5,000		
	Uniform Cleaning & Mats (Maintenance & Janitori	21,000		
	Load Bank Generator Test	-		
	Fire Sprinkler Inspections/Backflow/Halation	6,500		
	Halon Fire Suppression Inspection	1,000		
	Waste Removal & Recycling	18,575		
	Pest Control	1,900		
	Window Washing	9,000		
	Lobby Plants	2,250		

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT**

Operations

BASIC OPERATING BUDGET

FY 2021-2022

Department #	80		
New World Account Numbers	Description	Item Amount	Summary Amount
	Loading Bridge Maintenance Contract	-	
	Wildlife Hazards Assessment Mgmt Plan Update	-	
	Garage Inspection	7,500	
	RAC Waste Removal and Recycling	4,900	
	RAC Pest Control	600	
	Rental Car Custodial	45,360	
10.80.20.100.616000	Other Contractual Services		19,500
	MSE Wall Monitoring	7,500	
	Wildlife Program	12,000	
10.80.15.100.614000	Elevator Maintenance Contract		8,800
	Elevator Maintenance Contract	8,800	
10.80.15.100.615000	Fire Alarm Systems Contract		14,280
	Fire Alarm Systems-Infinity & Monitoring fees	1,000	
	Fire Alarm Systems-Siemens	13,280	
10.80.15.100.620000	Travel, Per Diem, Conference Registration		11,300
	SEC Annual Conference	2,500	
	NCAA Conference (1)	800	
	FAA Conference (1)	800	
	AAAE Conference	3,200	
	ARFF Vehicle Maintenance (Rosenbauer)	-	
	Annual Snow Symposium	2,000	
	ASOCS 139 APP Conference	1,500	
	Business Meeting Expense	500	
10.80.15.100.621000	Training & Education		26,400
	Professional Development	1,000	
	AAAE	-	
	ASOS	1,500	
	ACE	2,000	
	Airfield Marking and Maintenance	20,000	
	AGTA Annual Conference	1,900	
	Electricity - All Locations		349,317
10.80.80.100.712500	Electricity Parking Garage		
	61 Terminal Dr	30,000	
10.80.15.100.715000	Electricity TA8918 Terminal 208		
	61 Terminal Dr (727 171 5729)	115,000	
10.80.15.100.710500	Electricity TH4698 Landside Restaurant & GRAA Storage areas		
	61 Terminal Dr (183 474 0183)	4,943	
	Airside Restaurant and Freezer	16,724	
10.80.20.100.714500	Electricity TR2714 DPS Bldg New		
	136 Wright Brother Way (640-377-9462)	18,000	

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT**

Operations

BASIC OPERATING BUDGET

FY 2021-2022

Department #	80			
New World Account Numbers	Description	Item Amount	Summary Amount	
10.80.20.100.713000	Electricity TK0203 Maint Bldgs 15 Aviation Way (590 232 5728)	10,000		
10.80.20.100.715500	Electricity W10456 Vgate-8AW 21 Aviation Way (798 342 2663)	400		
10.80.20.100.710000	Electricity S93746 GA Sewer Lift 1 Aviation Way (153 235 5813)	750		
10.80.20.100.712000	Electricity TF3027 480V TAFRDP 61 Terminal Dr (447 711 2884)	120,000		
	Electricity YK5320 Cargo Bldg 41 Terminal Dr (527 340 0993)	-		
10.80.60.100.711500	Electricity RAC CAM S83383 87 Rental Car Dr (319 694 7927)	12,000		
10.80.80.100.711000	Electricity TH6583 WBW St Light Wright Brothers Way (317 794 7458)	5,500		
10.80.80.100.713500	Electricity YT5631 LowerOverflow (606 016 2549)	2,500		
10.80.80.100.716000	Electricity (681 029 9526)	6,000		
10.80.20.100.714000	Electricity TJ0142 134 Wright Brothers Way (635 739 7972)	7,500		
	Natural Gas - All Locations			40,000
10.80.15.100.721500	Nat Gas 635822 Terminal 61 Terminal Dr (3-1981-0349-9500)	18,000		
10.80.20.100.721000	Nat Gas 568135 Operations Office Bldg A (East) 15 Aviation Way (2-2100-7146-7120)	10,000		
10.80.20.100.722000	Nat Gas 446155 Main Bldg B (West) 15 Aviation Way (8-1981-0349-9521)	4,000		
10.80.20.100.720000	Nat Gas 508999/509070 DPS Bldg New 136 Wright Brothers Way (2-2101-0054-6410)	4,500		
10.80.20.100.720500	Nat Gas 134 Wright Brothers Way (2-21010-1438-6501)	3,500		
	Water - All Locations			90,250
10.80.15.100.733000	Water 11946022/12642942 Term 61 Terminal Dr (2111887-1140018)	46,500		
10.80.20.100.731000	Water - Deicing Truck Water Station 61 Terminal Dr (2111887-103231)	1,750		
	Water 47313873 Maint Bldg A E 15 Aviation Way (2111879-1339978)	-		
10.80.20.100.730000	Water 102059 Public Saf Bldg-New (211887/102059) 136 Wright Brothers Way (1264268/13942887)	5,000		

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT**

Operations

BASIC OPERATING BUDGET

FY 2021-2022

Department #	80		
New World Account Numbers	Description	Item Amount	Summary Amount
	Water 12439009 Air Cargo Bldg		
	41 Terminal Dr (2111885-1140008)	-	
10.80.20.100.733500	Water 11459507/70162311 New Maint Bldg (East)		
	15 Aviation Way (2111887-1580708)	4,500	
10.80.60.100.734000	Water 11946005/70182576 RAC		
	65 Rental Car Dr (2293169-1587918)	28,500	
10.80.80.100.731500	Water 1013844 Toll Plaza Office		
	70 Terminal Dr	1,250	
10.80.80.100.732000	Water Garage (2111887/104501)		
	61 Terminal Dr	1,250	
10.80.20.100.732500	Water (2111887/1139948)		
	134 Wright Brothers Way	1,500	
10.80.15.100.761000	Terminal, Buildings and Grounds		150,000
	Terminal, Building & Grounds General Repairs	15,000	
	Hardware/Equipment	8,000	
	Forbo Replacement	-	
	Terminal & Grounds Lighting Fixtures and Bulbs	10,000	
	Baggage Belts	5,000	
	Equipment Rental	3,000	
	Roofing Maintenance	3,000	
	HVAC Repairs	10,000	
	Lime, Fertilizer, Mulch & Plants	9,000	
	Loading Bridges, PC Air/GPUs	7,500	
	RAC Light Poles, Fencing, Backflow/Fire Line & Bt	9,000	
	RAC - Misc Repairs - Facility	50,000	
	Light Poles, Fencing	3,000	
	Crosswalk Sealing (1)	-	
	Sewer Cleanout & Repair	2,500	
	Pavement Maintenance Program	8,000	
	Rental Homes, Advantage West, DPS, CAP, & WN	7,000	
10.80.15.100.770500	Permits, Licenses & Fees		1,000
	Permits, Licenses & Fees	1,000	
10.80.20.100.770000	Vehicles and Heavy Equipment		60,000
	Airfield Vehicles & Heavy Equipment	37,500	
	Landside Vehicles & Heavy Equipment	16,500	
	Authority Vehicle Tax & Tags	6,000	
10.80.20.100.771000	Airport and Airfield Equipment		10,000
	Airfield Lighting, Runway Painting, & Electrical Va	10,000	
10.80.15.100.630000	Printing & Binding		1,500
	Printing & Binding, Forms/Permits	1,500	
10.80.15.100.647000	Employee/Tenant Appreciation		600
	Employee/Conference Hosting/Snow Team Food	600	

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT**

Operations

BASIC OPERATING BUDGET

FY 2021-2022

Department #	80		
New World Account Numbers	Description	Item Amount	Summary Amount
10.80.15.100.660000	Vehicle Fuel		40,000
	Vehicle Fuel	40,000	
10.80.15.100.661000	Shop Supplies		3,000
	Shop Supplies	3,000	
10.80.15.100.661500	Operations Supplies		28,500
	Operating Supplies	10,500	
	Rap Back Progam	2,000	
	Finger Print/Badging	16,000	
10.80.15.100.663500	Chemicals & Safety		46,500
	Chemicals & Safety	4,000	
	De-icing Chemicals	40,000	
	Safety Program Supplies	2,500	
10.80.15.100.664000	Small Tools and Equipment		6,500
	Small Tools & Equipment	6,500	
10.80.15.100.664500	Custodial Supplies		27,000
	Cleaning Supplies/Mop Heads/Trash Can Liners et	27,000	
10.80.15.100.665000	Custodial Consumables		52,500
	Soap/Paper Towels/Toilet Paper/Seat Covers	52,500	
10.80.15.100.665500	Operating Furniture, Fixtures, Equipment and Softwa		3,000
	Greater than \$100 & up to \$5,000		
		3,000	
10.80.15.100.666500	Uniforms		4,900
	Employee Shoe Allowance	1,000	
	Clothing	3,500	
	PPE for Custodial Personnel	-	
	Prescription Safety Glasses	400	
10.80.15.100.670000	Dues & Memberships		2,125
	AAAE-4	1,100	
	SEC-7	245	
	AGTA	500	
	NCAA Annual Dues-7	280	
10.80.15.100.671000	Books, Publications, Compact Disks, Videos & Subscriptions		500
	Misc books & publications	500	
10.80.15.100.672000	Licenses & Certifications		1,200
	CDL Licenses	1,000	
	NC Fire Sprinkler Licenses	200	
			1,472,257
			3,678,287

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
Operations
Fiscal Year 2021/2022
Variance Analysis

Acct #	Description	FY2021 Budget				FY2021 Estimated Actual				FY2020 Actual			FY 2019 Actual
		FY 2022 Budget	FY 2021 Budget	Increase/Decrease		FY 2021 Actual 6 Months	FY 2021 Estimate	Increase/Decrease		FY 2020 Actual	Increase/Decrease		
				Amount	Percent			Amount	Percent		Amount	Percent	
500000	Salaries	1,327,152	1,257,140	70,012	5.57%	547,413	1,127,447	199,705	17.71%	1,144,405	182,747	15.97%	1,018,520
503000	Longevity	18,191	17,743	448	2.52%	5,908	17,743	448	2.52%	14,511	3,680	25.36%	16,701
505000	Overtime	45,000	45,000	0	0.00%	21,013	45,000	0	0.00%	29,041	15,959	54.96%	54,144
506000	Holiday Pay	6,497	6,820	(323)	-4.74%	5,631	5,631	866	15.38%	5,847	650	11.11%	5,414
507000	Auto Allowance	2,400	3,000	(600)	-20.00%	1,200	2,400	0	0.00%	2,400	0	0.00%	2,400
510000	FICA Taxes	107,254	101,597	5,657	5.57%	42,583	88,841	18,413	20.73%	85,738	21,516	25.09%	85,741
511000	LGERS retirement	156,927	134,469	22,458	16.70%	58,639	123,151	33,776	27.43%	105,798	51,129	48.33%	120,690
511200	401k	68,767	65,853	2,914	4.43%	28,716	60,056	8,711	14.50%	57,836	10,931	18.90%	56,477
520000	Medical	425,043	405,444	19,599	4.83%	111,024	270,044	154,999	57.40%	294,506	130,537	44.32%	254,018
522000	Dental	22,904	20,694	2,210	10.68%	7,329	15,009	7,895	52.60%	13,679	9,225	67.44%	18,463
523000	Vision Insurance	2,247	2,207	40	1.81%	790	1,620	627	38.70%	1,626	621	38.18%	2,223
524000	Life Insurance	7,611	7,446	165	2.22%	3,731	6,778	833	12.29%	5,028	2,583	51.38%	5,578
525000	Disability	11,960	13,667	(1,707)	-12.49%	5,436	10,128	1,832	18.09%	6,821	5,139	75.34%	11,145
531000	Cell Phone Allowance	4,077	4,077	0	0.00%	1,987	4,077	0	0.00%	4,747	(670)	-14.12%	5,159
	Total Benefits	806,790	755,454	51,336	6.80%	260,235	579,704	227,086	39.17%	578,179	228,611	39.54%	561,894
	Total Personal Services	2,206,030	2,085,157	120,873	5.80%	841,400	1,777,925	428,105	24.08%	1,771,983	434,717	24.53%	1,656,673
600000	Professional Services	0	0	0	100%	0	0	0	100%	50,386	(50,386)	-100.00%	0
608000	Temporary Help	0	30,000	(30,000)	-100.00%	0	0	0	100%	0	0	100%	0
611000	Landscaping	0	9,420	(9,420)	-100.00%	4,710	9,420	(9,420)	-100.00%	9,420	(9,420)	-100.00%	9,420
612000	Parking Management Contract	350,000	697,170	(347,170)	-49.80%	88,848	245,000	105,000	42.86%	463,541	(113,541)	-24.49%	439,710
613000	Parking Management - Shuttle	0	0	0	100%	0	0	0	100%	76,714	(76,714)	-100.00%	0
616000	Other Contractual Services	143,085	152,547	(9,462)	-6.20%	44,129	103,250	39,835	38.58%	184,566	(41,481)	-22.47%	145,923
614000	Elevator Maintenance Contract	8,800	8,500	300	3.53%	4,203	8,500	300	3.53%	8,361	439	5.25%	7,425
615000	Fire Alarm Systems Contract	14,280	14,100	180	1.28%	0	14,100	180	1.28%	15,312	(1,032)	-6.74%	13,403
620000	Travel, Per Diem, Conference Registration	11,300	0	11,300	100%	0	0	11,300	100%	2,319	8,981	387.30%	12,318
621000	Training & Education	26,400	0	26,400	100%	0	0	26,400	100%	3,736	22,664	606.69%	1,328
702000	Telecommunications	0	0	0	100%	1,331	1,141	(1,141)	-100.00%	1,775	(1,775)	-100.00%	801
0	Rentals and Leases	0	0	0	100%	0	0	0	100%	0	0	100%	0
710000	Electricity - All	349,317	403,617	(54,300)	-13.45%	138,338	345,700	3,617	1.05%	322,953	26,364	8.16%	330,578
720000	Natural Gas - All	40,000	51,000	(11,000)	-21.57%	7,681	36,000	4,000	11.11%	31,568	8,432	26.71%	39,089
730000	Water - All	90,250	90,500	(250)	-0.28%	9,306	85,100	5,150	6.05%	52,709	37,542	71.22%	83,167
761000	Terminal, Buildings and Grounds	150,000	193,000	(43,000)	-22.28%	59,171	110,000	40,000	36.36%	155,947	(5,947)	-3.81%	169,176
770500	Permits, Licenses & Fees	1,000	1,000	0	0.00%	660	1,000	0	0.00%	850	150	17.65%	0
770000	Vehicles and Heavy Equipment	60,000	80,000	(20,000)	-25.00%	58,369	59,000	1,000	1.69%	78,501	(18,501)	-23.57%	226,508
771000	Airport and Airfield Equipment	10,000	15,000	(5,000)	-33.33%	4,129	9,500	500	5.26%	8,753	1,247	14.24%	75,454
630000	Printing & Binding	1,500	2,500	(1,000)	-40.00%	79	1,500	0	0.00%	1,886	(386)	-20.45%	823
647000	Employee/Tenant Appreciation	600	600	0	0.00%	0	300	300	100.00%	282	318	112.63%	899
660000	Vehicle Fuel	40,000	35,000	5,000	14.29%	17,043	35,000	5,000	14.29%	36,462	3,538	9.70%	26,230
661000	Shop Supplies	3,000	3,000	0	0.00%	635	2,500	500	20.00%	1,063	1,937	182.17%	2,480
661500	Operating Supplies	28,500	26,000	2,500	9.62%	6,726	25,000	3,500	14.00%	23,657	4,843	20.47%	32,386
663500	Chemicals & Safety	46,500	74,600	(28,100)	-37.67%	4,326	25,000	21,500	86.00%	(388)	46,888	-12081.14%	50,706
664000	Small Tools and Equipment	6,500	7,500	(1,000)	-13.33%	2,530	6,500	0	0.00%	5,029	1,471	29.25%	10,525
664500	Custodial Supplies	27,000	27,300	(300)	-1.10%	5,145	27,300	(300)	-1.10%	46,347	(19,347)	-41.74%	33,929
665000	Custodial Consumables	52,500	55,500	(3,000)	-5.41%	15,641	50,000	2,500	5.00%	64,401	(11,901)	-18.48%	43,451
665500	Operating Furniture, Fixtures and Equipment	3,000	4,500	(1,500)	-33.33%	816	3,000	0	0.00%	2,753	247	8.98%	1,866
666500	Uniforms	4,900	7,400	(2,500)	-33.78%	1,322	3,500	1,400	40.00%	2,489	2,411	96.85%	7,181
670000	Dues & Memberships	2,125	2,125	0	0.00%	315	710	1,415	199.30%	890	1,235	138.76%	665
671000	Books & Publications	500	500	0	0.00%	0	250	250	100.00%	0	500	100%	0
672000	Licenses & Certifications	1,200	1,160	40	3.45%	0	1,000	200	20.00%	160	1,040	650.00%	0
	Total Services & Mat'ls.	1,472,257	1,993,539	(521,282)	-26.15%	475,452	1,209,271	262,986	21.75%	1,652,440	(180,183)	-10.90%	1,765,441
	Department Total	3,678,287	4,078,696	(400,409)	-9.82%	1,316,852	2,987,196	691,091	23.14%	3,424,423	254,534	7.43%	3,422,114

Comments:

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT**

Operations

CAPITAL BUDGET / PERSONNEL REQUEST
FY 2021-2022

JUSTIFICATION SCHEDULE

<input type="checkbox"/>	Capital Improvement		
<input type="checkbox"/>	Equipment and Small Capital Outlay	Fund	GARAA
<input type="checkbox"/>	Renewal and Replacement	Department Number	80
<input checked="" type="checkbox"/>	Personnel Request		

DESCRIPTION & JUSTIFICATION

Description	Amount
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Additional Maintenance Personnel	\$ 88,826
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Requesting to add a HVAC position to the maintenance staff. The position requested is necessary as the airport continues with terminal modifications to include a Central Energy Plant. It would be anticipated the individual hired would have Central Energy Plant experience and would be able to assist with the construction and conversion to a Central Energy Plant environment. The anticipated annual cost would be approximately \$88,826.00 which would break down to approximately \$50,000.00 for payroll and \$38,826.00 for benefits.

NOTE: If this request relates to recently approved personnel, please complete the following:

TITLE: HVAC Tech

HIRE DATE: 1-Jul-21

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY			
ASHEVILLE REGIONAL AIRPORT			
Planning			
BASIC OPERATING BUDGET			
FY 2021-2022			
-			
Department #	20		
New World Account Numbers	Description	Item Amount	Summary Amount
PERSONNEL SERVICES			
10.20.10.100.500000	Salaries	152,643	241,985
10.20.75.100.500000	Salaries - Safety	89,342	
10.20.10.100.503000	Longevity	1,489	4,493
10.20.75.100.503000	Longevity - Safety	3,004	
10.20.10.100.505000	Overtime	500	500
10.20.10.100.506000	Holiday Pay	433	650
10.20.75.100.506000	Holiday Pay - Safety	217	
10.20.10.100.507000	Auto Allowance	-	-
10.20.75.100.507100	Rewards Program - Safety	-	-
	Benefits:		120,224
10.20.10.100.510000	FICA Taxes	11,955	
10.20.75.100.510000	FICA Taxes - Safety	7,108	
10.20.10.100.511000	LGERS Retirement	17,644	
10.20.75.100.511000	LGERS Retirement - Safety	10,537	
10.20.10.100.511200	401k	7,732	
10.20.75.100.511200	401k - Safety	4,617	
10.20.10.100.520000	Medical	33,659	
10.20.75.100.520000	Medical - Safety	17,828	
10.20.10.100.522000	Dental	1,725	
10.20.75.100.522000	Dental - Safety	717	
10.20.10.100.523000	Vision	155	
10.20.75.100.223000	Vision - Safety	78	
10.20.10.100.524000	Life Insurance	696	
10.20.75.100.524000	Life Insurance - Safety	399	
10.20.10.100.525000	Disability	1,307	
10.20.75.100.525000	Disability - Safety	803	
10.20.10.100.531000	Cell Phone Allowance	1,632	
10.20.75.100.531000	Cell Phone Allowance - Safety	1,632	
			367,852
OPERATING EXPENSES			
10.20.10.100.600000	Professional Services - General		47,250
	Surveys, Reports, Consultant Svcs, Misc.	11,750	
	Annual RCP Pipe Inspection & Report	31,500	
	ACDBE Plan Update	4,000	
10.20.10.100.620000	Travel, Per Diem, Conference Registration		-
	NCAA Annual Conference	-	
	FAA & Other Meetings	-	
10.20.10.100.621000	Training & Education		2,000
	Professional Development (ADA/DBE/Misc. Cert.)	2,000	

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
Planning
BASIC OPERATING BUDGET
FY 2021-2022

-				
Department #	20			
New World Account Numbers	Description	Item Amount	Summary Amount	
10.20.10.100.702000	Telecommunications/Online Services		-	
	Internet Broadband Services	-		
10.20.10.100.630000	Printing & Binding		-	
	Development Marketing Materials & Supplies	-		
10.20.10.100.661500	Operating Supplies		400	
	General Supplies	400		
10.20.10.100.665500	Operating Furniture, Fixtures, Equipment and Software Greater than \$100 & up to \$5,000		500	
	Operating Furniture, Fixtures, Equip up to \$5K	500		
10.20.10.100.670000	Dues & Memberships		650	
	AAAE	275		
	SEC - AAAE	35		
	NCAA	40		
	DBE, ADA & Other	300		
SAFETY				
10.20.75.100.620000	Travel, Per Diem, Conference Registration		-	
	OSHA - 10 Hour General Industry Fundamentals of Industrial Hygiene	- -		
10.20.75.100.621000	Training and Education		1,250	
	Professional Development	-		
	Supervisor Safety Development Program	920		
	Training Materials	330		
10.20.75.100.661500	Operating Supplies		450	
	Safety Glasses, Vests, 79E, etc.	450		
10.20.75.100.670000	Dues and Memberships		525	
	National Safety Council	450		
	NCAA	40		
	SEC-AAAEE	35		
			53,025	
			420,877	

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY

Planning

Fiscal Year 2021/2022

Variance Analysis

Acct #	Description	FY 2022 Budget	FY2021 Budget				FY2021 Estimated Actual				FY2020 Actual			FY 2019
			FY 2021 Budget	Increase/Decrease		FY 2021 Actual 6 Months	FY 2021 Estimate	Increase/Decrease		FY 2020 Actual	Increase/Decrease		FY 2019 Actual	
				Amount	Percent			Amount	Percent		Amount	Percent		
500000	Salaries	241,985	243,557	(1,572)	-0.65%	106,210	230,485	11,500	4.99%	304,781	(62,796)	-20.60%	264,213	
500016	Longevity	4,493	4,493	0	0.00%	4,493	4,493	0	0.00%	4,609	(116)	-2.52%	7,003	
500020	Overtime	500	500	0	0.00%	0	500	0	0.00%	0	500	100%	0	
500023	Holiday Pay	650	650	0	0.00%	650	650	0	0.00%	636	14	2.19%	636	
507000	Auto Allowance	0	0	0	100%	0	0	0	100%	5,400	(5,400)	-100.00%	5,400	
507100	Rewards Program	0	500	(500)	-100.00%	0	0	0	100%	0	0	100%	0	
500050	FICA Taxes	19,063	19,063	0	0.00%	8,502	17,056	2,007	11.77%	20,884	(1,821)	-8.72%	20,494	
500070	LGERS retirement	28,181	25,217	2,964	11.75%	11,612	23,378	4,803	20.54%	25,996	2,185	8.41%	22,548	
500080	401k	12,349	12,349	0	0.00%	5,687	11,449	900	7.86%	14,349	(2,000)	-13.94%	13,543	
500160	Medical	51,487	50,566	921	1.82%	15,949	37,557	13,930	37.09%	46,244	5,243	11.34%	39,142	
500260	Dental	2,442	2,399	43	1.79%	959	2,040	402	19.71%	2,100	342	16.30%	2,242	
500265	Vision Insurance	233	228	5	2.19%	88	191	42	21.99%	158	75	47.67%	234	
500360	Life Insurance	1,095	1,095	0	0.00%	668	1,170	(75)	-6.41%	833	262	31.45%	982	
500460	Disability	2,110	2,110	0	0.00%	1,057	2,031	79	3.89%	3,242	(1,132)	-34.92%	3,141	
500500	Cell Phone Allowance	3,264	3,264	0	0.00%	1,955	3,335	(71)	-2.13%	2,530	734	29.01%	3,138	
	Total Benefits	120,224	116,291	3,933	3.38%	46,477	98,207	22,017	22.42%	116,335	3,889	3.34%	105,464	
	Total Personal Services	367,852	365,991	1,861	0.51%	157,830	334,335	33,588	10.05%	431,761	(63,909)	-14.80%	382,716	
604000	Professional Services - General	47,250	52,500	(5,250)	-10.00%	5,277	67,241	(19,991)	-29.73%	28,113	19,137	68.07%	209,587	
620000	Travel, Per Diem, Conference Registration	0	0	0	100%	0	0	0	100%	12,270	(12,270)	-100.00%	19,275	
621000	Training & Education	2,000	3,000	(1,000)	-33.33%	80	80	1,920	2400.00%	2,570	(570)	-22.18%	4,895	
662000	Telecommunications	0	0	0	100%	114	114	(114)	-100.00%	380	(380)	-100.00%	494	
630000	Printing & Binding	0	0	0	100%	0	0	0	100%	0	0	100%	0	
661500	Operating Supplies	400	500	(100)	-20.00%	0	0	400	100%	485	(85)	-17.61%	579	
771000	Operating Furniture, Fixtures and Equipment	500	750	(250)	-33.33%	0	0	500	100%	84	416	494.53%	3,916	
670000	Dues & Memberships	650	800	(150)	-18.75%	275	275	375	136.36%	585	65	11.11%	1,695	
	Safety			0	100%	0	0	0	100%	0	0	100%	0	
620000	Travel, Per Diem, Conference Registration	0	3,800	(3,800)	-100.00%	0	0	0	100%	0	0	100%	0	
621000	Training & Education	1,250	1,720	(470)	-27.33%	65	65	1,185	1823.08%	0	1,250	100%	0	
630000	Printing & Binding	0	0	0	100%	0	0	0	100%	0	0	100%	0	
661500	Operating Supplies	450	250	200	80.00%	0	0	450	100%	0	450	100%	0	
670000	Dues & Memberships	525	925	(400)	-43.24%	810	810	(285)	-35.19%	0	525	100%	0	
	Total Services & Mat'ls.	53,025	64,245	(11,220)	-17.46%	6,621	68,585	(15,560)	-22.69%	44,488	8,537	19.19%	240,441	
	Department Total	420,877	430,236	(9,359)	-2.18%	164,451	402,920	18,028	4.47%	476,250	(55,373)	-11.63%	623,157	

Comments:

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
Properties & Contracts
BASIC OPERATING BUDGET
FY 2021-2022

New World Account Numbers	Description	Item Amount	Summary Amount
Department #	85		
PERSONNEL SERVICES			
10.85.10.100.500000	Salaries	101,925	101,925
10.85.10.100.503000	Longevity	-	-
10.85.10.100.506000	Holiday Pay	217	217
10.85.10.100.507000	Auto Allowance	2,400	2,400
	<u>Benefits:</u>		53,398
10.85.10.100.510000	FICA Taxes	8,022	
10.85.10.100.511000	LGERS Retirement	11,630	
10.85.10.100.511200	401k	5,096	
10.85.10.100.520000	Medical	24,404	
10.85.10.100.522000	Dental	1,326	
10.85.10.100.523000	Vision	77	
10.85.10.100.524000	Life Insurance	383	
10.85.10.100.525000	Disability	828	
10.85.10.100.531000	Cell Phone Allowance	1,632	
			157,940
OPERATING EXPENSES			
10.85.10.100.600000	Professional Services - General		15,000
	Ground rent study	8,000	
	Misc. Appraisals	7,000	
10.85.10.100.616000	Other Contractual Services		-
10.85.10.100.620000	Travel, Per Diem, Conference Registration		5,000
	ACI - Business of Airports (FL) June	2,500	
	NBAA Aviation Convention	-	
	Business Development Conference/Site Visits	-	
	AXN - Airport Experience Conference	2,500	
10.85.10.100.621000	Training & Education		3,000
	Advanced Excel and Word courses	500	
	FAA ACDBE Training	2,500	
10.85.10.100.630000	Printing & Binding		1,500
	Marketing Materials - Land Development (Brochures)	1,500	
10.85.10.100.650000	Legal Notices & Placements		4,000
	Advertising: RFPs (Local/Nat'l) Development	4,000	
10.85.10.100.661500	Operating Supplies		300
	Misc. Supplies	300	
10.85.10.100.665500	Operating Furniture, Fixtures, Equipment and Software Greater than \$100 & up to \$5,000		-
		-	

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY			
ASHEVILLE REGIONAL AIRPORT			
Properties & Contracts			
BASIC OPERATING BUDGET			
FY 2021-2022			
Department #	85		
New World Account Numbers	Description	Item Amount	Summary Amount
10.85.10.100.670000	Dues & Memberships		350
	AAAE	275	
	AAAE SE	35	
	NCAA Chapter	40	
10.85.10.100.671000	Books, Publications, Compact Disks, Videos & Subscriptions		825
	ARN Factbook	825	
			29,975
			187,915

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
PROPERTIES & CONTRACTS
Fiscal Year 2021/2022
Variance Analysis

Acct #	Description	FY2021 Budget				FY2021 Estimated Actual				FY2020 Actual			FY 2019
		FY 2022 Budget	FY 2021 Budget	Increase/Decrease		FY 2021 6 Months	FY 2021 Estimate	Increase/Decrease		FY 2020 Actual	Increase/Decrease		FY 2019 Actual
				Amount	Percent			Amount	Percent		Amount	Percent	
500000	Salaries	101,925	102,245	(320)	-0.31%	49,465	101,925	0	0.00%	103,570	(1,645)	-1.59%	0
503000	Longevity	0	0	0	100%	0	0	0	100%	0	0	100%	0
506000	Holiday Pay	217	217	0	0.00%	217	217	0	0.00%	217	0	0.20%	0
507000	Auto Allowance	2,400	3,000	(600)	-20.00%	1,200	2,400	0	0.00%	2,400	0	0.00%	0
510000	FICA Taxes	8,022	8,022	0	0.00%	3,730	7,452	570	7.65%	7,650	372	4.87%	0
511000	LGERS retirement	11,630	10,407	1,223	11.75%	5,050	10,100	1,530	15.15%	8,925	2,705	30.31%	0
511200	401k	5,096	5,096	0	0.00%	2,473	4,946	150	3.03%	4,927	169	3.42%	0
520000	Medical	24,404	23,968	436	1.82%	8,367	18,816	5,588	29.70%	21,117	3,287	15.57%	0
522000	Dental	1,326	1,302	24	1.84%	546	1,138	188	16.52%	969	357	36.85%	0
523000	Vision Insurance	77	76	1	1.32%	32	67	10	14.93%	53	24	44.25%	0
524000	Life Insurance	383	383	0	0.00%	27	228	155	67.98%	330	53	16.06%	0
525000	Disability	828	828	0	0.00%	468	889	(61)	-6.86%	790	38	4.80%	0
531000	Cell Phone Allowance	1,632	1,632	0	0.00%	690	1,632	0	0.00%	1,380	252	18.26%	0
	Total Benefits	53,398	51,714	1,684	3.26%	21,383	45,268	8,130	17.96%	46,142	7,256	15.73%	0
	Total Personal Services	157,940	157,176	764	0.49%	72,265	149,810	8,130	5.43%	152,328	5,612	N/A	0
600000	Professional Services - General	15,000	25,000	(10,000)	-40.00%	0	25,000	(10,000)	-40.00%	14,600	400	2.74%	0
616000	Contractual Services	0	0	0	100%	0	0	0	100%	0	0	100%	0
620000	Travel, Per Diem, Conference Registration	5,000	7,500	(2,500)	-33.33%	0	5,000	0	0.00%	6,655	(1,655)	-24.87%	0
621000	Training & Education	3,000	2,500	500	20.00%	50	1,100	1,900	172.73%	0	3,000	100%	0
630000	Printing & Binding	1,500	3,000	(1,500)	-50.00%	0	3,000	(1,500)	-50.00%	958	542	56.54%	0
650000	Legal Notices & Placements	4,000	4,000	0	0.00%	0	2,500	1,500	60.00%	0	4,000	100%	0
661500	Operating Supplies	300	300	0	0.00%	0	200	100	50.00%	33	267	804.70%	0
665500	Operating Furniture, Fixtures and Equipment	0	0	0	100%	0	0	0	100%	0	0	100%	0
670000	Dues & Memberships	350	350	0	0.00%	40	350	0	0.00%	35	315	900.00%	0
671000	Books & Publications	825	1,000	(175)	-17.50%	0	1,000	(175)	-17.50%	650	175	26.92%	0
	Total Services & Mat'ls.	29,975	43,650	(13,675)	-31.33%	90	38,150	(8,175)	-21.43%	22,931	7,044	N/A	0
	Department Total	187,915	200,826	(12,911)	-6.43%	72,355	187,960	(45)	-0.02%	175,259	12,656	N/A	0

Comments:

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
Public Safety
BASIC OPERATING BUDGET
FY 2021-2022

New World Account Numbers		Item Amount	Summary Amount
10.90.20.100.664000	Small Tools and Equipment		1,500
	Small Tools & Equipment	1,500	
10.90.20.100.665500	Operating Furniture, Fixtures, Equipment and Software Greater than \$100 & up to \$5,000		4,000
	Station Furniture	1,000	
	Radio Equipment	3,000	
10.90.20.100.666500	Uniforms		11,500
	Uniforms (Police and Fire Class A and Utility)	10,060	
	Duty Boots	1,440	
10.90.20.100.666000	Firefighter Equipment		19,750
	Turnout Gear & SCBA Masks (New Hire or Damage)	8,500	
	Gear - Unfilled positions	11,250	
10.90.20.100.670000	Dues & Memberships		2,440
	ALEAN	450	
	ARFFWG	300	
	AAAE	275	
	NCAA	45	
	SECAAAE	35	
	Buncombe Co FF Assoc	150	
	Buncombe Co Fire Chief's Assoc	150	
	Henderson Co FF Assoc	150	
	NC Fire Chiefs Association	125	
	International Assoc of Chief's of Police	210	
	NC Association of Chief's of Police	150	
	NC Assoc of Rescue Squads and EMS	400	
10.90.20.100.671000	Books, Publications, Compact Disks, Videos & Subscriptions		500
	Books, Publications. Compact Disks, Videos & Subscrip.	500	
			74,815
			1,893,447

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
Public Safety
Fiscal Year 2021/2022
Variance Analysis

Acct #	Description	FY 2022 Budget	FY2021 Budget			FY2021 Estimated Actual				FY2020 Actual			FY2019
			FY 2021 Budget	Increase/Decrease		FY 2021 Actual 6 Months	FY 2021 Estimate	Increase/Decrease		FY 2020 Actual	Increase/Decrease		FY 2019 Actual
				Amount	Percent			Amount	Percent		Amount	Percent	
500000	Salaries	1,060,818	1,041,734	19,084	1.83%	443,470	949,676	111,142	11.70%	796,372	264,446	33.21%	683,629
503000	Longevity	9,278	12,403	(3,125)	-25.20%	2,850	12,403	(3,125)	-25.20%	12,666	(3,388)	-26.75%	11,575
505000	Overtime	68,000	68,000	0	0.00%	9,309	68,000	0	0.00%	23,519	44,481	189.13%	65,014
506000	Holiday Pay	4,765	4,765	0	0.00%	4,331	4,331	434	10.02%	3,032	1,733	57.16%	2,816
507000	Auto Allowance	2,400	3,000	(600)	-20.00%	1,200	2,400	0	0.00%	2,400	0	0.00%	2,400
511300	LEO Special Separation Allowance	39,418	14,707	24,711	168.02%	6,831	26,955	12,463	46.24%	24,123	15,295	63.41%	34,088
510000	FICA Taxes	87,692	86,392	1,300	1.50%	34,492	77,305	10,387	13.44%	61,262	26,430	43.14%	57,921
511000	LGERS retirement	137,710	122,199	15,511	12.69%	48,883	107,848	29,862	27.69%	77,585	60,125	77.50%	96,208
511200	401k	56,905	56,055	850	1.52%	22,744	50,417	6,488	12.87%	40,115	16,790	41.85%	37,971
520000	Medical	314,178	395,493	(81,315)	-20.56%	73,469	178,913	135,265	75.60%	149,249	164,929	110.51%	145,364
522000	Dental	18,335	22,172	(3,837)	-17.31%	5,312	11,604	6,731	58.01%	8,212	10,123	123.28%	8,126
523000	Vision Insurance	1,705	1,521	184	12.10%	561	1,235	470	38.06%	905	800	88.30%	1,286
524000	Life Insurance	5,828	6,313	(485)	-7.68%	2,504	4,967	861	17.33%	2,962	2,866	96.78%	2,949
525000	Disability	9,233	16,837	(7,604)	-45.16%	4,036	7,971	1,262	15.83%	4,754	4,479	94.20%	7,259
531000	Cell Phone Allowance	2,367	2,367	0	0.00%	1,140	2,367	0	0.00%	2,280	87	3.82%	2,345
	Total Benefits	633,953	709,349	(75,396)	-10.63%	193,141	442,627	191,326	43.23%	347,324	286,629	82.52%	359,429
	Total Personal Services	1,818,632	1,853,958	(35,326)	-1.91%	661,132	1,506,392	312,240	20.73%	1,209,435	609,197	50.37%	1,158,951
616000	Other Contractual Services	11,185	10,760	425	3.95%	1,913	10,760	425	3.95%	10,944	241	2.20%	8,704
620000	Travel, Per Diem, Conference Registration	2,000	0	2,000	100%	0	0	2,000	100%	10,115	(8,115)	-80.23%	14,066
621000	Training & Education	10,500	11,000	(500)	-4.55%	2,976	11,000	(500)	-4.55%	9,961	539	5.41%	12,764
702000	Telecommunications/Online Services	1,440	1,440	0	0.00%	800	1,440	0	0.00%	1,140	300	26.28%	1,343
760000	General Repairs and Maintenance	2,000	2,000	0	0.00%	1,416	2,000	0	0.00%	0	2,000	100%	574
661500	Operating Supplies	6,500	9,500	(3,000)	-31.58%	4,388	9,500	(3,000)	-31.58%	12,385	(5,885)	-47.52%	13,181
663500	Chemicals & Safety	1,500	2,000	(500)	-25.00%	371	2,000	(500)	-25.00%	1,372	128	9.31%	1,991
664000	Small Tools and Equipment	1,500	3,000	(1,500)	-50.00%	3,003	3,003	(1,503)	-50.05%	1,355	145	10.74%	3,686
665500	Operating Furniture, Fixtures and Equipment	4,000	4,000	0	0.00%	1,788	4,000	0	0.00%	6,191	(2,191)	-35.38%	5,256
666500	Uniforms	11,500	10,000	1,500	15.00%	8,434	10,000	1,500	15.00%	9,461	2,039	21.55%	12,010
666000	Firefighter Equipment	19,750	29,000	(9,250)	-31.90%	2,506	29,000	(9,250)	-31.90%	1,460	18,290	1252.98%	1,453
670000	Dues & Memberships	2,440	2,440	0	0.00%	962	2,440	0	0.00%	2,365	75	3.17%	1,576
671000	Books & Publications	500	500	0	0.00%	90	500	0	0.00%	377	123	32.77%	241
	Total Services & Mat'ls.	74,815	85,640	(10,825)	-12.64%	28,648	85,643	(10,828)	-12.64%	67,125	7,690	11.46%	76,845
	Department Total	1,893,447	1,939,598	(46,151)	-2.38%	689,780	1,592,035	301,412	18.93%	1,276,560	616,887	48.32%	1,235,796

Comments:

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
FY2021/2022 PROJECTED CAPITAL CARRYOVER**

Description	Amount Authorized	Estimated Spending Through 6/30/2021	Estimated Balance to Carryover	FAA-AIP Grants	NC DOT Grants	PFCs Currently Approved	Airport Funds
Airfield Redevelopment Project-BP 4	46,816,813	45,000,000	1,816,813	1,816,813			-
Terminal Rehab/Expansion - Phase I	25,000,000	7,200,000	17,800,000	5,200,000	-	1,675,000	10,925,000
Air Traffic Control Tower - Design	5,000,000	1,000,000	4,000,000	-	4,000,000		
Airfield Storm Water Improvements	800,000	-	800,000				800,000
TOTAL CARRYOVER	\$ 77,616,813	\$ 53,200,000	\$ 24,416,813	\$ 7,016,813	\$ 4,000,000	\$ 1,675,000	\$ 11,725,000

Related contracts requiring Board approval will be presented to the Board before implementation.

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
CAPITAL BUDGET
FISCAL YEAR 2021/2022**

Description	Funding Source				
	Total	FAA-AIP Grants	NCDOT Grants	Currently Approved PFCs	Airport Funds
<u>Capital Improvements (1)</u> Fuel Farm Perimeter Road	250,000				250,000
Total Capital Improvements	250,000	-	-	-	250,000
<u>Equipment and Small Capital Outlay</u>					
Total Equipment and Small Capital Outlay	-	-	-	-	-
<u>Renewal and Replacement</u> Roof Repair	40,000				40,000
Total Renewal and Replacement	40,000	-	-	-	40,000
Total	\$ 290,000	\$ -	\$ -	\$ -	\$ 290,000

(1) All purchases of Capital Improvements will be presented to the Authority Board for final approval before implementation unless otherwise authorized by the Authority Board.

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT**

Planning

CAPITAL BUDGET / PERSONNEL REQUEST

FY 2021-2022

JUSTIFICATION SCHEDULE

<input checked="" type="checkbox"/>	Capital Improvement		
<input type="checkbox"/>	Equipment and Small Capital Outlay	Fund	GARAA
<input type="checkbox"/>	Renewal and Replacement	Department Number	20
<input type="checkbox"/>	Personnel Request		

DESCRIPTION & JUSTIFICATION

Description	Amount
Fuel Farm Perimeter Road	\$250,000

Reconstruction of a section of the perimeter road along the northern edge of northern GA ramp. The perimeter road reconstruction will include evaluation of the geometry of the road and asphalt and concrete pavement sections. The section of road will be widened to at least 15' and improved to meet the current fleet of vehicles using the road.

NOTE: If this request relates to recently approved personnel, please complete the following:

TITLE:

HIRE DATE:

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT**

Operations

**CAPITAL BUDGET / PERSONNEL REQUEST
FY 2021-2022**

JUSTIFICATION SCHEDULE

<input type="checkbox"/>	Capital Improvement		
<input type="checkbox"/>	Equipment and Small Capital Outlay	Fund	GARAA
<input checked="" type="checkbox"/>	Renewal and Replacement	Department Number	80
<input type="checkbox"/>	Personnel Request		

DESCRIPTION & JUSTIFICATION

Description	Amount
Roof Repair	\$ 40,000

The existing 23 year old metal roof on the building that stores de-icing chemicals is in need of replacement and/or repair. The roof has many leaks and needs to be repaired and/or replaced. Final determination would be made upon inspection of the roofing system with a qualified roofing contractor. Total cost would be \$40,000.00.

NOTE: If this request relates to recently approved personnel, please complete the following:

TITLE:

HIRE DATE:

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
ESTIMATED CASH & INVESTMENT BALANCE
As of June 30, 2022

		Amount
Estimated Cash & Investment Balance at June 30, 2021	\$	10,000,000
Plus: Net Operating & Investment Revenues		1,148,799
Less Other Costs:		
Business Development Costs	(300,000)	
Contingency	(100,000)	
Debt Service	(1,689,530)	(2,089,530)
Plus Non-Operating Revenues:		
CARES Funding	2,200,000	
Passenger Facility Charges	2,250,000	
Customer Facility Charges	1,400,000	5,850,000
Plus Capital Contributions:		
Federal Grants - AIP Funds	7,016,813	
NC DOT Grants	4,000,000	11,016,813
Less Capital Costs:		
Capital Improvements	(250,000)	
Equipment and Small Capital Outlay Fund	-	
Renewal and Replacements	(40,000)	
Carryover Projects From FY2021	(24,416,813)	(24,706,813)
Estimated Cash & Investment Balance at June 30, 2022		1,219,269
Estimated Restricted Cash at June 30, 2022		8,000,000
<u>Reserves:</u>		
Operations & Maintenance Reserve (6 Months)		5,127,919
Emergency Repair Reserve		650,000
Estimated Unrestricted Undesignated Cash & Investments at June 30, 2022		\$ (12,558,650) *

* Deficit cash balance is a result of projected expenditures for the terminal rehabilitation/ expansion and ATC tower design totaling \$25,000,000. At this time, staff has not confirmed funding sources for this project, but anticipate bond funding, a TIFIA loan as well as federal and state grant funding. Once funding sources are determined, the estimated cash balance at June 30, 2022 will be revised to reflect a positive balance.

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
SUPPLEMENTAL FEES AND CHARGES
FY 2021/2022 ANNUAL BUDGET**

	FY 2020/2021 Current Fees			FY 2021/2022 Proposed Fees		
	Cost		Per	Cost		Per
<u>Maintenance</u>						
Scissor Lift	\$	100.00	day	\$	100.00	day
Large ADA Ramp Rental	\$	100.00	use	\$	100.00	use
Air Stair Rental	\$	100.00	use	\$	100.00	use
Volvo Wheel Loader	\$	150.00	use	\$	150.00	use
Fork-lift	\$	100.00	use	\$	100.00	use
Pallet Jack	\$	50.00	use	\$	50.00	use
Tenant Sweeper	\$	125.00	hour	\$	125.00	hour
Service Truck	\$	50.00	hour	\$	50.00	hour
Backhoe	\$	100.00	hour	\$	100.00	hour
Lighted X	\$	200.00	day	\$	200.00	day
Light Tower	\$	150.00	day	\$	150.00	day
Paint Stripper	\$	100.00	hour	\$	100.00	hour
Large Aircraft Removal Dolly	\$	200.00	day	\$	200.00	day
Small Aircraft Removal Dolly	\$	100.00	day	\$	100.00	day
Aircraft Jack	\$	100.00	use	\$	100.00	use
Cores	\$	40.00	each	\$	40.00	each
Keys	\$	12.00	each	\$	12.00	each
Large Dump Truck	\$	200.00	hour	\$	200.00	hour
Small Broom	\$	200.00	hour	\$	200.00	hour
Large Broom	\$	300.00	hour	\$	300.00	hour
Pressure Washer	\$	125.00	hour	\$	125.00	hour
Maintenance Labor Rate (1)	\$	60.00	hour	\$	65.00	hour
Security Escort Rate (1)	\$	60.00	hour	\$	65.00	hour
<u>Department of Public Safety</u>						
ARFF Apparatus for 1500 gal. or greater	\$	250.00	hour	\$	250.00	hour
ARFF Apparatus for less than 1500 gal.	\$	150.00	hour	\$	150.00	hour
Command, Police, and Ops support vehicles	\$	100.00	hour	\$	100.00	hour
Aircraft recover dolly	\$	150.00	day	\$	150.00	day
Maintenance Labor Rate (1)	\$	45.00	hour	\$	65.00	hour
Mutual Aid Agencies collected on their behalf			as incurred			as incurred
Replacement charges for AVL equipment/supplies			as incurred			as incurred
<u>Information Technology (IT) Department</u>						
IT Labor Rate - Non-Network (1)	\$	60.00	hour	\$	65.00	hour
IT Labor Rate - Network Related (1)	\$	110.00	hour	\$	110.00	hour
Dark Fiber per strand per 0-1000 ft	\$	20.00	month	\$	20.00	month
Dark Fiber per strand per 0-2000 ft	\$	22.00	month	\$	22.00	month
Dark Fiber per strand per 0-3000 ft	\$	24.00	month	\$	24.00	month
Telephone Service - Per Telephone Number	\$	50.00	month	\$	50.00	month
Fax Service - Per Fax Machine/Phone Number	\$	22.13	month	\$	22.13	month
Cisco IP Phone - Model 7911G	\$	5.67	month	\$	5.67	month
Cisco IP Phone - Model 7945G	\$	11.57	month	\$	11.57	month
Cisco 1 Port Analog Line Converter-ATA186	\$	4.86	month	\$	4.86	month
Cisco 2 Port Analog Line Converter-VG202	\$	22.13	month	\$	22.13	month
AirIT Shared Use Network Charge - Per Airline	\$	50.00	month	\$	50.00	month

Notes:

(1) One Hour Minimum, Minimum of 3 hours charged after regular business hours.

<u>Identification Badge Fees and Charges</u>	FY 2020/2021 Current Fees		FY 2021/2022 Proposed Fees	
	Cost	Per	Cost	Per
Initial Badge Issuance				
SIDA Badge	\$ 75.00		\$ 80.00	
Non-SIDA Badge	\$ 40.00		\$ 45.00	
Renewal of Badge				
SIDA Badge	\$ 75.00		\$ 80.00	
Non-SIDA Badge	\$ 40.00		\$ 45.00	
Lost Badge Replacement				
SIDA Badge (4)	\$ 85.00 / \$ 100.00		\$ 90.00 / \$ 105.00	
Non-SIDA Badge (5)	\$ 60.00 / \$ 75.00		\$ 65.00 / \$ 80.00	
Damaged Badge				
SIDA Badge (6)	\$ 40.00 / \$ 50.00		\$ 45.00 / \$ 55.00	
Non-SIDA Badge (6)	\$ 40.00 / \$ 50.00		\$ 45.00 / \$ 55.00	
Security Escort Training	\$ 40.00		\$ 60.00	
Lock-out Service	\$ 40.00		\$ 60.00	

Notes:

(4) \$90.00 for the first replacement badge, \$105.00 for the second replacement badge.

(5) \$65.00 for the first replacement badge, \$80.00 for the second replacement badge.

(6) \$45.00 for a damaged badge, \$55.00 if badge damaged due to negligence.

Parking

Daily	\$ 2.00	hour	\$ 2.00	hour
	\$ 9.00	day	\$ 10.00	day
	\$ 54.00	week	\$ 60.00	week
Parking Garage	\$ 2.00	hour	\$ 2.00	hour
	\$ 12.00	day	\$ 13.00	day
	\$ 72.00	week	\$ 78.00	week
Hourly	\$ 1.00	1/2 hour	\$ 1.00	1/2 hour
	\$ 25.00	day	\$ 25.00	day
Employee Parking Rate	\$ 60 / \$50	new/renewal	\$ 70 / \$60	new/renewal
Commuter Parking Rate	\$ 290 / \$275	new/renewal	\$ 300 / \$285	new/renewal
Non-Tenant Aviation Commuter	\$ 900.00	annual	\$ 900.00	annual
Fines	up to \$1,000	day	up to \$1,000	day

Ground Transportation

Charter Bus Company (1-2 buses) (8)	\$ 1,000.00	annual	\$ 1,000.00	annual
Charter Bus Company (3-4 buses) (8)	\$ 2,500.00	annual	\$ 2,500.00	annual
Charter Bus Company (5 or more buses) (8)	\$ 4,000.00	annual	\$ 4,000.00	annual
Airport Ground Transportation Permit (9)	\$ 50.00	annual	\$ 50.00	annual
Airport Ground Transportation Pick-up Fee (9)	\$ 2.50	per trip	\$ 2.50	per trip
Transp. Network Company (TNC) Pick-up Fee	\$ 2.50	per trip	\$ 2.50	per trip
Transp. Network Company (TNC) Drop-off Fee	\$ 0.50	per trip	\$ 0.50	per trip
Off-Airport Rental Car Fee	7.50%	of gross revenue	7.50%	of gross revenue

Notes:

(8) Companies with a vehicle fleet of charter coach vehicles with seating capacity greater than 20 seats.

(9) All Ground Transportation operators except TNCs and charter bus companies



MEMORANDUM

TO: Members of the Airport Authority

FROM: Jared Merrill
Planning Manager

DATE: March 12, 2021

ITEM DESCRIPTION – New Business Item C

Approve Design Contract with Pond & Company, Inc. for the Air Traffic Control Tower and Associated Facilities Project

BACKGROUND

The existing air traffic control tower at AVL, which is integrated into the current terminal complex, is now one of the oldest operating FAA air traffic control towers in the U.S. It lacks the height to provide satisfactory line of sight for air traffic controllers, and is generally in poor condition, having exceeded its useful life. The tower and its associated facilities are also obstacles to the required redevelopment of the terminal complex and require relocation to new facilities that meet present day standards for the FAA. The design, construction and commissioning of the new air traffic control tower and associated facilities must occur within a stringent time frame in-order-to allow for the phased construction of the terminal complex to remain on schedule.

In accordance with FAA requirements, a request for proposals for design services was published on June 24, 2020 and the Authority received four statements of qualifications on August 6, 2020. Upon review and scoring, two firms were shortlisted and interviewed. Subsequently, GARAA staff ranked Pond & Company, Inc. as the most qualified to perform this work on September 28, 2020 and has been in negotiations with them for the design contract.

In accordance with FAA requirements for funding eligibility, an Independent Fee Estimate (IFE) was conducted to establish reasonable cost. The final IFE was \$3,857,570.00. The total negotiated fee with Pond for the complete design of the new Air Traffic Control Tower and Associated Facilities is \$4,157,923.00. This fee is approximately 7.8% higher than the IFE, which is within the FAA required 10% to establish reasonable cost. This

New Business – Item C



includes Resident Project Representative (RPR) services for an estimated two-year construction effort, as well as designing the infrastructure necessary for future development along the southwest portion of the airport.

ISSUES

None.

ALTERNATIVES

The Board could elect to not move forward with this approval. However, this would delay the tower relocation and subsequently delay the terminal project.

FISCAL IMPACT

The total cost for design of the new Air Traffic Control Tower and Associated Facilities is \$4,157,923.00. The current fiscal year budget includes \$5M for this project. Presently, the authority's intent is to utilize NCDOT and/or FAA funds for this project.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approve the contract for the design of the new Air Traffic Control Tower and Associated Facilities with Pond & Company, Inc. in the amount of \$4,157,923.00; and (2) authorize the Executive Director to execute the necessary documents.

AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES

BETWEEN

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY

AND

POND & COMPANY, INC.

THIS IS AN AGREEMENT made as of the 12th day of March 2021, between the GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY, 61 Terminal Drive, Suite 1, Fletcher, North Carolina 28732, hereinafter referred to as "Authority," and POND & COMPANY, INC., a Corporation with office located at 3500 Parkway Lane Suite 600, Norcross, GA 30092, hereinafter referred to as the "Consultant."

WITNESSETH

WHEREAS, Authority anticipates a need for Professional Consulting Services (hereinafter called "Services") for the accomplishment of the proposed projects as described in **Exhibit "A"** [hereinafter called "Project"], and Consultant is desirous of providing such services to Authority;

NOW THEREFORE, in consideration of the mutual covenants hereinafter contained, Authority hereby retains Consultant, and the parties agree as follows:

Consultant hereby agrees to perform Services for Authority as subsequently described by separate Scope of Services (**see Exhibit "A"**) to this Agreement for Services, subject to and in accordance with the terms and provisions hereinafter contained. Individual Scope of Services shall be negotiated on a project-by-project basis.

The term of this Agreement shall be for a period from the date of issuance of a Notice to Proceed for each of the service included in Exhibit A, until completion and close out of each such scope of services, unless terminated in accordance with Section 7.7 of this Agreement.

SECTION 1 – SCOPE OF SERVICES

The Authority will request a Scope of Services for each project it desires to engage the services of the Consultant. Each Scope of Services shall be specific as to the extent of services required for each project. The Scope of Services shall be as described in the form included in **Exhibit "A"**. Services for the Project may include the following elements:

1. Assistance in formulating the project and applying for State and/or Federal aid. (Due to logistics of the funding process, these services are generally performed prior to preparation of the Scope of Services.)
2. Preparation of preliminary design information for review and approval.
3. Assistance with obtaining necessary property, topographic and environmental surveys, and investigative testing.

4. Preparation of Plans, Specifications, Bidding Documents, other Contract Documents, and Architectural Reports.
5. Assistance with obtaining permits and approvals required to construct the project.
6. Assistance during the bidding and construction contract formulation process.
7. Construction contract administration and Resident Project Representative (RPR) services.
8. Assistance with Quality Assurance (QA) Testing during construction.
9. Assistance with project close-out.

SECTION 2 - BASIC SERVICES

2.1. General

- 2.1.1 Scope of Basic Services: Unless otherwise modified in the respective Scope of Services for the Project, Basic Services shall consist of Services during the Preliminary Design Phase, the Design and Permitting Phase; the Bidding and Contract Preparation Phase, and the Construction and Close-Out Phase.
- 2.1.2 Site: The Site of the Project will be described in the corresponding Scope of Services. The Project will typically be contained within the boundaries of the airport property, but in some cases utilities, roadways and other miscellaneous work may be required in contiguous areas to achieve a complete Project.
- 2.1.3 Sub-consultants: Consultant shall not utilize any sub-consultants for carrying out the services to be performed under this Agreement without the prior written approval of Authority. By the execution of this Agreement, Authority grants approval for the utilization of the sub-consultants set forth in **Exhibit "A"**, which is attached hereto and incorporated herein.
- 2.1.4 Authorization to Proceed: Return of the signed and dated Agreement to the Consultant shall constitute authorization to proceed. Authority shall verify that necessary Federal Aviation Administration (FAA) and/or North Carolina Department of Transportation (NCDOT) approvals have been received, prior to returning the signed Agreement. Consultant shall assist Authority with obtaining approvals.
- 2.1.5 Work Performed Prior to Execution of Agreement: Due to the logistics of the FAA and NCDOT funding process, assistance with formulating the project (or multiple Projects in the Authority's Work Program) and assistance with the preliminary request for State or Federal Aid (JPA request, FAA Pre-application, or similar communication) is usually performed by Consultant prior to approval of the Agreement for a specific Project. For typical airport improvement Projects, such work is performed to assist in promoting development of the Airport, in the anticipation of recovering the expended costs as part of the Preliminary Design-Phase fee after the Agreement is executed. If, for any reason, the Agreement for the specific project is not executed, the Authority shall have no

obligation to compensate Consultant for assistance expended to formulate the Project or request aid prior to execution of the Authority, except in the case of complex projects or projects with an apparent low probability of funding, in which it has been agreed in writing, in advance, that the Consultant will be compensated on a time-and-material or other basis for Project formulation and/or assistance with the request for funding. In such cases, the fee for Basic Services, if finally approved, shall not include the amount paid earlier for Project formulation and/or assistance with requests for funding.

- 2.1.6 Cooperation with Other Consultants: Consultant recognizes that the Authority has selected one or more other consultants to assist with the development of the Airport. The Consultant agrees to cooperate with the other consultant(s) and assist the Authority diligently in the process of pursuing funding of projects, without regard to which Consultant appears more likely to perform the consulting services for any particular project.

2.2. Pre-Planning Phase

After receiving an executed Scope of Services agreement, Consultant shall:

- 2.2.1 Consult with Authority to clarify and define the Authority's requirements for the project, discuss alternatives, and consider the cost of alternatives.
- 2.2.2 Review all available data; advise Authority to necessity of the Authority's providing or obtaining from others data or services of the types as described in paragraph 4.3, and assist Authority in obtaining such data and services.

2.3. Planning Phase

After approval of the pre-planning documents, Consultant shall:

- 2.3.1 Prepare Plans and Narrative, depicting scope, character, and details of the Plan and alternatives.
- 2.3.2 Prepare a report summarizing the basis and rationale of the design, listing standards used, and providing the Consultant's final opinion of probable construction costs and suggested funding and phasing.
- 2.3.3 Furnish to Authority two sets of Planning Documents, and additional sets as required by the Authority.
- 2.3.4 Respond to Authority and other governmental agency review comments.
- 2.3.5 Unless otherwise agreed in advance, all aforementioned documents will be prepared and submitted to the Authority in both hard copy and electronic format (AutoCAD 2020 compatible; Microsoft Word, or such other electronic formats as requested by the Authority)
- 2.3.6 Coordinate follow-up services by other consultants.

2.4. Preliminary Design Phase

After receiving an executed Agreement Consultant shall:

- 2.4.1 Consult with Authority to clarify and define Authority's requirements for the Project, discuss alternatives, and consider the costs of alternative designs.
- 2.4.2 Review available data; advise Authority as to the necessity of the Authority's providing or obtaining from others data or services of the types described in paragraph 4.3, and assist Authority in obtaining such data and services.
- 2.4.3 Prepare preliminary, schematic layouts, sketches and conceptual design drawings and other exhibits to clearly indicate the design considerations involved and the alternative solutions available. Provide recommendations, with an opinion of the Probable Cost of the Project. It shall be understood that the opinions of Probable Cost are offered only as the Consultant's opinion of the likely cost of the improvements based on the Consultant's experience and the limited information available at the time; such opinions of cost are not to be construed as guarantees. If the word "Estimate" is used, it shall be understood to mean "opinion of Probable Cost."
- 2.4.4 Transmit by expeditious means (fax, internet, express courier, or hand delivery; or by U.S. Mail if appropriate for the project schedule) the Preliminary Drawings and other information. Discuss by telephone or in person as appropriate, and revise the Drawings and other exhibits as needed until Authority approves the Preliminary Design. Coordinate drawings and other information with permitting and/or regulatory agencies as appropriate for this phase, to avoid unnecessary changes to the final Construction Documents. Upon approval by Authority of the Preliminary Design, which shall be given either in writing by Authority or verbally by Authority and confirmed in writing by Consultant, the Design Phase shall begin. Multiple revisions of the drawings during the Preliminary Design phase shall not be considered "Additional Services."

2.5 Design Development Phase

- 2.5.1 Based on the approved Preliminary Design Documents and any adjustments authorized by the Authority in the program, schedule or construction budget, the Consultant shall prepare, for approval by the Authority, Design Development Documents consisting of drawings and other documents to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, materials and such other elements as may be appropriate.
- 2.5.2 The Consultant shall advise the Authority of any adjustments to the preliminary estimate of Construction Cost.

2.6. Design and Permitting Phase

After approval by the Authority of the Design Development Documents, Consultant shall:

- 2.6.1 Prepare Final Plans and Specifications, depicting the scope, character, and details of the work, in accordance with generally accepted standards of airport design practice. The term "Specifications" shall be understood to include General Conditions, Special Provisions, and other Contract Documents.
- 2.6.2 Prepare a report, summarizing the basis and rationale of the design, listing standards used, and providing the Consultant's final opinion of probable construction costs.
- 2.6.3 Furnish to Authority two sets of Plans, Specifications, and Consultant Report, and simultaneously send one set each to FAA, NCDOT and/or any other applicable governmental agencies, for review. Assist Authority with submittal of certifications.
- 2.6.4 Respond to Authority, FAA, NCDOT and/or any other applicable governmental agency review comments.
- 2.6.5 Furnish to Authority such documents and design data as may be required for submittal to governmental authorities having jurisdiction over the Project, and assist in obtaining permits and approvals by participating in submissions to and negotiations with the authorities. (All permit and review fees shall be paid by Authority.) It must be understood that these services do not constitute a guarantee that the permits will be issued; some projects (runway extensions, wetland mitigation, etc.) may be of a controversial nature and it may not be possible to obtain permits, or it may be found that substantial additional services may be required to obtain permits.
- 2.6.6 Unless otherwise agreed in advance, all aforementioned documents will be prepared and submitted to Authority in both hard copy and electronic format (AutoCAD 2020 compatible; Microsoft Word, or such other electronic formats as requested by the Authority). Data files will be furnished to Authority, at any time upon request.

2.7. Bidding and Contract Formulation Phase

After Authority, FAA, NCDOT and/or any other applicable governmental agencies have approved the documents for Bid Advertisement, the Consultant shall:

- 2.7.1 Assist Authority in advertising for and obtaining bids or negotiating proposals for each Construction Contract. Consultant shall receive payments for bid documents, and issue bidding documents directly to prospective bidders, and furnish the requested number of bid document sets to Authority for issuance to bidders from Authority's office.
- 2.7.2 Respond to prospective bidder's inquiries and issue Addenda as required to clarify, and/or interpret the Bidding Documents.
- 2.7.3 Attend the bid openings. Prepare bid tabulation, and assist Authority in evaluating bids or proposals, preparing letters to funding agencies, and in assembling and processing the Construction Contract. For FAA-funded projects, prepare an Application for Federal Assistance, generally on the same day as the receipt of bids.

- 2.7.4 Prepare Contract and Bond documents and issue them to Contractor; receive the executed documents and verify that they appear to be completely and correctly executed; bind them into "conformed copies" of the contract documents, and forward the documents to Authority for execution and distribution. Establish a procedure to verify that the bonds and insurance remain valid throughout the final close-out of the project.

2.8. Construction and Close-Out Phase

During the Construction and Close-Out Phase, the Consultant shall:

- 2.8.1 Provide General Administration of the Construction Contract. Consultant shall consult with and advise Authority and act on behalf of the Authority, as provided hereinafter. The extent and limitations of the duties, responsibilities and authority of Consultant shall not be modified, except to the extent provided in the Scope of Services and except as Consultant may otherwise agree in writing. All of the Authority's instructions to Contractor(s), except those related to safety or airport operations which require immediate communication to promote airport safety, will be issued through Consultant who will have authority to act on behalf of the Authority to the extent herein provided, except as otherwise modified in writing.
- 2.8.2 Attend and direct the Preconstruction Conference; prepare and distribute summary of topics discussed; and assist with start-up of the construction Project.
- 2.8.3 Issue guidelines for quality assurance testing. For FAA AIP projects, this will be in the form of a "Construction Management Plan." This is the title of the document used by FAA and shall not be interpreted to mean that the Consultant is responsible to manage the Contractor's operation, which is the responsibility of Contractor.
- 2.8.4 Periodically visit the site and observe the construction; discuss progress and construction details with RPR, Authority's Representative, and the Contractor's Superintendent. Issue a written report, if required. Periodic site reviews generally occur at one week or shorter intervals, although there is no definite schedule for such visits.
- 2.8.5 Review daily reports and other information which is transmitted regularly by RPR.
- 2.8.6 The purpose of Consultant's visits to the site, and representation by RPR, if any, will be to enable Consultant to better carry out his duties and responsibilities during the Construction Phase, and to provide Authority assurance that the completed and accepted work of the Contractor(s) has been monitored in accordance with the quality assurance provisions set forth by FAA and NCDOT, and conforms to the Construction Contract requirements. Consultant shall not, during such visits or as a result of such observations of Contractor(s)' work in progress, supervise, direct or have control over Contractor(s)' work, nor shall the Consultant have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by Contractor(s), for safety precautions and programs incidental to the work of Contractor(s), or for any failure of Contractor(s) to comply with laws, rules, regulations,

ordinances, codes or orders applicable to the construction work. Accordingly, Consultant can neither guarantee the performance of the construction contracts by Contractor(s) nor assume responsibility for Contractor(s)' acts or omissions in the performance of the work. However, Consultant's shall expeditiously notify the Contractor and Authority of any observed failure of Contractor to perform the work in accordance with the Plans and Specifications, or other observed failure to comply with the contract requirements.

- 2.8.7 Review and approve (or take other appropriate action in respect of) Shop Drawings, Certifications, Samples, and Mix Designs, which each Contractor is required to submit, but only for conformance with the design concept of the Project and compliance with the information given in the Construction Contract Documents. Such review and approval or other action shall not extend to the means, methods, sequences, techniques or procedures of construction or to safety precautions and programs incidental thereto.
- 2.8.8 Issue all instructions of Authority to Contractor(s), except as hereinbefore noted; issue necessary interpretations and clarifications of the Construction Contract Documents and in connection therewith; prepare Change Orders or other authorizations to perform additional work as required; have authority, as Authority's Representative, to require special inspection or testing of the work; act as initial interpreter of the requirements of the Construction Contract Documents and judge of the acceptability of the work thereunder; and render advice on all claims of Authority and Contractor(s) relating to the acceptability of the work or the interpretation of the requirements of the Construction Contract Documents pertaining to the execution and progress of the work; however Consultant shall not be liable for the results of any such interpretations or decisions rendered by him in good faith.
- 2.8.9 Review Contractor's Periodic Pay Requests, and recommend payment amount to Authority. Consultant's payment recommendation (certification) will be based on on-site observations by Consultant and on verification of quantities by RPR. Such recommendation of payment will constitute a representation to Authority that the work has progressed to the point indicated, to the best of Consultant's knowledge, information and belief. This recommendation shall not constitute certification that moneys owed by the Contractor to Sub-contractors or suppliers have been paid.
- 2.8.10 Conduct a preliminary final Project Review to determine whether the Project is Substantially Complete, and issue a Punch List. After being notified that the Punch List work is presumptively complete, conduct a final Project Review to determine whether the work has been completed in accordance with the Construction Contract Documents and whether each Contractor has fulfilled all of its obligations thereunder so that Consultant may recommend, in writing, final payment to Contractor and may give written notice to Authority and Contractor(s) that the work is acceptable (subject to any conditions therein expressed.)
- 2.8.11 Project review, including periodic review by Consultant and continuous or nearly continuous review by RPR, shall consist of a visual observation of materials, equipment, or construction work for the purpose of ascertaining that the work is in substantial conformance with the Construction Contract Documents and with the design intent. Such review shall not be relied upon by others as acceptance of the work, nor shall it be construed to relieve the Contractor in any way of his obligation and responsibilities

under the construction contract. Specifically, and without limitation, review by Consultant shall not require Consultant to assume responsibilities for the means and methods of construction nor for safety on the job site.

- 2.8.12 Consultant shall not be responsible for the acts or omissions of any Contractor, or Sub-contractor, or any of Contractor(s)' or Sub-contractors' agents or employees or any other persons (except Consultant's own employees and agents) at the site or otherwise performing any of Contractor(s)' work; however, nothing contained herein shall be construed as releasing Consultant from liability for failure to properly perform duties undertaken by him.
- 2.8.13 Consultant shall prepare a set of "Record Drawings" after completion of the project, showing changes made during construction, based on the marked- up prints, drawings and other data furnished by Contractor(s) to Consultant, which Consultant considers significant. Such Record Drawings will be in electronic format (AutoCAD 2004 compatible) and will be furnished to Authority along with blue-line prints or blackline plots. If the Contractor furnishes record information in the form of finished AutoCAD drawings rather than marked-up prints or similar non-CAD method, Consultant may add those drawings to the record drawing set, rather than transcribing the information to the Contract Drawings.
- 2.8.14 During the course of construction, Consultant may be required to perform quality assurance (QA) testing, through a qualified and certified testing laboratory, to verify that the improvements constructed by the Contractor(s) conform to the requirements of the Construction Contract Documents. It shall be understood that Consultant will use random sampling procedures, meaning selected portions of the work will be subject to close review and/or testing, and the results observed will be inferred to exist in other areas not sampled. Although such sampling procedures will be conducted in accordance with commonly accepted standards of practice, it shall be understood that the samples and tests will indicate the actual conditions only where the sampling and testing is performed, and that, despite proper implementation of sampling and testing procedures and proper interpretation of their results, Consultant can only infer, not assure, the existence of the revealed conditions at other locations. Accordingly, Authority shall not require Consultant to sign any certification, no matter by whom requested, that would result in Consultant certifying the existence of conditions of which Consultant cannot be certain.
- 2.8.15 "Certify" means to state or declare a professional opinion of conditions whose true properties cannot be known at the time such certification was made, despite appropriate professional evaluation. Consultant's certification of conditions in no way relieves any other party from meeting requirements imposed by contract or other means, including commonly accepted industry practices.
- 2.8.16 To assist Authority with the project close-out process, Consultant shall prepare a summary of quality assurance testing, summary of project costs, and related items required by FAA and NCDOT for Close-Out of the Project. Such information shall be neatly organized and bound.

2.9. Buried Utilities

2.9.1 Consultant shall conduct the research that in his professional opinion is necessary to locate utility lines and other man-made objects that may exist beneath the site's surface. Authority recognizes that Consultant's research may not identify all subsurface utility lines and man-made objects, and that the information upon which Consultant relies may contain errors or may not be complete. Authority also agrees that the possibility exists that soil borings or other penetrations made by or under the instructions of Consultant for investigative purposes may strike and damage underground utility lines or other man-made objects, despite the efforts of Consultant to avoid such objects.

SECTION 3 - SPECIAL AND ADDITIONAL SERVICES

3.1 Special Services

Special Services are any services which are included in the Scope of Services but are not part of Basic Services. Such services are usually performed either by a Sub-consultant (for example, testing or survey,) or by an employee of Consultant residing in the vicinity of the project (RPR.) The terms and conditions for furnishing Special Services are set forth in the Scope of Services.

3.2 Additional Services

Additional Services are services required by Authority which are not included in (or are specifically excluded by) the Scope of Services. Typically, such services are associated with unforeseen conditions which arise during the design or construction process. All additional Services shall be approved in advance by Authority. Additional Services include, but are not limited to, the following.

- 3.2.1 Additional Permitting Services due to changes in regulatory policies which went into effect after the Scope of Services was formulated and Permitting Services such as environmental assessments, asbestos evaluations and permitting, etc. which were not contemplated or identified in the Scope of Services. (The scope of permitting services included in **Exhibit "A"** reflects the services which Consultant anticipates to be necessary based upon experience with prior projects, and does not include contingencies for unexpected or unanticipated permitting requirements that one or more of the various governmental agencies having jurisdiction might elect to impose.)
- 3.2.2 Field investigations to verify the accuracy of Drawings or other information furnished by Authority.
- 3.2.3 Services resulting from significant changes in extent of the Project or its design including, but not limited to, changes in size, complexity, Authority's schedule, or character of construction or method of financing; and revising previously accepted studies, reports, design documents or construction contract documents when such revisions are due to causes beyond Consultant's control. This does not apply to the Preliminary Design Phase, in which multiple revisions are not considered Additional Services.

- 3.2.4 Providing renderings or three-dimensional models. (Preparation of a reasonable number of two-dimensional exhibits for presentation to the public, FAA, NCDOT, Authority, etc. is an essential part of Basic Services to properly communicate and coordinate the project, and will not be considered Additional Services.)
- 3.2.5 Preparing documents with multiple bid schedules or complex bid options, or requiring the construction work to be performed in two or more mobilizations, or at night, when such conditions were not anticipated in the Scope of Services.
- 3.2.6 Investigations involving detailed consideration of operations, maintenance and overhead expenses; providing Value Engineering consulting to a significant degree during the course of design; preparation of feasibility studies, cash flow and economic evaluations, rate schedules and appraisals; assistance in obtaining loan or bond financing for the Project; evaluation of processes licensing and assisting Authority in obtaining process licensing; detailed quantity surveys of material, equipment and labor; audits or inventories required in connection with construction performed by Authority.
- 3.2.7 Services performed by Consultant due to failure of the Contractor to complete the work within the scheduled time, including but not limited to additional periodic reviews and additional follow-up reviews to verify Punch List completion after the final inspection. (Wherever possible, the costs of such services will be minimized by combining follow-up inspections with trips made to the site for other projects.)
- 3.2.8 Services resulting from the award of a greater number of separate prime contracts for construction, materials, equipment or services than are anticipated in the Scope of Services and services resulting from the arranging for performance by individuals or firms other than the principal Prime Contractor(s.)
- 3.2.9 Providing any type field surveys, engineering surveys or staking to enable the Contractor(s) to proceed with their work; and providing other special field surveys, where such work was not included in the Scope of Services.
- 3.2.10 Services in connection with changes or additions to the Project requested by the Authority during construction, unless of a minor and incidental nature
- 3.2.11 Services during out-of-town travel required of Consultant and approved by Authority, other than visits to the site as required by Section 2, or visits to the FAA or NCDOT offices will not be considered out-of-town travel.
- 3.2.12 Additional or extended services during construction made necessary by (1) work damaged by fire or other cause during construction, (2) a significant amount of defective or neglected work of Contractor(s), (3) acceleration of the progress schedule involving services beyond normal working hours, (4) default by Contractor(s), or (5) evaluation of an unreasonable number of claims made by the Contractor(s) or others.
- 3.2.13 Preparation of operating and maintenance manuals; protracted or extensive assistance in balancing); and training personnel for operation the utilization of any equipment or system (such as initial start-up, testing, adjusting and maintenance.
- 3.2.14 Services after completion of the Construction Phase, such as project review during any guarantee period, and reporting observed discrepancies under guarantees called for in

any contract for the Project.

- 3.2.15 Preparing to serve or serving as a consultant or witness for Authority in any litigation, public hearing or other legal or administrative proceeding involving the Project (except as specifically provided in the Scope of Services.)
- 3.2.16 Any similar Additional Services in connection with the Project, including services normally furnished by Authority and services not otherwise provided for in this Agreement.

3.3. Resident Representative Services During Construction

- 3.3.1 If included in the Scope of Services, a Resident Project Representative (RPR) will be furnished by Consultant. Such services will be paid for by Authority as provided in the Scope of Services.
- 3.3.2 The duties, responsibilities, and limitations of Authority of RPR and any assistants to the RPR are set-forth in **Exhibit "B"**, which is attached hereto and incorporated herein.
- 3.3.3 Through more extensive on-site observations of the work in progress and field checks of materials and equipment by RPR, Consultant shall provide further protection for the Authority against defects and deficiencies in the work of Contractor(s); however, the furnishing of RPR Services will not make Consultant responsible for the Contractor's means, methods, techniques, sequences or procedures, or for safety precautions or programs.

SECTION 4 - AUTHORITY'S RESPONSIBILITIES

The Authority shall do the following in a timely manner:

- 4.1 Designate a person (or persons) to act as Authority's Representative with respect to the services to be rendered under this Agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define the Authority's policies and decisions with respect to Consultant's services for the Project.
- 4.2 Furnish to Consultant criteria and information as to the Authority's requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expendability, and any budgetary limitations; and furnish copies of all local or extraordinary design and construction standards which Authority will require to be included in the Drawings and Specifications. (Such criteria and information may be furnished verbally during project formulation and design discussions; Authority is not obligated to furnish any written summaries of design criteria and requirements, but may do so if he deems it to be appropriate.)
- 4.3 Assist Consultant by placing at his disposal available information pertinent to the Project including previous reports and any other data relative to design or construction of the Project. Authority shall make pertinent files and records available, but shall not be obligated to perform any exhaustive or detailed research of existing files or records.
- 4.4 Provide Consultant, as required for performance of Consultant's Basic Services (except to

the extent provided otherwise in the Scope of Services) data prepared by or services of others, including but not limited to core borings, probings, and subsurface explorations, laboratory tests and inspection of samples, materials and equipment; appropriate professional interpretations of the foregoing; environmental assessment and impact statements; property, boundary, easement, right-of-way, topographic and utility surveys; property descriptions; zoning, deed and other land use restrictions; and other special data or consultations not covered in Section 3; all of which Consultant may rely upon in performing his services.

- 4.5 Arrange for access to and make all provisions for Consultant to enter upon public and private property as required for Consultant to perform Services under this Agreement.
- 4.6 Examine all studies, reports, sketches, Drawings, Specifications, proposals and other documents presented by Consultant; obtain advice of an attorney, insurance counselor and other consultants as the Authority deems appropriate; and render decisions pertaining thereto within a reasonable time so as not to delay the services of Consultant.
- 4.7 Assist Consultant in the process of obtaining necessary permits for the Project. Authority shall promptly review, and upon its approval, sign, and submit to the appropriate agencies such approved permit applications which Consultant furnishes. Authority shall pay all applicable agency permit and review fees.
- 4.8 If more than one prime contract is to be awarded for construction, materials, equipment and services for the entire Project, Authority shall designate a person or organization to have authority and responsibility for coordinating the activities among the prime contractors.
- 4.9 Attend the pre-bid conference, bid openings, preconstruction conferences, construction progress and other job related meetings, and pre-final and final project reviews.
- 4.10 Give prompt written notice to Consultant whenever Authority observes or otherwise becomes aware of any development that affects the scope or timing of Consultant's services, any defect in the work of Contractor(s), or any apparently unsafe practices being performed by Contractor(s.)
- 4.11 Direct Consultant to provide, necessary Additional Services as stipulated in Section 3 of this Agreement or other services as required.
- 4.12 Bear all costs incidental to performance of the requirements of this Section 4.

SECTION 5 - PERIOD OF SERVICE

- 5.1 The services called for in the Preliminary Design Phase will be completed and the Preliminary Design documents submitted within the stipulated period, if any, indicated in the Scope of Services after authorization to proceed with that phase of services.
- 5.2 After acceptance by Authority of the Preliminary Design Phase documents indicating any specific modifications or changes in the extent of the Project desired by Authority, and upon written authorization from Authority, Consultant shall proceed with the performance

of the services called for in the Design and Permitting Phase, and shall submit Plans, Specifications, and general consulting report and other documents for 100% review within the stipulated period, if any, indicated in the Scope of Services.

- 5.3 Consultant's services under the Preliminary Design Phase and the Design and Permitting Phase shall be considered complete at the earlier of (1) the date when the submissions for that phase have been accepted by Authority or (2) thirty (30) days after the date when such submissions are delivered to Authority for final acceptance, plus such additional time as may be considered reasonable for obtaining approval of governmental authorities having jurisdiction over the Project.
- 5.4 After acceptance by Authority of Consultant's Plans, Specifications and other Final Design Phase documentation including the most recent opinion of Probable Construction and Total Project Cost and upon written authorization to proceed with advertisement of the Project, Consultant shall proceed with performance of the Services called for in the Bidding and Contract Formulation Phase. This Phase shall terminate and the services to be rendered thereunder shall be considered complete upon commencement of the Construction Phase or upon cessation of the negotiations with prospective Contractor(s).
- 5.5 The Construction and Close-Out Phase will commence with the execution of the first Prime Contract to be executed for the work of the Project or any part thereof, and will terminate upon submittal of final close-out documentation for submittal to FAA and/or NCDOT. Construction Phase services may be rendered at different times in respect of separate prime contracts if the Project involves more than one Prime Contract.
- 5.6 If Authority has requested significant modifications or changes in the extent of the Project, the time, if any, of performance of Consultant's Services, Consultant's compensation may be adjusted by the Authority.
- 5.7 If Authority fails to give prompt written authorization to proceed with any phase of Services after completion of the immediately preceding phase, or if Construction Phase has not commenced within 180 calendar days after completion of the Design and Permitting Phase, Consultant may, after giving seven days' written notice to Authority, suspend services under this Agreement.
- 5.8 If Consultant's Services for design or during construction of the Project are delayed or suspended in whole or in part by Authority for more than twelve months for reasons beyond Consultant's control, the rates of compensation provided for in the Scope of Services shall be subject to renegotiation.

SECTION 6 - COMPENSATION

6.1. Methods of Payment for Services and Expenses of the General consultant

Payment for each element of work identified in the Scope of Services shall be made under one of the following methods, which shall be identified in the Scope of Services:

- 6.1.1 LUMP SUM METHOD - This method generally applies to Basic Services, and certain special Sub-consultant Services such as topographic surveys and environmental reports. The

Lump Sum fee shall be a fixed amount as stipulated in the Scope of Services. No adjustment may be made to a lump sum fee. If Additional Services are required, they shall be paid for separately as "Additional Services," under pre-approved terms.

- 6.1.2 UNIT PRICE METHOD - This method generally applies to Sub-contracted testing or survey services. (Survey crew hourly rate shall be considered a "unit rate.") Payment shall be made at the number of units (typically, tests or survey hours) performed, multiplied by the stipulated unit price. If a "Not-to-Exceed" maximum amount is stated, then the total fee may not exceed the stipulated amount unless additional work is performed and approved in advance. If no maximum amount is stated, Consultant shall inform Authority in a timely manner if it becomes apparent that the estimated (budgeted) amount will be exceeded.
- 6.1.3 HOURLY RATE METHOD - Generally applies to Miscellaneous Services (non-FAA and non-NCDOT participation) requested by Authority, and RPR services. Generally applies to services performed by employees of Consultant, as subcontracted Services based on hourly rates are typically considered to be unit price services as stipulated in Sub-section 6.1.2 above. Unless otherwise stated, the hourly rates shall be as listed in Consultant's current Standard Rate Schedule. The Standard Rate Schedule current for the year in which this Agreement is executed is attached in **Exhibit "A"**. The Standard Rate Schedule is revised and re-issued on a calendar-year annual basis (whether or not the rates or other conditions change.) Hourly rates for RPR services are typically stated on the Scope of Services.
- 6.1.4 REIMBURSEMENT OF EXPENSES - This method applies to items which are designated as reimbursable in the Scope of Services, including but not limited to: reproduction of documents exceeding the number of reproductions included in the basic services fee, express shipments in addition to those stipulated in the basic services fee and special travel expenses. Terms of reimbursement are set forth in the Scope of Services, and are typically direct reimbursement of actual costs without mark-up. Office supplies, telephone, first class postage, plot media electronic storage media, and computer time are considered to be overhead costs and are not reimbursable. Plot media for special orders (not for the original production of the drawings) shall be considered "reproductions" and is therefore reimbursable.

6.2 Billing and Payment

- 6.2.1 Consultant shall submit monthly invoices for Professional Services rendered and for Reimbursable Expenses incurred. The invoice for Basic Services will be based upon Consultant's estimate of the proportion of the total services actually completed at the time of preparation of the invoice. To assist in the estimation of fees earned, the Basic Services fee will be broken down into the fees for various project phases. The invoice for RPR services shall be based on the number of hours worked during the billing period, as indicated on time sheets. The invoice for Sub-consultant services shall be based on the invoice received from the Sub-consultant (which Consultant shall review for reasonableness,) plus the pro-rated portion of Consultant's stipulated

Administrative/Coordination Fee. The invoice for Reimbursable Expenses shall be based on the number of reproductions made during the invoice period multiplied by the

stipulated or standard unit price, and the direct cost of other Reimbursable Expenses, as set forth in the Scope of Services.

- 6.2.2 Invoices shall be due and payable within thirty (30) calendar days of the Authority's receipt of the invoice. If Authority objects to all or any portion of an invoice, Authority shall so notify Consultant within fourteen (14) calendar days of the Authority's receipt of the invoice, identify the cause of disagreement, and pay when due the portion of the invoice, if any, not in dispute.
- 6.2.3 Failure to pay the portion of an invoice not under dispute after sixty (60) days shall be cause for Consultant to suspend work on the Project until such payment is made. By doing so, Consultant shall not incur any liability for claimed losses or damages due to non-performance of the work.
- 6.2.4 In the event that Authority terminates the project in accordance with Section 7 of this Agreement, Consultant shall be paid for the portion of the fee earned and costs incurred as of the date of notice of termination, but shall not be eligible for payment for any lost anticipated profits from the portion of the project following the termination date.

SECTION 7 - MISCELLANEOUS PROVISIONS

7.1 Insurance

During the performance of this Agreement, Consultant shall insure itself for and against professional liability and malpractice relative to the performance of this Agreement in the minimum amount of \$1,000,000 each claim/annual aggregate. In addition, Consultant shall be required, if available, to provide the same types and levels of insurance identified above for a period of six years following the expiration or early termination of this Agreement. Consultant shall deliver to Authority a certificate of this insurance coverage at the time this Agreement is executed. The certificate shall unconditionally provide that the requisite coverage shall not be terminated or modified or not renewed until Authority has received thirty (30) day written notice thereof. In the event that an insurance carrier should terminate or modify or not renew the above coverage, Consultant shall immediately contract with another insurance carrier to provide requisite coverage and shall immediately deliver to Authority a replacement certificate. The coverage shall be written through an admitted carrier in the State of North Carolina. In addition, Consultant and its sub-consultants shall maintain Workers' Compensation Insurance as required by law, and certificates of such insurance coverage shall likewise be delivered to Authority.

7.2 Indemnity

Consultant shall indemnify and hold harmless Authority and its present and future Members, officers, agents and employees, from and against all liabilities, claims, losses, costs and expenses (including, but not limited to, attorney fees) arising out of or resulting from any and all negligent acts and omissions of Consultant and/or its agents, employees and/or sub-consultants. Consultant shall be directly responsible for any such additional costs, above first costs, incurred by the Authority, as a result of the errors and omissions of Avcon, Inc. through its employees assigned to tasks for, or on behalf of the Authority, which result in additional costs to the Authority, either by a contractor, or by Avcon, Inc. itself.

7.3 Independent Contractor

Consultant is an independent contractor and not an agent of Authority.

7.4 Civil Right Assurances

During the performance of this Agreement, Consultant, for itself and for its assignees and successors if any and sub-consultants (all of whom collectively referred to as "Contractor") agrees as follows:

(a) Compliance with Regulations. Contractor shall comply with the regulations ("Regulations") relative to nondiscrimination in federally assisted programs of the Department of Transportation ("DOT") including but not limited to: Title 49, Code of Federal Regulations, Part 21, and as they may be amended from time to time. The Regulations are incorporated herein by this reference thereto.

(b) Nondiscrimination. With respect to and during the performance of this Agreement, Contractor shall not discriminate on the ground of age, race, color, national origin, religion, disability or sex in the selection or retention of sub-contractors and sub-consultants including procurements of materials and leases of equipment. Contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including, but not limited to, practices when this Agreement covers a program set forth in Appendix B of the Regulations.

(c) Solicitations for sub-consultants and sub-contractors, including but not limited to, procurements of materials and equipment. In all solicitations, either by competitive bidding or negotiations made by Contractor for work to be performed under a sub-contract, including, but not limited to, procurements of materials and leases of equipment, each potential sub-consultant, sub-contractor and supplier shall be notified by Contractor of Contractor's obligations under this Agreement and the Regulations relative to nondiscrimination on the grounds of age, race, color, national origin, religion, disability or sex.

(d) Information and Reports. Contractor shall provide all information and reports required by the Regulations or directives, orders or instructions issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and facilities as may be determined by Authority or the FAA to be pertinent to ascertain compliance with such Regulations, directives, circulars, orders, and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information, Contractor shall so certify to Authority and the FAA as appropriate, and shall set forth what efforts it has made to obtain the information.

(e) Sanctions for Noncompliance. In the event of Contractor's non-compliance with any of the non-discrimination provisions of this Agreement, Authority shall impose such Agreement sanctions as it or the FAA determine to be appropriate, including, but not limited to, the following:

- i. Withholding of payments to Contractor under this Agreement until Contractor complies; and/or
- ii. Cancellation, termination, or suspension of this Agreement, in whole or in part.

(f) Incorporation of Provisions. Contractor shall include the provisions of Paragraphs (a) through (e) above in every sub-contract, including but not limited to, procurements of materials and leases of equipment, unless exempted by the Regulations or directives issued pursuant thereto. Contractor shall take such action with respect to any sub-contract or procurement as Authority or the FAA may direct as a means of enforcing such provisions, including, but not necessarily limited to, sanctions for noncompliance; provided, however, that, in the event a Contractor becomes involved in, or is threatened with, litigation with a sub-consultant, sub-contractor or supplier as a result of such direction, Contractor may request Authority to enter into such litigation to protect the interests of Authority and, in addition, Contractor may request the United States Government to enter into such litigation to protect the interests of the United States Government.

7.5 Disadvantaged Business Enterprise (DBE) Assurances

DBE Obligation: The Disadvantaged Business Enterprise (DBE) requirements of Title 49, Code of Federal Regulations, CFR Part (23 or 26) apply to this Agreement. Consultant agrees to ensure that DBE's, as defined in Part (23 or 26), have the maximum opportunity to participate in the performance of contracts and sub-contracts provided under this Agreement. In this regard, Consultant shall take all necessary and reasonable steps in accordance with Part (23 or 26) to ensure that disadvantaged business enterprises have the maximum opportunity to compete for and perform Contracts. The Consultant shall not discriminate on the basis of age, race, color, national origin, religion, disability or sex in the award and performance of contracts.

7.6. Opinions of Cost

7.6.1 Since Consultant has no control over the cost of labor, materials, equipment or services furnished by others, or over the Contractor(s)' method of determining prices, or over competitive bidding or market conditions, his opinions of Probable Construction Cost provided for herein are to be made on the basis of his experience and qualifications and represent his best judgment as an experienced and qualified professional general consultant, familiar with the construction industry; but Consultant cannot and does not guarantee that proposals, bids or actual construction cost will not vary from opinions of probable cost prepared by him.

7.6.2 "Construction Cost" means the total of payments made to Construction Contractor(s), plus the cost of any materials, furnishings, etc. purchased separately by Authority and incorporated into the project. "Non-construction costs" are all costs of the project other than construction costs, including but not limited to Consulting Services, Testing, Topographic or other Surveys, Environmental Evaluations, RPR, and Authority's Miscellaneous and Administrative Expense. All of these costs, collectively, are referred to as the Project Cost.

7.7 Termination

7.7.1 This Agreement may be terminated by Authority upon seven (7) day's written notice, for the Authority's convenience and without cause.

- 7.7.2 Upon receipt of a termination notice, Consultant and its sub-consultants shall promptly discontinue all services and shall deliver to Authority all data, Drawings, Specifications, report estimates, summaries, and other information and materials as may be accumulated by Consultant and its sub-consultants, whether completed or in process.
- 7.7.3 Upon termination of this Agreement, Authority may, without prejudice or limitation of any action for damages or any other right or remedy, enter into another agreement for the completion of the work contemplated by this Agreement, or may use other methods for the completion of such work.
- 7.7.4 Upon termination of this Agreement, Consultant shall be entitled to receive payment for work executed and costs incurred by reason of such termination, including reasonable overhead and profit on completed work.

7.8 Re-Use of Documents

The drawings, specifications and all other documents or things prepared by Consultant for the Project shall become and be the sole property of Authority. Consultant shall, at its own cost and expense, be permitted to retain copies thereof for its records and for its future professional endeavors. Such drawings, specifications and other documents or things are not intended by Consultant for use on other projects by Authority or others. Any reuse by Authority or by third parties without the written approval of Consultant, shall be at the sole risk of Authority.

7.9 Storage, Protection, and Retrieval of Documents and Data

- 7.9.1 Storage, protection, and retrieval of General Consulting documents is an important part of Consultant's responsibility to Authority. Completed General Consulting Drawings (Plans) shall be stored by Consultant in a minimum of three medias: paper plot originals, AutoCAD files in the dual redundant hard drives of Consultant's raid server, and in CD-ROM disks which are made each week and stored off-site. Additionally, Authority may obtain disks containing the CAD files at any reasonable interval, such as monthly or upon completion of each project, and store them at Authority's office. Drawings in progress are stored in the hard drive and in the weekly back-up CD-ROM disks; existing paper plots of drawings in progress may not be up to date at any particular time. Text documents shall be stored as filed paper documents, as text files in the hard drive, and in the same weekly CD-ROM back-up disks that contain the CAD files.
- 7.9.2 Documents received from others, such as test reports, shop drawings, correspondence from the Contractor, etc., are stored by Consultant only in their original paper form or electronic form. They are filed by job number and are stored in-perpetuity, unless approved in writing by the Authority for disposal, except for papers which are considered by Consultant to be unimportant for future reference purposes, which are discarded. Although paper documents are stored in boxes in a dry place and reasonable care is taken to protect them, no guarantee is made that they will be preserved undamaged without time limit.

7.10 Non-waiver of Rights

Neither Authority's failure to insist upon the strict performance of any provision of this Agreement or to exercise any right or remedy relative to a breach thereof, nor Authority's acceptance of any performance during such breach shall constitute a waiver of any right or remedy of Authority.

7.11 Conflict of Interest

No paid employee of Authority shall have a personal or financial interest, direct or indirect, as a contracting party or otherwise, in the performance of this Agreement.

7.12 Sub-consultants

Consultant shall not utilize any sub-consultants for carrying out the services to be performed under this Agreement without the prior written approval of Authority. By the execution of this Agreement, Authority grants approval for the utilization of the sub-consultants set forth in **Exhibit "A"**, which is attached hereto and incorporated herein.

7.13 Audit: Access to Records

Consultant shall maintain books, records and documents pertinent to the performance of the Contract and these General Provisions in accordance with generally accepted accounting principles and practices, and with any governmental requirements; and Authority, the FAA, the Comptroller General of the United States and their duly authorized representatives shall have access to all such documents for purposes of examination, audit and copying.

7.14 Special Provisions

This Agreement is subject to the following Special Provisions. The listed documents are hereby incorporated into this Agreement by reference, and have the same force and effect as if they had been written into the body of this Agreement. However, if there is a conflict between a Special Provision and any other provisions of the agreement, the Special Provisions shall be subordinate.

1. Exhibit A – Project Scope of Work & Schedule of Fees Dated February 2, 2021.
2. Exhibit B – Responsibilities of Resident Project Representative (RPR).

7.15 Notices

All notices shall be in writing and shall be served only by registered or certified mail, return receipt requested, addressed to the party to be served at the address set forth below or at such other address as may be designated in writing. Service of notice shall be complete upon receipt of notice.

To Authority:

Greater Asheville Regional Airport Authority
61 Terminal Drive, Suite 1
Fletcher, North Carolina 28732
Attention: Executive Director

To Consultant:

Pond & Company, Inc.
3500 Parkway Lane
Norcross, GA 30092
Attention: Vice President, Aviation

7.16 Dispute Resolution

- 7.16.1 As a condition precedent to resolving claims, disputes and other matters by litigation, but only so long as neither of the parties hereto is thereby prejudiced or harmed by a statute of limitation or a statute of repose, the parties agree to attempt to resolve any claim, dispute or other matter in question arising out of or relating to this Agreement or a breach thereof, in the first instance, by mutual consent based upon an objective review and interpretation of factual information presented by either or both parties.
- 7.16.2 In the absence of agreement by mutual consent as set out in Sub-paragraph 7.16.1, but only so long as neither of the parties hereto is thereby prejudiced or harmed by a statute of limitation or a statute of repose, the parties agree to refer the claim, dispute or other matter to mediation. Either party may initiate a request for mediation, and the parties hereto shall, within thirty days of the receipt of a written request, select by mutual agreement a mediator, who shall be qualified to conduct mediated settlement conferences in the Superior Court Division of the General court of Justice of the State of North Carolina. If the parties cannot agree upon a mediator, the first mediator (who will agree to conduct this mediation) on the mediator list of the Trial Court Administrator for the 28th Judicial District of the State of North Carolina shall be automatically selected.
- 7.16.3 The parties hereto shall share the mediator's fees equally. The mediation shall be held in the Conference Room at Authority's Administrative Offices, Asheville Regional Airport, or at such other place as may be mutually agreed upon (the expense for such other place to be shared equally).
- 7.16.4 Failing resolution of a claim, dispute or other matter by the methods set forth in Sub-Paragraph 7.16.1 or 7.16.2, either party may then resort to litigation, which shall be commenced in Buncombe County, North Carolina.
- 7.16.5 Notwithstanding any provision of this Agreement to the contrary, this Agreement does not contain, and shall not be deemed to constitute, an Agreement to arbitrate, and any claim against or dispute or other matter with Consultant shall not be subject to arbitration.
- 7.16.6 In the event a dispute shall arise under or about this Agreement, then the prevailing party therein shall be entitled to recover from the non-prevailing party all reasonable costs, expenses and reasonable attorney's fees which may be incurred on account of such dispute, whether or not suit or other legal or quasi-legal proceedings may be brought, as well as at every stage of any such proceedings from the time such dispute first arises through trial or other proceedings and all appellate processes.

7.17 Governing Law

This Agreement is to be governed by the laws of the State of North Carolina.

7.18 Successors and Assigns

- 7.18.1 Authority and Consultant each binds itself and its partners, successors, executors, administrators, assigns and legal representatives to the other party to the Agreement and to the partners, successors, executors, administrators, assigns and legal representatives of such other party, in respect to all covenants, agreements and obligations of this Agreement.

7.18.2 Consultant shall not assign, sublet or transfer any rights under or interest in (including, but without limitation, moneys that may become due or moneys that are due) this Agreement without the written consent of the Authority, except to the extent that the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent Consultant from employing such independent Sub-consultants or Sub-contractors as he may deem appropriate to assist him in the performance of services hereunder, however Consultant shall so inform Authority in advance, and shall not employ any sub-consultant or sub-contractor to whom Authority objects.

7.19 No Third-Party Beneficiaries

Nothing contained herein shall create a contractual relationship with, or any rights in favor of, any third party.

7.20 Severability

If any of the terms, conditions or provisions of this Agreement hereto, or any document incorporated herein (other than a Regulation) or any portions thereof, shall contravene or be invalid under the laws or regulations of the United States or the State of North Carolina or any of their respective agencies, departments or subdivisions, such contravention or invalidity shall not invalidate the whole Agreement, attachment or document, but this Agreement, attachment(s), and document(s) shall be construed as if not containing the particular term, condition or provision, or portion thereof, held to be in contravention or invalid, and the rights and obligations of the parties hereto shall be construed accordingly.

7.21 Non-Exclusive

This Agreement does not create or provide any exclusive right or interest in or for Consultant, and Authority may contract with other engineers, professionals and contractors at any time and for any services and purposes.

7.22 Entirety of Agreement

7.22.1 This Agreement together with the Exhibits identified above constitutes the entire agreement between Authority and Consultant and supersedes all prior written or oral understanding. This Agreement and said Exhibits may only be amended, supplemented, or modified by a duly executed Amendment, except that an Amendment shall not be required to transmit each year's updated Standard Rate Schedule.

7.22.2 Regardless of which party hereto is responsible for the preparation and drafting of this agreement, it shall not be construed more strictly against either party.

IN WITNESS WHEREOF, the parties hereto have made and executed and this Agreement as of the day and year first above written.

AUTHORITY:

GREATER ASHEVILLE REGIONAL
AIRPORT AUTHORITY

By:

Lew Bleiweis, A.A.E.
Executive Director

Attested By:

Print Name: _____

Seal

CONSULTANT:

POND & COMPANY, INC.

By:



Hugh Weaver
Its: Vice President, Aviation

Attested By:



Print Name: JUSTIN SMITH

Seal

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EXHIBIT A

Pond & Company, Inc.

Responsive People. Real Partners

*Architects
Engineers
Planners
Planners*

3500 Parkway Lane
Suite 600
Norcross, GA 30092

P 678.336.7740
F 678.336.7744
www.pondco.com

February 4, 2021

Mr. Jared Merrill, Planning Manager
Greater Asheville Regional Airport Authority
61 Terminal Drive, Suite 1
Fletcher, North Carolina 28732

**RE: Air Traffic Control Tower (ATCT) and Associated Facilities Project
Asheville Regional Airport (AVL); Asheville, NC**

Dear Mr. Merrill,

Pond & Company (Pond) is pleased to submit this updated & revised Best and Final Offer scope of work and fee for providing Architectural and Engineering services for the proposed Airport Traffic Control Tower (ATCT) and Associated Facilities project for the Greater Asheville Regional Airport Authority (GARAA) at the Asheville Regional Airport (AVL) for your review and feedback. In conjunction with the actual design services, Pond has included the coordination with appropriate FAA technical review groups.

The attached Scope of work (Attachment "A") covers the services of Tasks that we are anticipating being needed in support of GARAA and the project.

- Task 1 Support to GARAA During the completion of the FAA Airport Facilities Terminal Integration Laboratory (AFTIL) Process (i.e.: AFTIL 2, AFTIL 3 and Siting Study Report)
- Task 2 Project Design Services
- Task 3 Construction Phase Administrative Services, including RPR Services

The following professional fees and attached Summary with detailed break out (Attachment "B") covers the scope of work proposed in support of GARAA and the project including:

- Support to GARAA During the completion of the FAA Airport Facilities Terminal Integration Laboratory (AFTIL) Process (i.e.: AFTIL 2, AFTIL 3 and Siting Study Report)
- Design Services for ATCT, TRACON / Base Building, New Site and Utilities and the addition of a 3,000 ft. Roadway (including planning services to determine future utility needs).
- Construction Phase Administrative Services for the work designed.

PROFESSIONAL FEES:

Pond proposes to accomplish the above work under a Lump Sum Task Order for the following amount as illustrated in the enclosed fee proposal spreadsheets.

Total Professional Fees (incl. expenses)	\$4,157,923.009
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We look forward to the opportunity to support GARAA and the AVL Staff on this exciting project. Thank you for the confidence in Pond for your project and please advise should you have any questions related to this outline please do not hesitate to contact me.

A handwritten signature in blue ink that reads "Hugh F. Weaver, Jr." with a stylized flourish at the end.

Hugh F. Weaver
Vice President, Aviation

Attachment “A” - Scope of Work

The scope of the project includes a 96' Above Grade Level (AGL) eye height, with total estimated Tower height of 126' AGL ATCT, and an approximately 8,000 - 10,000 sf Base Building facility, to be located at AVL, on a site size anticipated to be 1-2 acres supported by a new 3,000 foot Roadway including new utilities based on a forecasted development plan. Based upon our recent correspondence, and in concurrence with the FAA, the project will NOT include following the process for Guiding Principles of the Federal High-Performance Sustainable Building Program (HPSB). The following sections outline the anticipated parts of the project and the applicable scope of work involved to implement the project:

- 1) **Task 1 – Support to GARAA During the completion of the FAA Airport Facilities Terminal Integration Laboratory (AFTIL) AFTIL 2 Process (i.e.: AFTIL 2, AFTIL 3 and Siting Study Report)**: Pond will provide support to GARAA during the final ATCT Planning and finalization of the FAA Siting Study Process. The team will work alongside the GARAA project team to provide technical insight related to the work product that is scheduled to be completed by the FAA.
 - a) The completion of FAA's AFTIL / Siting Study process scope of work includes the following non-design professional services:
 - i) The primary effort of this Task is to support GARAA during the finalization of the FAA process leading to the approval of the Airports preferred site (#6). This will be accomplished by participating, in person or if feasible, virtually in the AFTIL 2 and 3 process which the FAA will conduct at the FAA's AFTIL Lab in Atlantic City, New Jersey.
 - (1) Representatives from CHA, CTBX and Pond will participate, virtually, during the FAA's "Virtual AFTIL 3" review of the Airport preferred site for finalization of the location and eye height to be used.
 - (2) A representative from either CHA, CTBX or Pond will be present at the AFTIL Lab during the study of the tower cab equipment layout (AFTIL 2).
 - (a) Other representatives will participate, if feasible, virtually, during AFTIL 2
 - (b) This will provide an additional level of oversight and provide GARAA the ability to challenge any excessive items that might not be fully needed at the facility.
 - (3) Team will review Draft AFTIL Reports (both 2 & 3) and Final FAA Siting Study – including virtual coordination meetings with GARAA
 - ii) Pond will provide for the development of a Rough Order of Magnitude (ROM) of Probable Construction Cost for Site #6 to be used in comparison to the costs presented by FAA.
 - (1) Recently constructed ATCT / TRACON facilities in the United States will be referred to for the development of the ROM including anticipated FAA equipment costs. Local site infrastructure and access information will be applied as developed by the teams cost estimator
 - iii) A virtual review meeting will then be held with GARAA to discuss any comments and incorporate necessary revisions to the budget.
 - b) Provide support for the development of the Airspace Determination requests (OEAAA, i.e. FAA 7460-1) to the FAA for the preferred site.
 - i) This includes a maximum of 15 individual 7460 cases (facility corners, antenna locations, general construction equipment, construction crane, etc.) for study and determination.
 - c) Additional components of Task 1 include:
 - i) The Review of FAA prepared documents related to the project:
 - (1) Review and comments on the FAA prepared Reimbursable Agreement (RA) for design phase services.

- (2) Review and comment on the FAA prepared Requirements Document (RD) proposed area square footages against Pond's anticipated square footages, compare the two and make recommendations regarding final disposition of area requirements and needs.
 - (3) Review and comment the FAA prepared Reimbursable Agreement (RA) for construction oversight and installation of FAA-owned equipment, including the proposed equipment list, labor allocated for the installation and rates for the persons to be involved.
 - ii) Attend meetings with the FAA and GARAA staff to discuss the design team's comments and FAA costs.
 - iii) Pond will also provide the overall project administration for this phase of work including:
 - (1) Coordination and communication between the design team and GARAA.
 - (2) Coordination, scheduling and hosting of internal and external task effort progress meetings.
 - (3) Scheduling and arrangement of on-site meetings and site visits required to complete this portion of the work.
 - (4) Attendance at and documentation of, items covered, decisions made, etc. at any of the meetings required to complete the Task.
 - iv) Update of Airport Layout Plan
 - (1) Incorporate final site layout information.
- 2) **Task 2 – Design Services Scope of Work:**
- a) Pond will be leading the design efforts and will provide services to manage the design team. The basis for the site development plans will be established following the receipt of the FAA Siting Study concept for Site 6 to GARAA, on a site size anticipated to be 1-2 acres supported by a new 3,000-foot Roadway including new utilities based on a forecasted (as a part of this project) development plan. The basis for floor plans will be derived from the FAA's standard facility documents supporting an anticipated 440 SF, Intermediate Activity Level (IAL) CAB and an 8,000 - 10,000 sf Base Building layout. Noted that this facility will not need and will not be designed for FAA Tech Ops personnel.
 - b) **Project Management Services** - services necessary to manage the design team and coordinate with GARAA and the End User and includes the following scope items:
 - i) Develop and maintain regular communications plan with GARAA personnel.
 - ii) Develop and maintain regular project management and coordination between team members
 - iii) Coordinate and arrange project kick-off meeting, design charrette, any on-site progress meetings and design review meetings
 - iv) Attend up to eighteen (18) project related meetings such as project kick-off meeting, design charrette, all on-site progress meetings and design review meetings
 - v) Act as liaison for GARAA with the FAA Southern Regional Office.
 - vi) Coordinate and attend up to six (6) regularly planned progress meeting with the FAA
 - vii) Coordinate and lead regularly scheduled, bi-weekly design team progress meetings
 - viii) Coordinate and arrange for design phase submittal deliverables
 - ix) Coordinate and edit front-end (Division 1) specifications based on GARAA input
 - x) Oversee the regular administration tasks throughout the design period.
 - xi) Schedule and attend (in-person or virtually) coordination meetings with Utility Providers & Authorities Having Jurisdiction including but not limited to: Buncombe County, City of Asheville Water Department, Metropolitan Sewerage District, FAA, Duke Energy, Dominion Energy, AT&T, etc
 - c) **Civil / Site Design Services** - services necessary to develop the plans and technical specifications including:
 - i) Existing Conditions Documentation, basis of design and narrative
 - ii) Code & Criteria Review

- iii) Site Layout Plans
 - (1) Includes an estimated 3,000 ft. rehabilitation / replacement of Westfeldt Drive from near the round-a-bout at Ferncliff Park Drive to the project site.
 - (a) Design roadway and utilities to support future development on Airport property, south side of Westfeldt Drive.
 - (b) Roadway Geometric, Vertical, And Horizontal Design
- iv) Site Grading and Drainage (storm water control plans, drainage from site out to retention pond, retention pond, etc.)
- v) Stormwater Systems design, including Erosion Control
- vi) Site Utilities (potable water, fire hydrants, fire sprinkler water supply to site, irrigation water & gravity sanitary sewer, natural gas).
 - (1) Includes an estimated 3,000 ft. rehabilitation / replacement of Westfeldt Drive near the round-a-bout at Ferncliff Park Drive to the project site.
 - (a) Design of agreed to utility systems to support future development on Airport property, south side of Westfeldt Drive.
 - (2) Coordination with the site electrical and communication engineers.
 - (3) It is not anticipated, nor is time included for a sanitary sewer lift station.
- vii) Roadway & Project Site Signage and Striping Plans
- viii) Pavements and sidewalks
- ix) Site Security Fencing
- x) Landscaping Plans to meet local AHJ minimums.
- xi) Development of any required Lease Exhibit drawings
- xii) Civil and site permitting assistance including local jurisdiction review process.
 - (1) Site related design permit / review fees are not included. Any such fees Pond or AVCON are required to pay shall be passed on to the Owner as a reimbursable cost.
- xiii) Scope of Work & specification development for geotechnical engineering and surveyor SOW's.
- xiv) Technical Quality Control Reviews for milestone Submittals and Constructability Review for Final Submittal
- xv) Cost Estimate Reviews and coordination of comments
- d) **Site Electrical Engineering, Communications and Security System Infrastructure Design Services** - services necessary to develop the plans and technical specifications including outside of, and service to, the ATCT and TRACON including:
 - i) Basis of Design and Narrative
 - ii) Existing Conditions Documentation – i.e.: tie in points
 - iii) Code & Criteria Review
 - iv) Site Layout Plans
 - v) Site lighting
 - vi) Site utilities (all site electrical, communications (i.e.: telephone, fiber, etc.) to buildings, duct banks to airport, airfield lighting, etc.)
 - (1) Tie to the new facility into the FAA/Airfield electrical systems
 - (2) Evaluate for re-use or design new L-821 ALCMS Lighting Control System panel.
 - (3) Includes an estimated 3,000 ft. rehabilitation / replacement of Westfeldt Drive near the round-a-bout at Ferncliff Park Drive to the project site.
 - (a) Coordination of power and communications utility systems to support future development on Airport property, south side of Westfeldt Drive.
 - vii) Project Site Security Infrastructure Plans – Civil aspects of security systems (such as gate control) to be coordinated with the FAA's security systems designer
 - viii) Coordination and documentation of other electrical equipment outside of buildings (transformers, load banks, emergency generator, fuel tank, etc.)
 - ix) Coordination with Pond's electrical engineers designing the ATCT and Base Building electrical and communications systems

- x) Technical Quality Control Reviews for milestone Submittals and Constructability Review for Final Submittal
- xi) Cost Estimate Reviews and coordination
- e) **Architectural & Interior Design Services** - services necessary to develop the plans and technical specifications including:
 - i) Architectural documentation of the ATCT & Base Building including:
 - ii) Code & Criteria Review
 - iii) Pond will develop the floor plans, incorporating requirements from the FAA's RD and input during the kick-off charrette.
 - iv) Based on approved floor plans, Pond will prepare a conceptual elevation study presenting up to two (2) different options resulting in up to two (2), full size sheet, photo-realistic color renderings framed for GARAA
 - (1) The two renderings will be of the final version (1 day, 1 night).
 - v) Once conceptual floor plans are approved, Pond will prepare the construction documents (i.e.: drawings, specifications, basis of design narrative, etc.) for the building based upon the agreed to floor plans including:
 - (1) Life Safety Plans
 - (2) Floor Plans
 - (3) Ceiling Plans
 - (4) Roof Plans
 - (5) Exterior Elevations
 - (6) Building & Wall Sections
 - (7) Enlarged Plans & Details
 - (8) Finish Schedule and Legends
 - (9) Interior Design Plans (furniture plans, etc.)
 - (10) Exterior & Interior Building Signage Plans
 - vi) Collaboration with the project team for the development of construction documents
 - vii) Discipline coordination with
 - (1) Civil / Site
 - (2) Structural
 - (3) Mechanical – HVAC Systems
 - (4) Mechanical – Plumbing Systems
 - (5) Fire Protection Systems
 - (6) Electrical – Power and Lighting
 - (7) Electrical – Communications
 - (8) Cost Estimator
 - viii) Development of "generic" slat wall style Console Furniture Plans and Details for ATCT Cab.
 - ix) Building permitting assistance (local AHJ)
 - (1) Electronic Submittals
 - (2) AHJ Review Comment Responses & agreed to updates
 - x) Technical Quality Control Reviews for milestone Submittals and Constructability Review for Final Submittal
 - xi) Cost Estimate Reviews and coordination
- f) **Structural Design Services** - services necessary to develop the plans and technical specifications including:
 - i) Code & Criteria Review
 - ii) Development of comprehensive list of items and associated requirements related to Delegated Design portions of the work such as piles, precast concrete, load bearing metal stud framing, etc.
 - iii) Collaboration with the project team for the development of construction documents Design documentation (i.e.: supporting calculations, etc.)
 - iv) Verification of cladding pressures for walls and roofs
 - (1) Based on results of Wind Tunnel Modeling / Reports

- v) Foundation Plans (anticipating structural building piles)
 - (1) Pile plans & details
 - (2) Pile Cap plans & details
 - (3) Foundation ring wall plans and details
 - (a) Including penetrations for FAA communications conduits, water, etc.
- vi) Wall and Floor Framing Plans
- vii) Roof Framing Plans
- viii) Exterior Wall Framing Elevations
- ix) Enlarged Plans & Details
- x) Discipline coordination with
 - (1) Civil Site
 - (2) Architectural
 - (3) Mechanical – HVAC Systems
 - (4) Mechanical – Plumbing Systems
 - (5) Fire Protection Systems
 - (6) Electrical – Power and Lighting
 - (7) Electrical – Communications
- xi) Technical Quality Control Reviews for milestone Submittals and Constructability Review for Final Submittal
- xii) Cost Estimate Reviews and coordination
- g) **Mechanical Design Services** - services necessary to develop the plans and technical specifications for Mechanical, Plumbing and Fire Protection Systems including:
 - i) Code & Criteria Review
 - ii) HVAC Systems Plans (including 100% redundancy in critical areas)
 - iii) Building & Mechanical Plumbing Plans (including 100% redundancy in critical areas)
 - iv) Emergency Generator Fuel Storage Tank and Service Lines
 - v) Fire Protection Systems Plans limited to defining the project parameters including Tower risers and fire pump, Schedules, Details, Control Diagrams, etc.
 - (1) The project does not anticipate the need for a fire water supply tank
 - vi) HVAC Schedules, Details, Control Diagrams, etc.
 - vii) Plumbing Schedules, Details, Control Diagrams, etc.
 - viii) Cab Glass Defogger System Schedules, Details, Control Diagrams, etc.
 - ix) Emergency Generator Fuel Storage Tank System Schedules, Details, Control Diagrams, etc.
 - x) Discipline coordination with
 - (1) Civil Site for Utilities
 - (2) Architecture
 - (3) Structural
 - (4) Electrical – Power and Lighting
 - (5) Electrical – Communications
 - xi) Technical Quality Control Reviews for milestone Submittals and Constructability Review for Final Submittal
 - xii) Cost Estimate Reviews and coordination
- h) **Electrical Design Services** - services necessary to develop the plans and technical specifications for Power, Lighting, Communications, Security Infrastructure and Fire Alarm Systems including:
 - i) Code & Criteria Review
 - ii) Development of supporting calculations, etc. for the buildings based upon planned functional requirements
 - iii) Floor Plans (Power, Emergency Power, Lighting, Communications, Security Infrastructure, low-voltage design, Fire Alarm and FAA Communications infrastructure)

- iv) Coordination and incorporation of FAA provided Critical Power Distribution System (CPDS) One Line and Emergency Power Management System (EPMS) requirements.
- v) Reflected Ceiling Plan coordination
- vi) Lightning Protection Plans
- vii) Enlarged Plans & Details
- viii) Fixture Schedule, Equipment Schedules and Legends
- ix) A Lockout / Tagout (LO/TO) Plan Program framework to be used by the contractor outlining example items for each major panelboard or system for which Federal Aviation Administration (FAA) personnel could be exposed to hazardous energy during maintenance operations.
- x) Discipline coordination with
 - xi) Civil / Site
 - xii) Architecture
 - xiii) Structural
 - xiv) Mechanical – HVAC Systems
 - xv) Mechanical – Plumbing Systems
 - xvi) Fire Protection Systems
- xvii) Coordination with FAA's approved vendor for the Electrical Arc Flash Coordination Study (per 2016 A/E Manual this is Schneider).
- xviii) Technical Quality Control Reviews for milestone Submittals and Constructability Review for Final Submittal
- xix) Cost Estimate Reviews and coordination
- i) **Design Quality Control**
 - a) Design Quality Assurance Peer Reviews
 - i) At the 45%, and 70% design phase submissions, the Team will provide peer quality assurance review services of the submitted materials. The review will focus on meeting the GARAA's needs and the content of the submitted materials. Review comments will be shared with the design team for all technical disciplines and there will be participation in design review meetings to discuss the comments and the proposed resolution from the design team.
 - ii) A member of the CHA peer review team will participate in the project meetings identified in paragraph q of this scope of work and communicate design decisions to the peer review team.
 - b) As indicated above in each discipline scope, in addition to the required Technical Quality Control Discipline Reviews at each design milestone, the design team shall participate in a multi-disciplinary constructability and coordination review of the project documents. This will involve review of drawings and specifications prior to the issuance of the 100% design level submittal including:
 - i) Civil/ Site Plans
 - ii) Site Utility Plans
 - iii) Architectural Plans
 - iv) Structural Plans
 - v) Mechanical, Plumbing & Fire Protection Plans
 - vi) Electrical, Lighting, Fire Alarm & Telecommunications Plans
- j) **Cost Estimating and Scheduling** - services necessary to develop the construction cost estimates at each design milestone including:
 - i) Provide Cost Estimates, in representative detail to the milestone submittal, in a CSI Format Breakout including site development and Building Facilities (sub-structure, super-structure, exterior envelope, interior build out & finishes, mechanical, plumbing, fire protection, electrical, communications, security infrastructure and communications).
 - (1) Provide Summary Report breakout in accordance with the CSI format
 - (2) Provide a summary deviation report at each milestone identifying changes from previous submittals.

- ii) Prepare and maintain (i.e.: update at each milestone) an anticipated construction schedule including milestones in accordance with GARAA's requirements.
- k) **Wind Tunnel Testing** - provide services necessary to develop required model of the new tower to be used in testing and development of the design of the following:
 - i) Basic requirements include all testing, analysis and result reporting that shall be consistent with the requirements of the current edition of ASCE7 and the International Building Code version in compliance with the local permitting jurisdiction.
 - ii) Wind climate analysis shall be conducted based on surface measurements for the definition of the parent wind climate (for use in serviceability calculations) and a current severe weather simulation (using state of the art methodologies, such as HURSIM) shall be used to predict extreme wind speeds and directionality.
 - iii) Construction of a proximity model to an adequate scale that includes significant surrounding buildings and terrain shall be included for use in all testing.
 - iv) Measurements shall be made using a suitable technique in order to predict wind-induced loads and structural responses of the tower. Measurements will be made at 10-degree wind azimuths, unless the results indicate that finer intervals should be considered.
 - v) Measurement of peak cladding pressures on the tower and base building shall be recorded.
 - vi) Results shall be provided in the form of simplified block diagrams of design cladding pressures including the effects of internal pressure.
- l) **High Performance Sustainable Building Program** - The Pond Team shall NOT be required to follow the process for documentation of the Guiding Principles of the "High Performance Sustainable Building" Program (HPSB)
- m) **Support Services for the Design Task** – the following anticipated support services necessary to support the development of the plans and specifications including:
 - i) Property Surveys
 - (1) For the Project Area and Roadway Extension area provide
 - (a) Lease Area, Right of Way limits, Boundary Survey
 - (b) Ground Surface Topographic and Planimetric
 - (c) Above and Underground Utility Survey
 - (d) Anticipated to include up to 7-8 Acres of Survey to support the project.
 - ii) Subsurface Utility Exploration (i.e.: location services) of Project and Roadway Extension areas including:
 - (1) Power and Communications Services
 - (2) Water and Sanitary Sewer Services
 - (3) Stormwater, Drainage Services
 - (4) Flow and Pressure Testing (For Fire Suppression System Design basis)
 - iii) Geotechnical Investigation and Design Support to determine site specific deep pile foundation criteria, Base Building foundation criteria, parking area and roadway design criteria, soil resistivity, CBR values, etc.
 - (1) Soil Borings in areas of the ATCT, Base Building, Pavement Areas, Proposed Detention Areas and Roadway Extension areas
 - (2) Cone Penetrometer Tests to support the facility development
 - (3) Ground Water Infiltration Tests to support the stormwater management plans
- n) **Anticipated Design Phase Submittals**
 - i) For the above referenced work, Pond has included the following design milestones.
 - (1) 10% Preliminary Planning Document (PPD) Design Submittal
 - (a) This will not be a formal design /review stop. The team will, however, provide a typical report (based on FAA's PPD report) to GARAA for forwarding to FAA
 - (2) 45% Design Submittal
 - (3) 70% Design Submittal
 - (4) 100% Design Submittal

- (5) Final (Issued for Bid) Construction Documents
- o) **Progress Coordination** - In order to be effective as a team, it is critical to the project to have regularly scheduled (Pond proposes every two weeks – 1 meeting site design, 1 meeting building design) design progress review meetings. While technology allows for video conferencing and work sharing websites, for this project the Project Manager are anticipated to be on site for at least one of these meetings per month.
- p) **Project Meeting Attendance** - In addition, Pond plans for a combination of onsite & virtual attendance by the following people at the following design related milestone meetings, user interviews, and review conferences to be held at AVL:
- i) Project Kick-off Meeting / Design Charrette
- (1) This meeting is anticipated near at AVL to kick off of the project. Attendees will include the Project Manager and Architect to be on-site throughout the 2-day meeting. The Civil Engineer and Site Electrical Engineer to be on-site limited to discussion of their disciplines. The Structural Engineer, Mechanical Engineer, Plumbing Engineer, Fire Protection Engineer and Electrical Engineer shall attend virtually at predetermined periods of scope discussion.
- (2) This is also the time to work with the End User and the End User's Technical Representatives (i.e.: FAA local and Eastern Services group) to develop / confirm their needs and requests along with the appropriate Airport Representatives.
- (3) The team will work to develop a conceptual floor plan which meets the minimum functional requirements.
- (4) In conjunction with the kick off meeting the Project Manager will attempt to schedule and meet with our Survey, Utility Locate and Geotechnical consultants to review the project site and ensure that all pertinent data and approvals are in place to start the project.
- ii) 45%, 70% and 100% Design Milestone Review Meetings:
- (1) Attendees will include the Project Manager (on-site), Architect, Civil Engineer, Site Electrical Engineer, Structural Engineer, Mechanical Engineer, Fire Protection Engineer, Electrical Engineer (virtually at predetermined times).
- q) **Bid Support Period** – the following anticipated services are necessary to support GARAA's bid period. In addition to Pond's general project management the following shall be provided:
- i) Management of Bidder Requests for Information
- (1) Evaluating of questions asked
- (2) Review of the contract documents
- (3) Development of and issuance of responses to the questions presented
- ii) Misc. Teleconferences with GARAA related to Bidder RFI's
- iii) Development of a "Conformed Set" of Documents to reflect the RFI responses during the bid period.
- 3) **Task 3 – Construction Phase Administration Services Scope of Work:**
- a) This section outlines the projected scope of work (administering, observing and monitoring the construction process) for the Project to be provided by the design team during the construction Phase of the Project. Due to the size, complexity and visibility of this project, the Pond team recommends the following as described in further detail below:
- i) Pond will provide home office administrative staff and, working with the Contractor, utilize software to receive, log, assign, track and return applicable construction phase documentation. Via this system, GARAA is anticipated to have access to all project construction phase documents and logs in support of daily construction and regularly scheduled construction meetings.
- ii) Pond's PM team will review applicable deliverables prepared by the Contractor and maintain a database populated with these items. At the end of the project, all electronic project records prepared, including but not limited to correspondence, contract modification documentation, and other reports and records will be turned

- over to GARAA. These electronic records will be organized in a file structure which is searchable and organized by document type. All documents will be in electronic format.
- iii) Pond to manage and provide Resident Project Representative (RPR) services on site during construction duration. The RPR will be responsible for day to day construction observations and design team / GARAA coordination. Planned for 8 - 10 hour days, 5 - 7 days per week, accounting for an average of 40 hours per week for up to a two (2) year Construction period.
 - iv) Pond will provide advanced coordination with FAA prior to equipment installation and include any necessary redesign.
 - v) The Pond team will provide construction phase Architectural and Engineering professional services following the design and bidding phases. These professional services include review and responses for Contractor RFI's, reviews and responses of Construction Material Submittals, review and develop preliminary responses on up to fifteen (15) Contractor Requested Substitutions, review of Test Reports (including Special / Threshold Inspections) and Site Visits as described below.
 - vi) Pond will be leading all the construction support efforts and will provide services necessary to manage the design team including following general tasks:
 - (1) Develop and maintain regular communications plan with GARAA personnel.
 - (2) Develop and maintain regular project management and coordination between team members
 - (3) Coordinate and arrange the design team attendance at on-site project meetings or observation visits
 - (4) Attendance, as listed below, at the project construction kick-off meeting, on-site progress meetings and progress observation meetings
 - (5) Attend (both on-site or by teleconference) regularly planned construction progress meetings between the Owner, Architect and Contractor (sometimes referred to as "OAC Meetings")
 - (6) Oversee the regular administration tasks throughout the anticipated 24-month construction period.
 - vii) Maintain communication with the End User during their period of Equipment Installation, Start Up & Commissioning throughout the anticipated 24-month construction period.
- b) The following services are typical of each discipline and therefore are used to define the services, unless noted otherwise:
- i) Attend Construction Kick-Off Meeting
 - (1) Project Manager shall be on-site while team members will virtually attend the Preconstruction Meeting.
 - (2) Attendance and travel are anticipated to be a one (1) half-day meeting. and includes up to 12 hours, including travel.
 - ii) Respond to Requests for Information (RFI)
 - (1) As requested by the Contractor, Pond will provide consultation, advice, interpretations and/or clarification of the intent of the Contract Documents to GARAA. This includes the review of contractor proposals for repair, alteration or correction of deficiencies for compatibility with the contract documents, building systems, design intent and design requirements.
 - (2) For this project Pond has included responding to as many as 350RFI's.
 - (3) Since time is of the essence during construction, the Design team will endeavor to provide response back to the contractor within fourteen (14) calendar days from receiving all information needed for the RFI evaluation / response.
 - iii) Review A/E Construction Submittals
 - (1) Following the Contractor's review of submittals, Pond will review submitted files for required submittals in conformance with the construction documents. The Contractor will submit a project submittal schedule in order to facilitate planning for responses.

- (2) Since time is of the essence during construction, the Design team will endeavor to provide response back to the contractor within twenty-one (21) calendar days from receiving all information needed for the RFI evaluation / response. There will be various submittal packages (i.e.: structural steel, precast concrete, HVAC Equipment, etc.) that will take longer based on the complexity and volume of data.
- (3) For this project Pond is anticipating a maximum of 25% resubmittal rate and a 15% second resubmittal rate.
- (4) The submittal reviews will be performed electronically, by all applicable reviewers concurrently to be returned to the contractor.
- iv) Review contractor requests for Substitution or Value Engineering Change Proposals, submitted in accordance with the specifications, for compatibility with the contract documents, building systems, design intent and design requirements.
 - (1) Since time is of the essence during construction, the Design team will endeavor to provide response back to the contractor within twenty-one (21) calendar days from receiving all information needed for the Substitution evaluation / response.
 - (2) Efforts includes the review and preliminary assessment/evaluation of up to 10 such requests in order to determine the potential for acceptability in this project.
 - (3) NOTE: If professional services associated with redesign, detailed analysis, modification of contract documents or cost estimating is required due to the substitution, a breakout of added professional services time will be provided to GARAA for consideration in their acceptance of any requests for substitution.
- v) Review Testing Reports
 - (1) Review contractor and 3rd party provided Test Reports, Special/Threshold Inspection Reports and provide confirmation/recommendation for rework, when determined to be necessary.
- vi) Site Observation Visits
 - (1) Provide construction phase specific progress observation visits as detailed below.
 - (a) The Pond team shall provide up to ninety-two (92) on-site visits across the team, initially determined as follows:
 - (i) Project Manager – twelve (12) OAC meetings and six (6) other visits when needed
 - (ii) Civil Engineer – six (6) visits
 - (iii) Site Utility Engineer – six (6) visits
 - (iv) Architectural – eighteen (18) visits
 - (v) Structural Engineer – twelve (12) visits
 - (vi) Mechanical Engineer – twelve (12) visits
 - (vii) Fire Protection Engineer – eight (8) visits
 - (viii) Electrical Engineer – twelve (12) visits
 - (b) A field report with itemized observations and any recommendations to correct any deficiencies shall be provided within seven (7) days of the end of the visit. Photo-graphic documentation will be included in all field reports.
 - (c) Generally, a site visit is defined as one trip for one person to the site for up to one 12-hour day, including travel and an additional 2 hours per trip for creation/issuance of the field report.
 - (d) Representatives during site visits will require access to, and use of, GARAA Office space or in the Contractor trailer and project site to perform their work.
- vii) Substantial Completion Observations / Punch List
 - (1) A Team Observation Visit shall be performed upon notification from the Contractor that the project is “Substantially Complete”.
 - (2) The report of this observation visit will be the development of a project Punch List that will be provided to document remaining scope to be completed

including references to the Contract Documents, as applicable. Photographic documentation will be included in the punch list.

- (3) The "Punch List" with itemized observations and deficiencies shall be provided within seven (7) days of the end of the visit.
- (4) The Substantial Completion Observations / Punch List Visit is defined as one trip for one person from each discipline, to the site for up to three (3) days, including travel plus creation/issuance of the Punch List.
- (5) Representatives during site visits will require access to, and use of, GARAA Office space or in the Contractor trailer and project site to perform their work.

viii) Final Completion

- (1) Upon notification from the Contractor that the project Punch List has been completed, the design team (of those disciplines with items on the Punch List) shall make a follow up visit to determine acceptance of the work and determination of the project be considered "Complete".
- (2) The "Punch List Verification Report" with any remaining items shall be provided within seven (7) days of the end of the visit
- (3) The Final Completion Observations Visit is defined as one trip for one person from each discipline, to the site for up to two (2) days, including travel plus creation/issuance of the Observation Report

ix) Project Closeout Reviews

- (1) The project team anticipates the review of the following Contractor provided close out documents:
 - (a) Testing, Adjusting and Balance for HVAC as completed by the Contractor.
 - (b) Building Systems Commissioning Report
 - (c) Contractor Closeout Submittals anticipated to include the following:
 - (i) Review of Spare Parts Data List
 - (ii) Review of Warranty Management Plan and Data
 - (iii) Spot check review of Record Drawings and Final Revit Model.
 - (iv) Spot check review of As-Built Survey of Buried and Under-slab Utilities as marked by the Contractor.
 - (v) Review of O&M Data submitted by Contractor.

4) **Preliminary Scope Qualifications:**

- a) There is no work related to the disposition or demolition of the existing ATCT and other FAA spaces. Therefore, there will not be a need for any lead-based paint, asbestos containing materials or polychlorinated biphenyl (PCB) surveys.
- b) The project design will be limited to the minimum requirements of the applicable FAA Orders and requirements in effect at the time of NTP / Kick Off Meeting.
 - (1) Should new orders and requirements be presented, they can be reviewed and a determination of design impact can be presented for consideration and an adjustment in design scope will be provided.
- c) The design proposal is based on there being no changes to the FAA provided Critical Power Distribution System (CPDS) One Line or Emergency Power Management System (EPMS) requirements after the 45% Design Submittal review process.
- d) All deliverables will be developed using Autodesk's Revit software for buildings, AutoCAD Civil 3-D software for site related drawings and AIA's Masterspec in CSI Format for specifications.
 - (1) Includes four (4) sets of 11x17 size drawings and 8 ½ x 11 for specifications shall be provided to GARAA at each design milestone.
 - (2) Quantity of FAA hard copy deliverables shall be in accordance with 2016 FAA A/E manual.
- e) As noted, it is anticipated that the FAA Requirements Document will require the team to utilize their IAL prototype drawings as a functional guide including space adjacencies and technical guides for support of the FAA provided Equipment or operations.

- f) Site and building permitting process activities are included in this scope of work, however, actual permit fees are not included
- (1) These activities include coordination with local stormwater management, zoning site development and building departments
- g) There are no environmental remediation services included in our scope of work
- h) Domestic water, fire protection water and sanitary sewer are available for connection near the round-a-bout located at the intersection of Westfeldt Drive and Ferncliff Park Drive.
- i) It is anticipated that the local water services have sufficient pressure and flow for domestic use, fire protection and irrigation for the project area
- j) It is anticipated that this new Facility will be considered no higher than a Security Level 2 (SL-2)
- k) Office and Shop furniture (desks, chairs, files, systems furniture, etc.) shall be planned for, however, detailed furniture bid documents are not included.
- l) Development of any alternate or additional development site plans beyond that listed above for the new ATCT project is excluded.
- m) If the complexity of the project scope increases beyond the scope of work presented, we will re-evaluate the professional services and may require a contract adjustment to reflect the additional effort required.
- n) Scope change process – GARAA to expeditiously provide contract modifications for any agreed to change proposals.
- o) GARAA, unless listed above, will manage the Advertising and Bid Process.
- p) Delays on part of the Airport or FAA for reviews, as shown on the agreed to design schedule, or requested changes will require additional fees.
- q) Environmental remediation services are not included.
- r) Selection of building structural, mechanical, fire protect and electrical related systems, will be determined during the conceptual design period. At that point, they will be set for the project. Any changes after the systems are decided upon will require additional fees.
- s) There are no known (to the design team) external factors that will impact the structural design (i.e.: rock quarry blasting or other ground vibrations).
- t) The water supply for the fire protection system is presumed to be of adequate flow and pressure, only needing to provide pump(s) to serve the tower. Should available water supply result in the need for a water storage tank or separate pump house will require additional design and fees.
- u) An arc flash / coordination / circuit breaker setting study will be identified in the specifications for the contractor to provide.
- v) GARAA to provide project marked up / edited front end specifications (Division 00 - Procurement and Contracting Requirements, Division 01 - General Requirements, etc.) and bid forms to Pond for inclusion in the project specifications.
- w) Integration of a Temporary Tower into the program will require additional fees.



Discipline	DESIGN RELATED SERVICES					NON-DESIGN RELATED ACTIVITIES		
	Up to 10% PPD Effort (No Review Meetings)	45% Design Submittal	70% Design Submittal	100% Design Submittal	Final Design (No Review Meetings)	Construction Administration Services	HPSB Design Services (Not Required per Email)	Misc. Non-Design Related Studies / Services
Project Management POND	\$31,512.96	\$36,631.97	\$37,321.27	\$41,457.69	\$43,386.15	\$304,811.88	\$0.00	\$24,417.37
Planning, AFTIL Support CHA	\$0.00	\$24,488.00	\$15,356.00	\$15,356.00	\$0.00	\$0.00	\$0.00	\$42,592.00
AFTIL2 & FA, Equipment, Cab Glass Design CTBX	\$13,620.00	\$9,060.00	\$5,670.00	\$5,670.00	\$5,220.00	\$8,775.00	\$0.00	\$15,450.00
Subconsultant - Civil-Site, Utilities & Landscape AVCON	\$29,008.00	\$152,830.00	\$112,582.00	\$112,768.00	\$43,700.00	\$83,652.00	\$0.00	\$25,086.00
Architecture POND	\$87,163.95	\$77,658.14	\$113,702.60	\$109,883.92	\$63,506.91	\$208,018.46	\$0.00	\$36,373.51
Structural Engineering POND	\$21,483.08	\$76,668.80	\$85,326.05	\$108,940.70	\$41,583.90	\$77,527.80	\$0.00	\$2,592.00
Subconsultant - Mechanical Engineering VOLT AIR (DBE)	\$24,136.63	\$33,765.87	\$33,380.98	\$30,176.12	\$41,743.09	\$26,324.83	\$0.00	\$7,179.50
Subconsultant - Plumbing Engineering VOLT AIR (DBE)	\$18,111.81	\$17,925.76	\$21,515.51	\$31,686.47	\$18,535.84	\$47,961.20	\$0.00	\$3,789.18
Subconsultant - Fire Protection VOLT AIR (DBE)	\$12,426.22	\$15,125.23	\$15,125.23	\$27,233.32	\$17,461.23	\$23,732.23	\$0.00	\$3,988.61
Electrical (Power, Lighting, IT) Engineering POND	\$10,984.28	\$34,812.33	\$78,376.00	\$32,749.14	\$8,046.15	\$26,342.40	\$0.00	\$7,791.04
Special Systems (Fire Alarm, Security Infrastructure) Engineering Arora Engineering (DBE)	\$23,710.00	\$34,835.00	\$50,190.00	\$48,672.50	\$11,857.50	\$22,220.00	\$0.00	\$0.00
RPR Support during Construction (24 months)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$592,800.00
RPR Per Diem Expenses (No Trailer Expenses)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$85,800.00
Arora Engineering (DBE)								
Travel & Expenses POND	\$812.80	\$2,104.20	\$3,339.85	\$4,754.20	\$3,600.00	\$35,896.80	\$0.00	\$0.00
Subconsultant - Cost Estimating Connico, Inc. (DBE)	\$0.00	\$32,485.00	\$24,263.00	\$24,049.00	\$0.00	\$0.00	\$0.00	\$0.00
Subconsultant - Wind Tunnel Testing CPP WIND ENGINEERING								\$43,650.00
Subconsultant - Survey & SUE Vaughn & Melton								\$21,855.00
Subconsultant - Geotechnical S&ME								\$69,750.00
Subconsultant Management - Waived	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal -A/E Design Services	\$272,969.73	\$548,390.31	\$596,148.49	\$593,397.06	\$298,640.76	\$865,262.59	\$0.00	\$983,114.20
Total - A/E Services				\$3,174,809				\$983,114
				\$4,157,923				

New ATCT and Base Building Facility for Asheville Regional Airport (AVL)
Prepared for Greater Asheville Regional Airport (GARAA)
Asheville, NC
March 4, 2021

Architecture / Interior Design Services (POND)	DESIGN RELATED SERVICES																				NON-DESIGN RELATED ACTIVITIES				Total Hours														
	Up to 10% PPD Effort (No Review Meetings)				45% Design Submittal				70% Design Submittal				100% Design Submittal				Final Design (No Review Meetings)				Construction Administration Services					HPSB Design Services (Not Required per Email)				Misc. Non-Design Related Studies / Services									
	Sr. Arch.	Arch.	CADD	Clerical	Sr. Arch.	Arch.	CADD	Clerical	Sr. Arch.	Arch.	CADD	Clerical	Sr. Arch.	Arch.	CADD	Clerical	Sr. Arch.	Arch.	CADD	Clerical	Sr. Arch.	Arch.	CADD	Clerical	Sr. Arch.	Arch.	CADD	Clerical	Sr. Arch.	Arch.	CADD	Clerical							
Task 2 – Design Services Scope of Work:																																							
Architectural Design Services - all services necessary to develop the plans and technical specifications including:																																							
Architectural documentation of the ATCT & Base Building Building including:																																							
Code & Criteria Review	1	4			1	4			4	8			4	2	4			4	4																				
Charrette Meeting	16																																						
Lead the High Performance Sustainable Building Program process (NO Meetings) document the process (Time included in HPSB Task)																																							
GP's reviewed, and determination of Principles for those determined feasible by GARAA. (Time included in HPSB Task)																																							
Concurrent with full team kick-off meeting develop an Owner Project Requirements (OPR) wish lists, etc. (Time included in HPSB Task)																																							
Coordinate with Commissioning Agent based on any agreed to principals to be incorporated into the project. (Time included in HPSB Task)																																							
Pond will develop the floor plans, incorporating requirements from the FAA's RD and input during the kick-off charrette.	34	72	76		12	20	40		12	20			12	20			4	12																					
Based on approved floor plans, Pond will prepare a conceptual elevation study presenting three (3) massing options (The options will be presented with a sketchy style studying potential materials) Once an preferred option is selected, four (4), full size sheet, photo-realistic color renderings will be developed and framed for GARAA																																							
Time for developing the 2 massing options	0	0			0	0			0	0			0	0																									
Two renderings will be developed - The two renderings will be: 1 day-birdseye view and one night Ground level perspective view as agreed to by GARAA																																							
Updating Preferred Massing Option Throughout Design					0	0	0		0	0	0		0	0	0		0	0																					
Procurement of the Frames & High Quality Printing/Mounting of Renderings									0	0	0		0	0	0		0	0																					
Once conceptual floor plans and elevations are approved, Pond will prepare the construction documents (i.e., drawings, specifications, basis of design narrative, etc.) for the building based upon the agreed to floor plans including:																																							
Life Safety Plans	3	4			0	0			0	0			0	0			0	0																					
Floor Plans	3	4			0	0			0	0			0	0			0	0																					
Ceiling Plans	3	4			0	0			0	0			0	0			0	0																					
Roof Plans	2	4			0	0			0	0			0	0			0	0																					
Exterior Elevations	3	4			0	0			0	0			0	0			0	0																					
Building & Wall Sections	3	6			0	0			0	0			0	0			0	0																					
Enlarged Plans & Details	0	0			0	0			0	0			0	0			0	0																					
Finish Schedule and Legends	0	0			0	0			0	0			0	0			0	0																					
Interior Design Plans (furniture plans, etc.)	2	6			0	0			0	0			0	0			0	0																					
Exterior & Interior Building Signage Plans	0	0			0	0			0	0			0	0			0	0																					
Collaboration with the project team for the development of construction documents	3	8			0	0			0	0			0	0			0	0																					
Discipline coordination with																																							
Civil Site	2	4			0	0			0	0			0	0			0	0																					
Structural	2	4			0	0			0	0			0	0			0	0																					
Mechanical – HVAC Systems	2	4			0	0			0	0			0	0			0	0																					
Mechanical – Plumbing Systems	2	4			0	0			0	0			0	0			0	0																					
Fire Protection Systems	2	4			0	0			0	0			0	0			0	0																					
Electrical – Power and Lighting	2	4			0	0			0	0			0	0			0	0																					
Electrical – Communications	1	1			0	0			0	0			0	0			0	0																					
Development of 'generic' slat wall style Console Furniture Plans and Details for Cab and Base Building.	0	0			0	0			0	0			0	0			0	0																					
Building permitting assistance (local AHJ)	0	0			0	0			0	0			0	0			0	0																					
Technical Quality Control Reviews for milestone Submittals and Constructability Review for Final Submittal	3				4				4				12				6																						
Cost Estimate Reviews and coordination	1	4			2	6			2	6			4	8			4	6																					
Responding to Comments and providing Coordination and back-up for PM	4	8			4	8			4	12			8	8			4	8																					
Attend the anticipated eighteen (18) project related meetings such as project kick-off meeting, design charrette, on-site progress meetings and design review meetings. Effort to be split 50/50 virtual to on-site. Average effort includes up to 24 hours time, including travel, per on-site event and 4 hour per event for virtual	24	0			18	18			20	20			20	20			20	0																					
Anticipated Deliverables:																																							
Drawings: General Base Building																																							
BG-001 Title Sheet	1	1			1	1			1	1			1	1			1	1																					
BG-002 Drawing Index	1	1			1	1			1	1			1	1			1	1																					
BG-003 General Notes, Abbrev, Legend	0	0			0	0			1	2			1	2			1	1																					
BG-020 Code References	0	2			0	2			2	3			2	4			2	4																					
BG-101 Life Safety Plan	0	2			0	2			2	3			2	4			1	1																					
Base Building																																							
BA-101 Floor Plan (Noting & Dimensioning)	1	2			1	2			1	2			1	2			0.5	1																					
BA-101A Part Plan - Area 1	4	16			4	8			4	6			4	6			4.5	1																					
BA-101B Part Plan - Area 2	4	16			4	8			4	6			4	6			4.5	1																					
BA-102 RCP	1	4			1	4			1	4			1	4			0.5	1																					
BA-102A RCP Part Plan - Area 1	1	4			1	4			1	3			1	4			0.5	1																					
BA-102B RCP Part Plan - Area 2	1	4			1	4			1	3			1	4			0.5	1																					
BA-103 Roof Plan	1	4		</																																			

New ATCT and Base Building Facility for Asheville Regional Airport (AVL)
Prepared for Greater Asheville Regional Airport (GARAA)
Asheville, NC
March 4, 2021

Architecture / Interior Design Services (POND)	DESIGN RELATED SERVICES																				NON-DESIGN RELATED ACTIVITIES								Total Hours								
	Up to 10% PPD Effort (No Review Meetings)				45% Design Submittal				70% Design Submittal				100% Design Submittal				Final Design (No Review Meetings)				Construction Administration Services				HPSB Design Services (Not Required per Email)					Misc. Non-Design Related Studies / Services							
	Sr. Arch.	Arch.	CADD	Clerical	Sr. Arch.	Arch.	CADD	Clerical	Sr. Arch.	Arch.	CADD	Clerical	Sr. Arch.	Arch.	CADD	Clerical	Sr. Arch.	Arch.	CADD	Clerical	Sr. Arch.	Arch.	CADD	Clerical	Sr. Arch.	Arch.	CADD	Clerical		Sr. Arch.	Arch.	CADD	Clerical				
TA-314 Enlarged Cab Plan	0	0			1	2			1	2			1	2			0.5	1																			10.5
TA-321 Wall Sections	0	0			1	2			1	2			1	2			0.5	1																			10.5
TA-322 Wall Sections	0	0			1	2			1	2			1	2			0.5	1																			10.5
TA-323 Wall Sections	0	0			1	2			1	2			1	2			0.5	1																			10.5
TA-350 Star Details	0	0			2	4			2	4			2	4			0.5	1																			19.5
TA-375 Wall Types	0	0			1	2			1	2			1	2			0.5	1																			10.5
TA-376 Wall Types	0	0			1	2			1	2			1	2			0.5	1																			10.5
TA-377 Wall Types	0	0			1	2			1	2			1	2			0.5	1																			12.5
TA-430 Enlarged Restroom plans	0	0			2	4			2	4			2	4			0.5	1																			19.5
TA-500 Door and Hardware Schedule	0	0			1	4			1	4			1	4			0.5	1																			16.5
TA-503 Misc. Door & Hardware Details	0	0			2	4			2	4			2	4			0.5	1																			19.5
TA-505 Door details	0	0			2	4			2	4			2	4			0.5	1																			19.5
TA-506 Door Details	0	0			2	4			2	4			2	4			0.5	1																			19.5
TA-507 Access Panel Details	0	0			2	4			2	4			2	4			0.5	1																			19.5
TA-520 Window & Louver Schedule	0	0			2	4			2	4			2	4			0.5	1																			19.5
TA-521 Window Details & Louver Details	0	0			2	4			2	4			2	4			0.5	1																			19.5
TA-522 Window Details & Louver Details	0	0			2	4			2	4			2	4			0.5	1																			19.5
TA-530 Finish and Color Schedules (Interior and Exterior)	0	0			2	4			2	4			2	4			0.5	1																			19.5
TA-535 Color Selections	0	0			2	4			2	4			2	4			0.5	1																			19.5
TA540 Signage Schedule	0	0			0	0			2	4			2	4			0.5	1																			13.5
TA545 Signage Details	0	0			0	0			2	4			2	4			0.5	1																			13.5
TA546 Signage Details	0	0			0	0			2	4			2	4			0.5	1																			13.5
TA551 Plan Details	0	0			0	0			2	4			2	4			0.5	1																			13.5
TA552 Plan Details	0	0			0	0			2	4			2	4			0.5	1																			13.5
TA561 Wall Section Details	0	0			0	0			2	4			2	4			0.5	1																			13.5
TA562 Wall Section Details	0	0			0	0			2	4			2	4			0.5	1																			13.5
TA600 Shaft Details	0	0			0	0			2	4			2	3			0.5	1																			12.5
TA602 Utility Access Level Details	0	0			0	0			2	4			2	4			0.5	1																			13.5
TA604 Junction level Details	0	0			0	0			2	4			2	4			0.5	1																			13.5
TA606 Console Access Details	0	0			0	0			2	4			2	3			0.5	1																			12.5
TA607 Console Access Details	0	0			0	0			2	4			2	4			0.5	1																			13.5
TA609 CAB Details	0	0			0	0			2	4			2	4			0.5	1																			13.5
TA610 CAB Details	0	0			0	0			2	4			2	4			0.5	1																			13.5
TA611 Cab Ladder Details	0	0			0	0			2	4			2	3			0.5	1																			12.5
TA612 Typical Access Hatch Details	0	0			0	0			2	4			2	4			0.5	1																			13.5
TA629 Typ. Fire Rated Shafts	0	0			0	0			4	4			4	4			0.5	1																			17.5
TA630 Enlarged CAB Floor Plan	0	0			0	0			1	4			1	4			0.5	1																			11.5
TA831 Typ. CAB Console Details	0	0			0	0			4	6			4	6			0.5	1																			21.5
TA832 Typ. CAB Console Details	0	0			0	0			4	6			4	6			0.5	1																			21.5
TA835 Typ. Center Island	0	0			0	0			4	4			4	4			0.5	1																			17.5
TA834 CAB Convenience Units	0	0			0	0			2	4			2	4			0.5	1																			13.5
TA660 Misc. Details	0	0			0	0			2	4			2	4			0.5	1																			13.5
TA661 Misc. Details	0	0			0	0			2	4			2	4			0.5	1																			13.5
TA662 Misc. Details	0	0			0	0			2	4			2	4			0.5	1																			13.5
TA663 Misc. Details	0	0			0	0			2	4			2	4			0.5	1																			13.5
TA664 Misc. Details	0	0			0	0			2	4			2	4			0.5	1																			13.5
TA665 Misc. Details	0	0			0	0			2	4			2	4			0.5	1																			13.5
Specifications																																					
List of Specs here: Divisions 04, 05, 06, 07, 08, 09, 10, 12, 14																																					
Total Sections:					30				48				20				8	8																			0
Edited for 45%: 35																																					0
Edited for 70%: 72																																					0
Editing Specs further																																					0
Time for PA To provide Spec needs to Sr. ARCH						6																															32
Bid Support:																																					0
the following anticipated services are necessary to support GARAA's bid period.																	0	0																			0
Management of Bidder Requests for Information (by PM)																	0	0																			0
Evaluating of questions asked																	0	0																			

New ATCT and Base Building Facility for Asheville Regional Airport (ARA)
Proposed for Greater Asheville Regional Airport (GARMA)
Asheville, NC
March 8, 2021

Project/Task Description	UP TO 10% RFP BIDDING (20% Design Budget)										10% DESIGN SUBMITTAL										20% DESIGN SUBMITTAL										FINAL DESIGN (20% Design Budget)										CONSTRUCTION ADMINISTRATION (20% Design Budget)										RFP BIDDING SERVICES (20% Design Budget)										POST-BIDDING ACTIVITIES										Total Hours
	Project Manager	Deputy PM	Admin / Clerical	St. Engineer	Engineer	J. Engineer	CAD	Project Manager	Deputy PM	Admin / Clerical	St. Engineer	Engineer	J. Engineer	CAD	Project Manager	Deputy PM	Admin / Clerical	St. Engineer	Engineer	J. Engineer	CAD	Project Manager	Deputy PM	Admin / Clerical	St. Engineer	Engineer	J. Engineer	CAD	Project Manager	Deputy PM	Admin / Clerical	St. Engineer	Engineer	J. Engineer	CAD	Project Manager	Deputy PM	Admin / Clerical	St. Engineer	Engineer	J. Engineer	CAD	Project Manager	Deputy PM	Admin / Clerical	St. Engineer	Engineer	J. Engineer	CAD	Project Manager	Deputy PM	Admin / Clerical	St. Engineer	Engineer	J. Engineer	CAD															
Planning Engineering Services (20% ATCT)																																																																							
Engineering Services																																																																							
Design Team Kick-off Meeting with Owner																																																																							
Regular Meetings with Owner																																																																							
Regular Meetings with Design Team																																																																							
Coordination Meetings with GARMA																																																																							
Coordination with C&E and local utility companies																																																																							
Engineer Meetings																																																																							
Cost Estimate Coordination																																																																							
Cost Review & Approval																																																																							
Review A/E & P/A Design Standards and Criteria																																																																							
Coordination Meetings with A/E																																																																							
Project Review / Preliminary Cost Calculations																																																																							
Task 2 - Design Services Scope of Work																																																																							
Masterplan Design Services: all activities necessary to develop the conceptual and technical masterplans for Planning Systems including:																																																																							
Cost & Schedule Analysis																																																																							
Conceptual Analysis & RFP/BID as Draft Cost Analysis																																																																							
Documentation for 20% design team design selection																																																																							
Assessing the project needs																																																																							
Development and Tracking of RFP/BID Project Goals & Deliverables																																																																							
Develop Concept "Design" Requirements Documentation for Planning Systems																																																																							
Develop Concept "Design" Requirements Documentation for Design Services																																																																							
Development of Building Systems Controls System (i.e., Call Out/Tag/Control System, Aircraft Gate parking system, etc.)																																																																							
Building Planning Plans																																																																							
Call Out/Tag/Control System																																																																							
Emergency Generator Fuel Storage Tank System and																																																																							
Planning Schedules, Details, Control Diagrams, etc.																																																																							
Call Out/Tag/Control System Schedules, Details, Control Diagrams, etc.																																																																							
Emergency Generator Fuel Storage Tank System Schedules, Details, Control Diagrams, etc.																																																																							
Developable coordination with																																																																							
Call Out/Tag/Control System																																																																							
Structural																																																																							
Mechanical																																																																							
Electrical/Power and Lighting																																																																							
Technical Coordination Meetings for Final Submittal																																																																							
Cost Estimate Review and coordination																																																																							
Architectural Subservices																																																																							
Drawings																																																																							
Base Building																																																																							
Planning General Legend and General Notes																																																																							
Planning Floor Diagrams																																																																							
Planning Details																																																																							
Emergency Generator Fuel Storage Tank System Schedules, Details, Control Diagrams, etc.																																																																							
Drawings - ATCT																																																																							
Planning General Legend and General Notes																																																																							
Planning Floor Diagrams																																																																							
Planning Details																																																																							
Call Out/Tag/Control System Schedules, Details, Control Diagrams, etc.																																																																							
Specifications																																																																							
List of Space Uses																																																																							
Cost Support																																																																							
The following anticipated services are necessary to support GARMA bid process:																																																																							
Management of Bidder Requests for Information																																																																							
Escalation of questions asked																																																																							
Review of the contract documents																																																																							
Provide responses and coordination across disciplines and subcontractors																																																																							
Meet with subcontractors with GARMA related to Bidder RFI's																																																																							
Coordinate of a "Contracted Set" of Questions Documents to submit to RFP responses during the bid period.																																																																							
Task 3 - Construction Phase Administration Services Scope of Work																																																																							
Review and coordinate responses for Contractor Requests for Information (RFI), review and response of Construction Method Statements, Method Statements and preliminary Responses to Contractor Requested Information																																																																							
Award letter on-site or by teleconference 20% of required general construction progress meetings between the Owner, Architect and Contractor (preliminary schedule to be developed)																																																																							
Attend other on-site or by teleconference 20% of required general construction progress meetings between the Owner, Architect and Contractor (preliminary schedule to be developed)																																																																							
Drawings Site Observation Work																																																																							
Performing 20% site observation work, defined as one full day per person for the site for up to one (1) hour day, including travel and an additional 2 hours per day for re-observations of the site.																																																																							
Administrative Construction Management / Project Log																																																																							
Site observation from the Contractor field to ensure the "Administrative Complex" portion of the work for up to one (1) day, including travel time for the observation of the work.																																																																							
Cost Coordination Services Scope of Work																																																																							
Coordinate with the Contractor field to ensure the "Administrative Complex" portion of the work for up to one (1) day, including travel time for the observation of the work.																																																																							
Coordinate with the Contractor field to ensure the "Administrative Complex" portion of the work for up to one (1) day, including travel time for the observation of the work.																																																																							
Project Closeout Review																																																																							
Coordinate the review of Contractor provided close out documents with the																																																																							
Review of Close Out/Close Out																																																																							
Review of Contractor provided Record Drawings and Record Book Material																																																																							
Review of Warranty Data																																																																							
Hourly Rates accounting for Project Overhead up to 4 PPM																																																																							
LEED Design Fee																																																																							
Submittal Fee/Log																																																																							
Registration / Travel / Expenses																																																																							
Submittal Fee																																																																							

New ATCT and TRACON Facility for Southwest Florida International Airport (RSW)
Prepared for AECOM
Fort Myers, Florida
March 4, 2021

Electrical Engineering Services (POND)	DESIGN RELATED SERVICES																				NON-DESIGN RELATED ACTIVITIES						Total Hours														
	Up to 10% PPD Effort (No Review Meetings)				45% Design Submittal				70% Design Submittal				100% Design Submittal				Final Design (No Review Meetings)				Construction Administration Services				HPSB Design Services (Not Required per Email)				Misc. Non-Design Related Studies / Services												
	Sr. Eng.	Engineer	CADD	Clerical	Sr. Eng.	Engineer	CADD	Clerical	Sr. Eng.	Engineer	CADD	Clerical	Sr. Eng.	Engineer	CADD	Clerical	Sr. Eng.	Engineer	CADD	Clerical	Sr. Eng.	Engineer	CADD	Clerical	Sr. Eng.	Engineer		CADD	Clerical	Sr. Eng.	Engineer	CADD	Clerical								
Engineering Services:																																	0								
DESIGN DATA HANDBOOK	2	2			1	4			1	4																															14
COST ESTIMATE REVIEW		2				1				2																											8				
CALCULATIONS	1	8			1	16			6	32			1	4																							69				
DESIGN KICKOFF MEETING (VIRTUAL)	4																																				4				
DESIGN REVIEW MEETING					1				2				2																								4				
WEEKLY REVIEW MEETINGS	2	4			1	8			2	8			1	4																							5				
DESIGN NARRATIVE	2	4			1	4			1	6			1	2																							35				
Task 2 – Design Services Scope of Work:																																	21								
Electrical Design Services - all services necessary to develop the plans and technical specifications for Power, Emergency Power, Lighting Systems and FAA Communications including:																																	0								
Code & Criteria Review	2	4																																			0				
Technical coordination with the Special Systems Engineers for End User requirements																																					6				
Development and Tracking of HPSB Project Goals that are determined feasible by GARAA.																																					0				
Develop electrical portion of the Owner Project Requirements Documentation																																					0				
Coordination and incorporation of FAA provided Critical Power Distribution System (CPDS) One Line and Emergency Power Management System (EPMS) requirements.																																					0				
Electrical Systems Commissioning Plans																																					0				
Development of supporting calculations, etc. for the buildings based upon planned functional requirements																																					0				
Develop Drawings and specifications (Power, Emergency Power, Lighting and FAA Communications infrastructure) further broken out below																																					0				
Power Plans (Standard, Mechanical Equipment, etc.)																																					0				
Reflected Ceiling Plan / Lighting Plan coordination																																					0				
Lighting Protection Plans																																					0				
Enlarged Plans & Details																																					0				
Fixture Schedule, Equipment Schedules and Legends																																					0				
Develop Lockout / Tagout (LOTO) Plan Program framework																																					0				
Discipline coordination with																																					0				
Civil / Site																																					0				
Architecture																																					0				
Structural																																					0				
Mechanical - HVAC Systems																																					0				
Mechanical - Plumbing Systems																																					0				
Fire Protection Systems																																					0				
Special Systems Systems																																					0				
Technical Quality Control Reviews for the 6 milestone Submittals and Constructability Review for Final Submittal																																					0				
Cost Estimate Reviews and coordination for the 6 milestone submittals																																					0				
Attend regularly scheduled bi-weekly building design team progress meetings averaging 2 1/2 hours each																																					0				
Respond to Design Milestone Quality Control Peer Review comments. Averaging 1.0 hours per submittal																																					0				
Attend 1 Team Constructability Review Process anticipated to be three (3) full days.																																					0				
Attend coordination meetings with Utility Providers virtually including but not limited to Duke Energy, Dominion Energy, AT&T, etc. Anticipate an added 1/2 day for each of the three (3) design milestones.						4				4				4																							12				
Anticipated Deliverables:																																	0								
Drawings:																																	0								
E000 ELECTRICAL LEGEND		1																																			3				
E001 ELECTRICAL NOTES		1																																			3				
BE100 LIGHTING PLAN					1	4			1	3			1	4																							32				
BE120 POWER PLAN					1	4			1	3			1	4																							34.5				
BE121 PLUMBING AND HVAC POWER PLAN					1	2			1	3			1	2																							25				
BE130 PLUMBING AND HVAC POWER SCHEDULES					1	2			1	2			1	2																							18.5				
BE140 TELEPHONE PLAN					1	2			1	3			1	2																							19				
BE160 GROUNDING/CABLE TRAY PLAN					1	2			1	3			1	2																							18.5				
BE161 GROUNDING PLAN - EXTERIOR					1	2			1	2			1	2																							16				
BE162 ROOF LIGHTNING PROTECTION PLAN					1	2			2	3			1	2																							20.5				
BE180 LINK PLANS - LIGHTING/POWER					1	2			1	3			1	2																							18				
BE181 LINK PLANS - GROUNDING/CONDUIT/PL					1	2			1	3			1	2																							17.5				
BE405 ENLARGE PLANS - ELECTRICAL ROOMS					1	2			1	3			1	2																							15				
BE500 PANELBOARD SCHEDULES					1	2			1	3			1	2																							12.5				
BE501 PANELBOARD SCHEDULES					1	2			1	3			1	2																							13				
BE502 PANELBOARD SCHEDULES					1	2			1	3			1	2																							12.5				
BE510 CIRCUIT BREAKER SETTINGS / ARC FLASH RATINGS					1	2			1	3			1	2																							12				
BE550 LIGHTING FIXTURE SCHEDULE					1	2				4			1	2																							8				
BE601 LIGHTING FIXTURE DETAILS										4			1	2																							12				
BE620 POWER DETAILS										5			1	2																							14				
BE640 COMMUNICATION DETAILS										5			1	2																							14				
BE651 CONDUIT/CABLE TRAY DETAILS										5			1	2																							14				
BE660 GROUND PLATE DETAILS										5			1	2																							14				
BE661 GROUNDING DETAILS										5			1	2																							14				
BE662 GROUNDING DETAILS										5			1	2																							14				
BE663 GROUNDING DETAILS										5			1	2																											

New ATCT and TRACON Facility for Southwest Florida International Airport (RSW)
Prepared for AECOM
Fort Myers, Florida
March 4, 2021

	DESIGN RELATED SERVICES																				NON-DESIGN RELATED ACTIVITIES								Total Hours									
	Up to 10% PPD Effort (No Review Meetings)				45% Design Submittal				70% Design Submittal				100% Design Submittal				Final Design (No Review Meetings)				Construction Administration Services				HPSB Design Services (Not Required per Email)					Misc. Non-Design Related Studies / Services								
Electrical Engineering Services (POND)	Sr. Eng.	Engineer	CADD	Clerical	Sr. Eng.	Engineer	CADD	Clerical	Sr. Eng.	Engineer	CADD	Clerical	Sr. Eng.	Engineer	CADD	Clerical	Sr. Eng.	Engineer	CADD	Clerical	Sr. Eng.	Engineer	CADD	Clerical	Sr. Eng.	Engineer	CADD	Clerical	Sr. Eng.	Engineer	CADD	Clerical						
TE620 GROUNDING RISER DIAGRAM									12		12			4		8			1		2																	
Specifications:																																						
40 Sections				8	1	4		8			54	10			12	10																						
Quality Control																																						
TECHNICAL QUALITY CONTROL CONSTRUCTABILITY REVIEW	3				8				16				12	8																								
Bid Support: the following anticipated services are necessary to support GARAA's bid period. Management of Bidder Requests for Information Evaluating of questions asked Review of the contract documents Provide responses and coordination across disciplines and sub-consultants Misc. Teleconferences with GARAA related to Bidder RFI's averaging 2 hours per week for 4 weeks Coordination of a "Conformed Set" of Discipline Documents to reflect the RFI responses during the bid period.																																						
Task 3 - Construction Phase Administration Services Scope of Work: Coordination with the Resident Project Representative (RPR) during 18 month construction duration for Discipline related items. (N/A) Review and coordinate responses for Contractor Requests for Information (RFI), reviews and responses of Construction Material Submittals, review and develop preliminary responses on Contractor Requested Substitutions Attend (either on-site or by teleconference) 30% of regularly planned construction progress meetings between the Owner, Architect and Contractor (sometimes referred to as "DAC Meetings") Progress Site Observation Visits Attending two (2) site visits when needed, defined as one trip for one person to the site for up to one 12-hour day, including travel and an additional 2 hours per trip for creation/issuance of the field report. Substantial Completion Observations / Punch List Upon notification from the Contractor that the project is "Substantially Complete" perform a trip to the site for up to three (3) days, including travel plus 4 hours for the creation/issuance of the Punch List. Final Completion Observation Visit Upon notification from the Contractor that the project is "Complete" to determine acceptance of the work and determination of the project be considered "Complete" and further defined as defined as one trip to the site for up to two (2) days, including travel plus 2 hours for the creation/issuance of the Observation Report. Project Closeout Reviews Coordinate the review of Contractor provided close out documents such as: Review of Spare Parts Data List Review of Contractor provided Record Drawings and Record Revit Model Review of Warranty Data Senior review/sign & seal of requested/required drawing modifications during construction																																						
Total Hours	19	38	12	8	24	128	135	8	35	349	276	10	27	104	136	10	0	28	49	0	20	130	0	20	0	0	0	0	12	40	0	0	1618	1618				
Hourly Rates accounting for Project Duration up to 4 years	\$228.92	\$126.10	\$92.15	\$92.15	\$228.92	\$126.10	\$92.15	\$92.15	\$228.92	\$126.10	\$92.15	\$92.15	\$228.92	\$126.10	\$92.15	\$92.15	\$228.92	\$126.10	\$92.15	\$92.15	\$264.32	\$146.60	\$106.40	\$106.40	\$228.92	\$126.10	\$92.15	\$92.15	\$228.92	\$126.10	\$92.15	\$92.15						
LEED Design Fee																																						
Subtotal Fees by Category	\$4,349	\$4,792	\$1,106	\$737	\$5,494	\$16,141	\$12,440	\$737	\$8,012	\$44,009	\$25,433	\$922	\$6,181	\$13,114	\$12,532	\$922	\$0	\$3,531	\$4,515	\$0	\$5,286	\$18,928	\$0	\$2,128	\$0	\$0	\$0	\$0	\$2,747	\$5,044	\$0	\$0	\$7,791	\$7,791				
Subtotal Fees			\$10,984				\$34,812				\$78,376				\$32,749				\$8,046				\$26,342				\$0											
Total																																						

New ATCT and Base Building Facility for Asheville Regional Airport (AVL)
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Asheville, NC
February 4, 2021

	DESIGN RELATED SERVICES																NON-DESIGN RELATED ACTIVITIES						Total Hours																
	Up to 10% PFD Effort (No Review Meetings)				45% Design Submittal				70% Design Submittal				100% Design Submittal				Final Design (No Review Meetings)				Construction Administration Services				HPSB Design Services (Not Required per Email)				Misc. Non-Design Related Studies / Services										
Wind Tunnel Testing (CPP WIND ENGINEERING AND AIR QUALITY CONSULTING)	Sr. Eng.	Engineer	Modeler	Clerical	Sr. Eng.	Engineer	Modeler	Clerical	Sr. Eng.	Engineer	Modeler	Clerical	Sr. Eng.	Engineer	Modeler	Clerical	Sr. Eng.	Engineer	Modeler	Clerical	Sr. Eng.	Engineer	Modeler	Clerical	Sr. Eng.	Engineer	Modeler	Clerical	Sr. Eng.	Sr. Engineer	Engineer	Clerical	Model Construction	Wind Tunnel					
Testing Services																																							
a) Wind Tunnel Testing - provide all services necessary to develop required model of the new tower to be used in testing and development of the design of the following: Basic requirements include all testing, analysis and result reporting that shall be consistent with the requirements of the current edition of ASCE7 and the International Building Code version in compliance with the local permitting jurisdiction. Wind climate analysis shall be conducted based on surface measurements for the definition of the parent wind climate (for use in serviceability calculations) and a current severe weather simulation (using state of the art methodologies, such as HURSSIM) shall be used to predict extreme wind speeds and directionality. Construction of a proximity model to an adequate scale that includes significant surrounding buildings and terrain shall be included for use in all testing. Measurements shall be made using a suitable technique in order to predict wind-induced loads and structural responses of the tower. Measurements will be made at 10-degree wind azimuths, unless the results indicate that finer intervals should be considered. Measurement of peak cladding pressures on the tower and base building shall be recorded. Results shall be provided in the form of simplified block diagrams of design cladding pressures including the effects of internal pressure.																															0								
																															205								
																															0								
																															0								
																															0								
																															0								
																															0								
																															0								
																															0								
																															0								
																															0								
Total Hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12	48	48	5	72	20	205
Hourly Rates accounting for Project Duration up to 4 years	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	\$250.00	\$170.00	\$130.00	\$120.00	\$470.00					
LEED Administration	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,800	\$12,000	\$8,160	\$650	\$8,640	\$9,400					
Subtotal Fees by Category	\$0				\$0				\$0				\$0				\$0				\$0				\$0				\$43,650										
Subtotal Fees	\$0				\$0				\$0				\$0				\$0				\$0				\$0				\$43,650										
Total	\$0				\$0				\$0				\$0				\$0				\$0				\$0				\$43,650										



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POND TRAVEL COSTS & EXPENSES

Project Kick Off Mtg & Charrette

1) PURPOSE OF TRIP	Project KO Mtg & Charrette (PM, Arch for 2 days and 1 night)				No. of People =	2
					No. of Days =	2
					No. of Nights =	1
Rental Car	<u>2</u>	No. Days	x	\$ 112.00 /Day		\$224.00
Airfare	<u>0</u>	No. People	x	\$ 448.00 /Flight		\$0.00
Airport Parking	<u>0</u>	No. Days	x	\$ 12.00 /Day		\$0.00
Baggage Fees and Mileage	<u>0</u>	No. People	x	\$ 75.00 /person		\$0.00
Gasoline	<u>2</u>	Days Rental		\$ 30.00 /Day		\$60.00
Subsistence - Hotel	<u>2</u>	No. Nights	x	\$ 134.40 /Night		\$268.80
Subsistence - Meals	<u>4</u>	No. Days	x	\$ 65.00 /Day		\$260.00
				TRIP SUBTOTAL =		\$812.80
				Project Kick Off Mtg & Charrette =		\$812.80

10% PPD

2) PURPOSE OF TRIP	10% Review Meeting - Removed from Scope.				No. of People =	0
					No. of Days =	0
					No. of Nights =	0
Rental Car	<u>0</u>	No. Days	x	\$ 112.00 /Day		\$0.00
Airfare	<u>0</u>	No. People	x	\$ 448.00 /Flight		\$0.00
Airport Parking	<u>0</u>	No. Days	x	\$ 12.00 /Day		\$0.00
Baggage Fees and Mileage	<u>0</u>	No. People	x	\$ 75.00 /person		\$0.00
Gasoline	<u>0</u>	Days Rental		\$ 30.00		\$0.00
Subsistence - Hotel	<u>0</u>	No. Nights	x	\$ 134.40 /Night		\$0.00
Subsistence - Meals	<u>0</u>	No. Days	x	\$ 65.00 /Day		\$0.00
				TRIP SUBTOTAL =		\$0.00

3) PURPOSE OF TRIP	10% Mtg with Utilities, AHJ, etc. Review removed from scope. This will be virtual at this time.				No. of People =	0
					No. of Days =	0
					No. of Nights =	0
Rental Car	<u>0</u>	No. Days	x	\$ 112.00 /Day		\$0.00
Airfare	<u>0</u>	No. People	x	\$ 448.00 /Flight		\$0.00
Airport Parking	<u>0</u>	No. Days	x	\$ 12.00 /Day		\$0.00
Baggage Fees and Mileage	<u>0</u>	No. People	x	\$ 75.00 /person		\$0.00
Gasoline	<u>0</u>	Days Rental		\$ 30.00		\$0.00
Subsistence - Hotel	<u>0</u>	No. Nights	x	\$ 134.40 /Night		\$0.00
Subsistence - Meals	<u>0</u>	No. Days	x	\$ 65.00 /Day		\$0.00
				TRIP SUBTOTAL =		\$0.00

4) REPRODUCTION EXPENSES						
Project Book (0 pages x 6 copies)	<u>0</u>	No. Pages	x	\$ 0.15 /Page	=	\$0.00
11x17 Dwgs (75 dwgs x 10 copies)	<u>0</u>	No. Dwgs	x	\$ 0.35 /Dwg	=	\$0.00
22x34 Dwgs (0 dwgs x 10 copies)	<u>0</u>	No. Dwgs	x	\$ 0.35 /Dwg	=	\$0.00
Overnight Shipping	<u>0</u>	No. Pkgs	x	\$ 75.00 /Pkg	=	\$0.00
				REPRODUCTION SUBTOTAL =		\$0.00
				10% PPD =		\$812.80



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POND TRAVEL COSTS & EXPENSES

45% Design

5) PURPOSE OF TRIP	45% Review Meeting (PM & Arch 2 days and 1 nights)				No. of People =	2
					No. of Days =	2
					No. of Nights =	1
Rental Car	2	No. Days	x	\$ 112.00	\$/Day	\$224.00
Airfare	0	No. People	x	\$ 448.00	\$/Flight	\$0.00
Airport Parking	0	No. Days	x	\$ 12.00	\$/Day	\$0.00
Baggage Fees and Mileage	0	No. People	x	\$ 75.00	\$/person	\$0.00
Gasoline	2	Days Rental		\$ 30.00		\$60.00
Subsistence - Hotel	2	No. Nights	x	\$ 134.40	\$/Night	\$268.80
Subsistence - Meals	4	No. Days	x	\$ 65.00	\$/Day	\$260.00
				TRIP SUBTOTAL =		\$812.80

6) PURPOSE OF TRIP	45% Meeting with Utilities, AHJ, etc. (PM for 1 days and 1 nights)				No. of People =	1
					No. of Days =	1
					No. of Nights =	1
Rental Car	0	No. Days	x	\$ 112.00	\$/Day	\$0.00
Airfare	0	No. People	x	\$ 448.00	\$/Flight	\$0.00
Airport Parking	1	No. Days	x	\$ 12.00	\$/Day	\$12.00
Baggage Fees and Mileage	0	No. People	x	\$ 75.00	\$/person	\$0.00
Gasoline	0	Days Rental		\$ 30.00		\$0.00
Subsistence - Hotel	1	No. Nights	x	\$ 134.40	\$/Night	\$134.40
Subsistence - Meals	1	No. Days	x	\$ 65.00	\$/Day	\$65.00
				TRIP SUBTOTAL =		\$211.40

7) REPRODUCTION EXPENSES						
Project Book (240 pages x 10 copies)	2000	No. Pages	x	\$ 0.15	\$/Page	= \$300.00
11x17 Dwgs (150 dwgs x 10 copies)	1200	No. Dwgs	x	\$ 0.35	\$/Dwg	= \$420.00
22x34 Dwgs (150 dwgs x 5 copies)	600	No. Dwgs	x	\$ 0.35	\$/Dwg	= \$210.00
Overnight Shipping	2	No. Pkgs	x	\$ 75.00	\$/Pkg	= \$150.00
				REPRODUCTION SUBTOTAL =		\$1,080.00

45% Design = \$2,104.20

70% Design

8) PURPOSE OF TRIP	70% Review Meeting (PM & Arch for 2 days and 1 nights)				No. of People =	2
					No. of Days =	2
					No. of Nights =	1
Rental Car	2	No. Days	x	\$ 112.00	\$/Day	\$224.00
Airfare	0	No. People	x	\$ 448.00	\$/Flight	\$0.00
Airport Parking	0	No. Days	x	\$ 12.00	\$/Day	\$0.00
Baggage Fees and Mileage	0	No. People	x	\$ 75.00	\$/person	\$0.00
Gasoline	2	Days Rental		\$ 30.00	\$/Day	\$60.00
Subsistence - Hotel	2	No. Nights	x	\$ 134.40	\$/Night	\$268.80
Subsistence - Meals	4	No. Days	x	\$ 65.00	\$/Day	\$260.00
				TRIP SUBTOTAL =		\$812.80

9) PURPOSE OF TRIP	70% Meeting with Utilities, AHJ, etc. (PM for 1 days and 1 nights)				No. of People =	1
					No. of Days =	1



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POND TRAVEL COSTS & EXPENSES

				No. of Nights = 1	
Rental Car	1	No. Days	x	\$ 112.00 /Day	\$112.00
Airfare	0	No. People	x	\$ 448.00 /Flight	\$0.00
Airport Parking	0	No. Days	x	\$ 12.00 /Day	\$0.00
Baggage Fees and Mileage	0	No. People	x	\$ 75.00 /person	\$0.00
Gasoline	0	Days Rental		\$ 30.00	\$0.00
Subsistence - Hotel	1	No. Nights	x	\$ 134.40 /Night	\$134.40
Subsistence - Meals	1	No. Days	x	\$ 65.00 /Day	\$65.00
				TRIP SUBTOTAL =	\$311.40

10) REPRODUCTION EXPENSES

Project Book (600 pages x 10 copies)	5000	No. Pages	x	\$ 0.15 /Page	= \$750.00
11x17 Dwgs (300 dwgs x 10 copies)	2500	No. Dwgs	x	\$ 0.35 /Dwg	= \$875.00
22x34 Dwgs (300 dwgs x 5 copies)	1259	No. Dwgs	x	\$ 0.35 /Dwg	= \$440.65
Overnight Shipping	2	No. Pkgs	x	\$ 75.00 /Pkg	= \$150.00
				REPRODUCTION SUBTOTAL =	\$2,215.65

70% Design = \$3,339.85

100% Design

11) PURPOSE OF TRIP **100% Review Meeting (PM & Arch for 2 days and 1 nights)**

				No. of People = 2	
				No. of Days = 2	
				No. of Nights = 1	
Rental Car	2	No. Days	x	\$ 112.00 /Day	\$224.00
Airfare	0	No. People	x	\$ 448.00 /Flight	\$0.00
Airport Parking	0	No. Days	x	\$ 12.00 /Day	\$0.00
Baggage Fees and Mileage	0	No. People	x	\$ 75.00 /person	\$0.00
Gasoline	2	Days Rental		\$ 30.00	\$60.00
Subsistence - Hotel	2	No. Nights	x	\$ 134.40 /Night	\$268.80
Subsistence - Meals	4	No. Days	x	\$ 65.00 /Day	\$260.00
				TRIP SUBTOTAL =	\$812.80

12) PURPOSE OF TRIP **100% Meeting with Utilities, AHJ, etc. (PM for 1 days and 1 nights)**

				No. of People = 1	
				No. of Days = 1	
				No. of Nights = 1	
Rental Car	1	No. Days	x	\$ 112.00 /Day	\$112.00
Airfare	0	No. People	x	\$ 448.00 /Flight	\$0.00
Airport Parking	0	No. Days	x	\$ 12.00 /Day	\$0.00
Baggage Fees and Mileage	0	No. People	x	\$ 75.00 /person	\$0.00
Gasoline	1	Days Rental		\$ 30.00	\$30.00
Subsistence - Hotel	1	No. Nights	x	\$ 134.40 /Night	\$134.40
Subsistence - Meals	1	No. Days	x	\$ 65.00 /Day	\$65.00
				TRIP SUBTOTAL =	\$341.40

13) REPRODUCTION EXPENSES

Project Book (750 pages x 10 copies)	5000	No. Pages	x	\$ 0.15 /Page	= \$750.00
11x17 Dwgs (600 dwgs x 10 copies)	5000	No. Dwgs	x	\$ 0.35 /Dwg	= \$1,750.00
22x34 Dwgs (600 dwgs x 5 copies)	2500	No. Dwgs	x	\$ 0.35 /Dwg	= \$875.00
Overnight Shipping	3	No. Pkgs	x	\$ 75.00 /Pkg	= \$225.00



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POND TRAVEL COSTS & EXPENSES

REPRODUCTION SUBTOTAL = \$3,600.00
100% Design = \$4,754.20

Final Design

14) PURPOSE OF TRIP **Final Review Meeting - Removed from Scope**

No. of People = 0
 No. of Days = 0
 No. of Nights = 0

Rental Car	0	No. Days	x	\$ 112.00	\$/Day	\$0.00
Airfare	0	No. People	x	\$ 448.00	\$/Flight	\$0.00
Airport Parking	0	No. Days	x	\$ 12.00	\$/Day	\$0.00
Baggage Fees and Mileage	0	No. People	x	\$ 75.00	\$/Page	\$0.00
Gasoline	0	Days Rental		\$ 30.00		\$0.00
Subsistence - Hotel	0	No. Nights	x	\$ 134.40	\$/Night	\$0.00
Subsistence - Meals	0	No. Days	x	\$ 65.00	\$/Day	\$0.00
TRIP SUBTOTAL =						\$0.00

15) REPRODUCTION EXPENSES

Project Book (750 pages x 10 copies)	5000	No. Pages	x	\$ 0.15	\$/Page	= \$750.00
11x17 Dwgs (600 dwgs x 10 copies)	5000	No. Dwgs	x	\$ 0.35	\$/Dwg	= \$1,750.00
22x34 Dwgs (600 dwgs x 5 copies)	2500	No. Dwgs	x	\$ 0.35	\$/Dwg	= \$875.00
Overnight Shipping	3	No. Pkgs	x	\$ 75.00	\$/Pkg	= \$225.00
REPRODUCTION SUBTOTAL =						\$3,600.00
Final Design =						\$3,600.00

Construction Support

16) PURPOSE OF TRIP **Site Observation Visits (1 person 1 days and 0 nights)**

No. of People = 92
 No. of Days = 1
 No. of Nights = 0

Rental Car	184	No. Days	x	\$ 112.00	\$/Day	\$20,608.00
Airfare	0	No. People	x	\$ 448.00	\$/Flight	\$0.00
Airport Parking	0	No. Days	x	\$ 12.00	\$/Day	\$0.00
Baggage Fees and Mileage	0	No. People	x	\$ 75.00	\$ -	\$0.00
Gasoline	138	Days Rental		\$ 30.00		\$4,140.00
Subsistence - Hotel	0	No. Nights	x	\$ 134.40	\$/Night	\$0.00
Subsistence - Meals	92	No. Days	x	\$ 65.00	\$/Day	\$5,980.00
TRIP SUBTOTAL =						\$30,728.00

17) PURPOSE OF TRIP **Substantial Completion Observation Visit (4 person 3 days and 2 nights)**

No. of People = 4
 No. of Days = 3
 No. of Nights = 2

Rental Car	3	No. Days	x	\$ 112.00	\$/Day	\$336.00
Airfare	0	No. People	x	\$ 448.00	\$/Flight	\$0.00
Airport Parking	0	No. Days	x	\$ 12.00	\$/Day	\$0.00
Baggage Fees and Mileage	0	No. People	x	\$ 75.00	\$/Page	\$0.00
Gasoline	3	Days Rental		\$ 30.00		\$90.00
Subsistence - Hotel	8	No. Nights	x	\$ 134.40	\$/Night	\$1,075.20
Subsistence - Meals	12	No. Days	x	\$ 65.00	\$/Day	\$780.00
TRIP SUBTOTAL =						\$2,281.20



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POND TRAVEL COSTS & EXPENSES

18) PURPOSE OF TRIP	<u>Final Confirmation Observation Visit (4 person 3 days and 2 nights)</u>				No. of People =	4
					No. of Days =	2
					No. of Nights =	1
Rental Car	<u>2</u>	No. Days	x	\$ 112.00	\$/Day	\$224.00
Airfare	<u>0</u>	No. People	x	\$ 448.00	\$/Flight	\$0.00
Airport Parking	<u>0</u>	No. Days	x	\$ 12.00	\$/Day	\$0.00
Baggage Fees and Mileage	<u>0</u>	No. People	x	\$ 75.00	\$/Day	\$0.00
Gasoline	<u>2</u>	Days Rental		\$ 30.00		\$60.00
Subsistence - Hotel	<u>4</u>	No. Nights	x	\$ 134.40	\$/Night	\$537.60
Subsistence - Meals	<u>8</u>	No. Days	x	\$ 65.00	\$/Day	\$520.00
				TRIP SUBTOTAL =		\$1,341.60
19) Misc. Expenses						
Overnight Shipping	<u>2</u>	No. Pkgs	x	\$ 75.00	\$/Pkg	\$150.00
				REPRODUCTION SUBTOTAL =		\$150.00
20) PURPOSE OF TRIP	<u>Misc. Meetings for FAA Review, and Other Non-Design Tasks</u>				No. of People =	1
					No. of Days =	4
					No. of Nights =	0
Rental Car	<u>8</u>	No. Days	x	\$ 112.00	\$/Day	\$896.00
Airfare	<u>0</u>	No. People	x	\$ 448.00	\$/Flight	\$0.00
Airport Parking	<u>0</u>	No. Days	x	\$ 12.00	\$/Day	\$0.00
Baggage Fees and Mileage	<u>0</u>	No. People	x	\$ 75.00	\$/Day	\$0.00
Gasoline	<u>8</u>	Days Rental		\$ 30.00		\$240.00
Subsistence - Hotel	<u>0</u>	No. Nights	x	\$ 134.40	\$/Night	\$0.00
Subsistence - Meals	<u>4</u>	No. Days	x	\$ 65.00	\$/Day	\$260.00
				TRIP SUBTOTAL =		\$1,396.00
				Construction Support =		\$35,896.80
				TOTAL TRAVEL & REPRODUCTION EXPENSES =		\$50,507.85

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EXHIBIT B

Responsibilities of the Resident Project Representative

If Authority requests the services of a Resident Project Representative, he or she shall be the agent and employee of Consultant and shall:

- A. Make extensive and comprehensive on-site observations of the work in progress, assist Consultant in determining if the work is proceeding in accordance with the Contract Documents; make field checks of materials and equipment incorporated into the work; provided that Consultant shall not have control over the construction means, methods, techniques, sequences or procedures of the Contractor(s) or the safety precautions or programs of the Contractors(s).
- B. Be Consultant's agent at the construction site.
- C. Deal with subcontractors only through the Contractor(s), unless authorized by Consultant and the appropriate Contractor to deal directly with a subcontractor.
- D. Review the progress schedule, schedule of shop drawing submittals and schedule of values prepared by the Contractor(s).
- E. Attend meetings with the Contractor(s), such as pre-construction conferences, progress meetings, job conferences and other Project related meetings, and prepare and circulate copies of minutes thereof to Authority and other appropriate parties. (In the event that there is no Resident Project Representative, Consultant shall be responsible for the preparation and circulation of the minutes for all such meetings.)
- F. Serve as Consultant's liaison with the Contractor(s), working principally through the Contractor(s)' superintendents; and assist the Contractor(s) in understanding the intent of the Contract Documents; and assist Consultant in serving as Authority's liaison with the Contractor(s), particularly when the Contractor(s)' operations affect Authority's airport operations.
- G. Assist in obtaining from Authority such additional details and information as may be required for the proper execution of the work.
- H. Record the dates of receipt of shop drawings and samples.
- I. Receive samples which are furnished at the job site by the Contractor(s), and notify Consultant of the availability of samples for examination.
- J. Advise Consultant and the Contractor(s) of the commencement of any work requiring a shop drawing or sample if the submittal has not been approved by Consultant.
- K. Report in writing to Consultant whenever he or she believes that any work is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise Consultant in writing of any work that he or she believes

should be corrected or rejected, or should be uncovered for observation, or may require special testing, inspection or approval.

- L. Verify that tests, equipment and systems start-ups, and operating and maintenance training are conducted in the presence of appropriate personnel, and that the Contractor(s) maintain adequate written records thereof; and observe, record in writing and report to Consultant appropriate details relative to the test procedures and the start-ups.
- M. Accompany governmental inspectors, and report in writing to Consultant the results of the inspections.
- N. Report in writing to Consultant when clarifications and interpretations of the Contract Documents are needed; and transmit Consultant's clarifications and interpretations to the Contractor(s).
- O. Evaluate the Contractor(s)' suggestions for modifications in drawings and specifications; report his or her recommendations in writing to Consultant; and transmit Consultant's decisions to the Contractor(s).
- P. Maintain at the job site orderly files for correspondence, reports of job conferences, minutes of meetings, shop drawings and samples, reproductions of the Contract Documents including but not limited to all addenda and change orders, Consultant's clarifications and interpretations of the Contract Documents, progress reports, and other Project related documents. Consultant shall keep all documents (including but not necessarily limited to the documents referred to in this paragraph and the next two paragraphs) for a period of six (6) years after the Project is fully completed, and during the construction period and this six (6) year period, Authority, the FAA, the Comptroller General of the United States and their duly authorized representatives shall have access to these documents for purposes of examination, audit and copying.
- Q. Keep a diary or log book, and record therein the Contractor(s)' hours on the job site, weather conditions, data relative to questions about the work, job site visitors, daily activities, decisions, observations in general, and specific observations with respect to test procedures.
- R. Record names, addresses and telephone numbers of all Contractor(s), subcontractors and major suppliers of material and equipment.
- S. Furnish Consultant periodic written reports of the progress of the work and of the Contractor(s)' compliance with the progress schedule and schedule of shop drawings and sample submittals.
- T. Consult with Consultant in advance of scheduled major tests, inspections and the start of important phases of the work.
- U. Draft proposed change orders and obtain backup materials from the Contractor(s), and make recommendations to Consultant.
- V. Report immediately to Consultant and Authority upon the occurrence of any accident, and confirm such report in writing.

- W. Review applications for payment with the Contractor(s), and forward his or her written recommendations to Consultant, noting particularly the relationship of the payment requested to the schedule of values, work completed, and materials and equipment delivered to the job site but not incorporated in the work.
- X. Verify that certificates, operation and maintenance manuals, and other data required to be assembled and furnished by the Contractor(s) are applicable to the items actually installed and are in accordance with the Contract Documents; and have this material delivered to Consultant for review and forwarding to Authority prior to the final payment for work.
- Y. Before Consultant issues a certificate of substantial completion, submit to each Contractor a written list of observed items requiring completion or correction.
- Z. Conduct a final inspection in the company of Consultant, Authority and the Contractor(s), and prepare a final written list of items to be completed or corrected.
- AA. Determine that all items on the final list have been completed or corrected, and make recommendations in writing to Consultant concerning acceptance of the work and corrections.

The Resident Project Representative shall not:

- A. Authorize any deviation from the Contract Documents, or any substitution of materials or equipment, unless authorized in writing by Consultant.
- B. Exceed Consultant's authority as set forth herein or in the Contract.
- C. Undertake any of the responsibilities of the Contractor(s) or subcontractors.
- D. Advise on, issue directions relative to, or assume control over any aspect of the construction means, methods, techniques, sequences or procedures of the Contractor(s) unless such directions or control are specifically required by the Contract Documents.
- E. Advise on, issue directions relative to, or assume control over Contractor(s)' safety precautions or programs.
- F. Accept shop drawings or sample submittals from anyone other than a Contractor.
- G. Authorize Authority to occupy the Project in whole or in part.
- H. Participate in specialized field or laboratory tests or inspections conducted by others, except as specifically authorized in writing by Consultant.
- I. Review any of the CONTRACTOR(s)' safety precautions, or the means, methods, sequences, or procedures required for the CONTRACTOR(s) to perform the work. Omitted design or review services include, but are not limited to, shoring, scaffolding, underpinning, temporary retainment of excavations, and any erection methods and temporary bracing.



MEMORANDUM

TO: Members of the Airport Authority

FROM: Janet Burnette, Director of Finance and Accounting

DATE: March 12, 2021

ITEM DESCRIPTION – New Business Item D

Approval of Audit Contract for Fiscal Year Ending June 30, 2021

BACKGROUND

The Authority Board has contracted with Gould Killian CPA Group, P.A. to perform the financial and compliance audits for the past five fiscal years. Authority staff recently issued a Request for Proposal (RFP) for audit services to identify a new firm for the next contract. RFPs were sent to eleven audit firms, and three of those firms submitted audit services proposals. However, one of the proposals was received after the deadline and was returned unopened. A spreadsheet comparing the costs proposed by the two remaining firms is attached.

After reviewing the qualifications and cost proposals and performing reference checks, staff recommends awarding the audit contract for the fiscal year ending June 30, 2021 to Martin Starnes & Associates, CPAs, P.A.

The Authority has had a positive work experience with both firms. Gould Killian CPA Group has been the auditor for the past five years and Martin Starnes & Associates was the auditor in the previous five years. The client lists of both firms reflect extensive governmental auditing experience, including several towns, counties and authorities in our area. Also, they both have experience with airport audits. Staff's recommendation is to select a different firm from the previous contract and benefit from lower overall costs which meet our budget constraints. As reflected in the spreadsheet, Martin Starnes & Associates proposed the lowest cost and they meet the requirements for this audit.

New Business – Item D



ISSUES

None

ALTERNATIVES

The Authority Board could award the audit contract to the other audit firm that presented an audit services proposal.

FISCAL IMPACT

The contract fee for audit services with Martin Starnes & Associates will be \$32,500. The expense for audit services was anticipated and included in the budget for FY2022 as presented by Authority staff.

RECOMMENDED ACTION

Subject to Board approval of the FY2022 Budget, it is respectfully requested that the Airport Authority Board resolve to (1) approve the contract for audit services with Martin Starnes and Associates, CPAs, P.A., and (2) authorize the Board Chairman to execute the necessary documents.

Attachment

Proposed Audit Fees

Audit Firm		FY2021	FY2022	FY2023	FY2024	FY2025	Estimated 5 Year Totals
Gould Killian CPA Group, PA	Base Charge-Financial/Compliance Audit	\$37,000	\$38,500	\$40,000	\$41,500	\$43,000	\$200,000
	Single audit fee per major program over 2	\$4,000	\$5,500	\$6,000	\$6,500	\$7,000	
Martin Starnes & Associates, CPAs, PA	Base Charge-Compliance Audit	\$31,000	\$31,950	\$31,950	\$32,900	\$32,900	\$160,700
	Single audit fee per major program over 3	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	



MEMORANDUM

TO: Members of the Airport Authority

FROM: Christina M. Madsen
Airport Properties and Contracts Manager

DATE: March 12, 2021

ITEM DESCRIPTION – New Business Item E

Board Approval for Acceptance of Interest, for the Development, Financing, Management, and Operation of a Commercial Hotel with Conference Center, and Existing 18-Hole Golf Course

BACKGROUND

On August 1, 2020, the Authority acquired the Broadmoor Links Golf Course and hired DreamCatcher Hotels, for a short term, to operate the facilities while the Authority assessed the feasibility to continue operation of the golf course. During the past five months it has been determined to keep the golf course operational and work towards an agreement that is beneficial to the Authority. The acquisition of this property follows the Federal Aviation Administration requirements to protect land around the airport from non-compatible land uses as well as diversify revenue to assist the Authority to maintain financial self-sufficiency.

A Request for Information (RFI) for the Development, Management and Operation of a Commercial Hotel with Conference Center and an 18-Hole Golf Course was issued by the Authority on January 6, 2021 with responses due January 28, 2021. Specific requirements in the RFI were to obtain information from qualified experienced hotel developers and operators qualified and capable of investing a minimum of \$30M to design, finance, construct, operate, and maintain an AAA rated, 4-Diamond 125+ key hotel with conference center as well as manage, operate, and maintain an existing 18-hole golf course. The RFI was advertised on the Authority's website, as well as in two industry organizations Airports Council International – North America (ACI-NA), and American Association of Airport Executives (AAAE) publications. 33 firms downloaded and received the RFI. Questions and comments were due January 13, 2021 and an Addendum to respond to questions was issued by the Authority on January 14, 2021.

New Business - Item E



The Authority received one proposal, from DreamCatcher Hotels, which met all the minimum qualifications. Therefore, staff is requesting authorization to enter negotiations with DreamCatcher Hotels, for a long-term lease including key business terms such as the design, financing, construction, investment, rents and fees, length of term, etc.

ISSUES

Broadmoor Golf Links requires a large financial infusion for capital improvements within the next few months. The Authority currently does not have the finances available due to COVID 19 and the runway project to proceed with the necessary capital improvements. A contract award for the hotel, conference center, and management of the golf course will enable these capital projects to be implemented.

ALTERNATIVES

The Authority could find a different management company to operate the golf course and willing to make necessary capital expenditures or close the golf course.

FISCAL IMPACT

None currently calculated, however, with a long-term lease it will bring necessary non-aeronautical revenue to the Authority.

RECOMMENDED ACTION

It is respectfully requested that the Greater Asheville Regional Airport Authority Board resolve to (1) accept the submitted response to the Request for Interest by DreamCatcher Hotels (2) authorize staff to enter negotiations with DreamCatcher Hotels, (3) and return to the board prior to May 15, 2021 to present a final lease for consideration.



MEMORANDUM

TO: Members of the Airport Authority
FROM: Lew Bleiweis, A.A.E., Executive Director
DATE: March 12, 2021

ITEM DESCRIPTION – Information Section Item A

January, 2021 Traffic Report – Asheville Regional Airport

SUMMARY

With the COVID-19 pandemic continuing to affect air travel January, 2021 overall passenger traffic numbers were down 61.3% compared to the same period last year. Passenger traffic numbers reflect a 60.9% decrease in passenger enplanements from January, 2020. Enplanements for Fiscal Year to Date total 210,711 which is a 53.6% decrease over the same period last year

AIRLINE PERFORMANCE

Allegiant Airlines: Year over Year passenger enplanements for Allegiant in January 2021 were down by 58.4%. There were 38 flight cancellations for the month.

American Airlines: American's January 2021 passenger enplanements represent a 57.4% decrease over the same period last year. There were no flight cancellations for the month.

Delta Airlines: Enplanements for Delta in January 2021 decreased by 58.9%. There were no flight cancellations for the month.

United Airlines: In January 2021, United Airlines saw a decrease in enplanements by 71.7% over the same period last year. There were 8 flight cancellations for the month.

Monthly Traffic Report

Asheville Regional Airport

January 2021



Category	Jan 2021	Jan 2020	Percentage Change	*CYTD-2021	*CYTD-2020	Percentage Change	*MOV12-2021	*MOV12-2020	Percentage Change
Passenger Traffic									
Enplaned	22,658	58,017	-60.9%	22,658	58,017	-60.9%	319,049	821,340	-61.2%
Deplaned	<u>20,972</u>	<u>54,643</u>	-61.6%	<u>20,972</u>	<u>54,643</u>	-61.6%	<u>316,893</u>	<u>819,781</u>	-61.3%
Total	43,630	112,660	-61.3%	43,630	112,660	-61.3%	635,942	1,641,121	-61.2%
Aircraft Operations									
Airlines	840	981	-14.4%	840	981	-14.4%	9,200	13,500	-31.9%
Commuter/ Air Taxi	<u>428</u>	<u>809</u>	-47.1%	428	809	-47.1%	7,134	11,492	-37.9%
Subtotal	<u>1,268</u>	<u>1,790</u>	-29.2%	<u>1,268</u>	<u>1,790</u>	-29.2%	<u>16,334</u>	<u>24,992</u>	-34.6%
General Aviation	2,477	3,330	-25.6%	2,477	3,330	-25.6%	38,168	47,994	-20.5%
Military	<u>234</u>	<u>147</u>	59.2%	<u>234</u>	<u>147</u>	59.2%	<u>2,414</u>	<u>3,028</u>	-20.3%
Subtotal	<u>2,711</u>	<u>3,477</u>	-22.0%	<u>2,711</u>	<u>3,477</u>	-22.0%	<u>40,582</u>	<u>51,022</u>	-20.5%
Total	3,979	5,267	-24.5%	3,979	5,267	-24.5%	56,916	76,014	-25.1%
Fuel Gallons									
100LL	8,095	8,639	-6.3%	8,095	8,639	-6.3%	143,272	172,135	-16.8%
Jet A (GA)	44,680	59,506	-24.9%	44,680	59,506	-24.9%	1,201,849	1,384,685	-13.2%
Subtotal	<u>52,775</u>	<u>68,145</u>	-22.6%	<u>52,775</u>	<u>68,145</u>	-22.6%	<u>1,345,121</u>	<u>1,556,820</u>	-13.6%
Jet A (A/L)	<u>478,668</u>	<u>566,109</u>	-15.4%	<u>478,668</u>	<u>566,109</u>	-15.4%	<u>4,061,004</u>	<u>7,093,996</u>	-42.8%
Total	531,443	634,254	-16.2%	531,443	634,254	-16.2%	5,406,125	8,650,816	-37.5%

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

Monday, February 22, 2021

Airline Enplanements, Seats, and Load Factors

Asheville Regional Airport

January 2021



	Jan 2021	Jan 2020	Percentage Change	*CYTD-2021	*CYTD-2020	Percentage Change
Allegiant Air						
Enplanements	10,835	26,019	-58.4%	10,835	26,019	-58.4%
Seats	17,595	36,177	-51.4%	17,595	36,177	-51.4%
Load Factor	61.6%	71.9%	-14.4%	61.6%	71.9%	-14.4%
American Airlines						
Enplanements	6,239	14,630	-57.4%	6,239	14,630	-57.4%
Seats	14,164	19,947	-29.0%	14,164	19,947	-29.0%
Load Factor	44.0%	73.3%	-39.9%	44.0%	73.3%	-39.9%
Delta Air Lines						
Enplanements	4,234	10,292	-58.9%	4,234	10,292	-58.9%
Seats	10,014	12,749	-21.5%	10,014	12,749	-21.5%
Load Factor	42.3%	80.7%	-47.6%	42.3%	80.7%	-47.6%
Spirit Airlines						
Enplanements	0	2,310	-100.0%	0	2,310	-100.0%
Seats	0	3,973	-100.0%	0	3,973	-100.0%
Load Factor	#Num!	58.1%	#Type!	#Num!	58.1%	#Type!
United Airlines						
Enplanements	1,350	4,766	-71.7%	1,350	4,766	-71.7%
Seats	3,850	6,500	-40.8%	3,850	6,500	-40.8%
Load Factor	35.1%	73.3%	-52.2%	35.1%	73.3%	-52.2%
Totals						
Enplanements	22,658	58,017	-60.9%	22,658	58,017	-60.9%
Seats	45,623	79,346	-42.5%	45,623	79,346	-42.5%
Load Factor	49.7%	73.1%	-32.1%	49.7%	73.1%	-32.1%

Monday, February 22, 2021

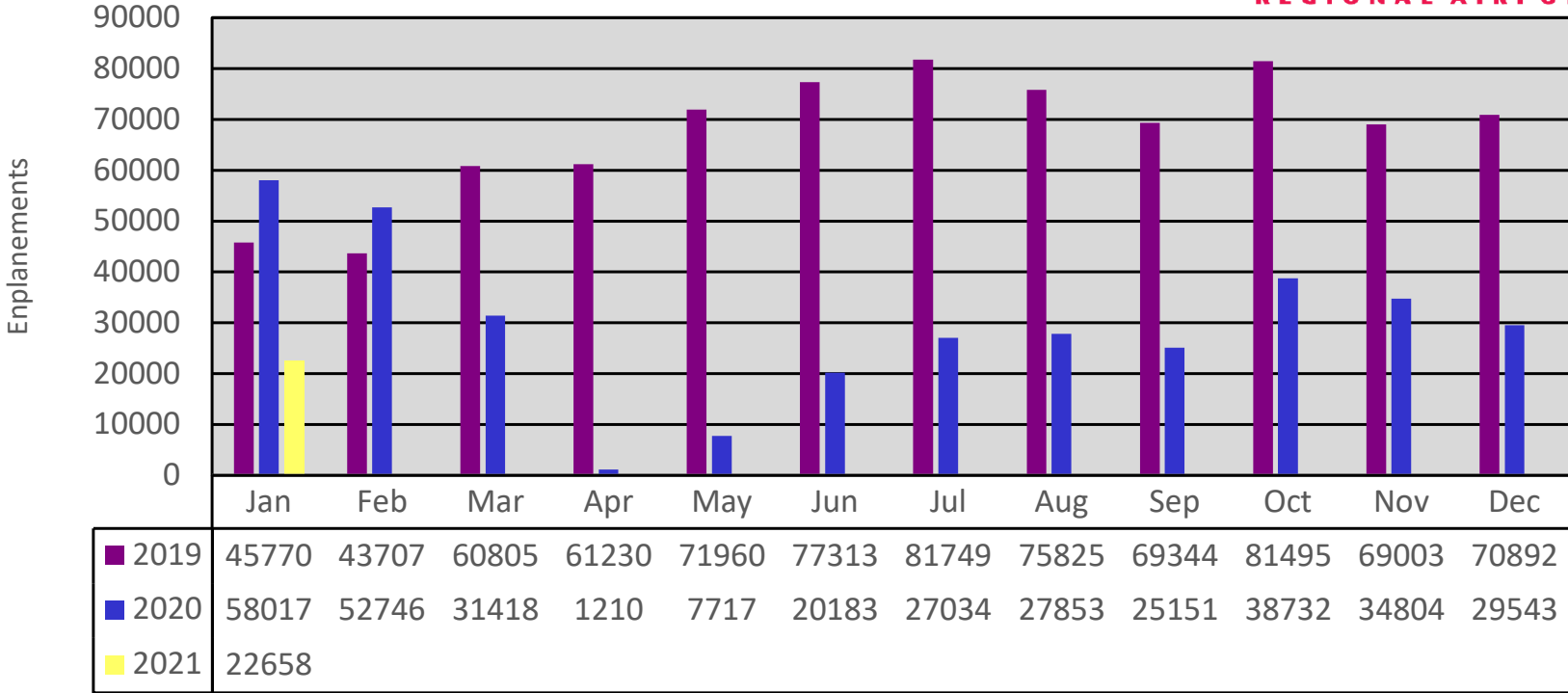
*CTYD = Calendar Year to Date and *Mov12 = Moving Twelve Months.

Airline Flight Completions Asheville Regional Airport January 2021

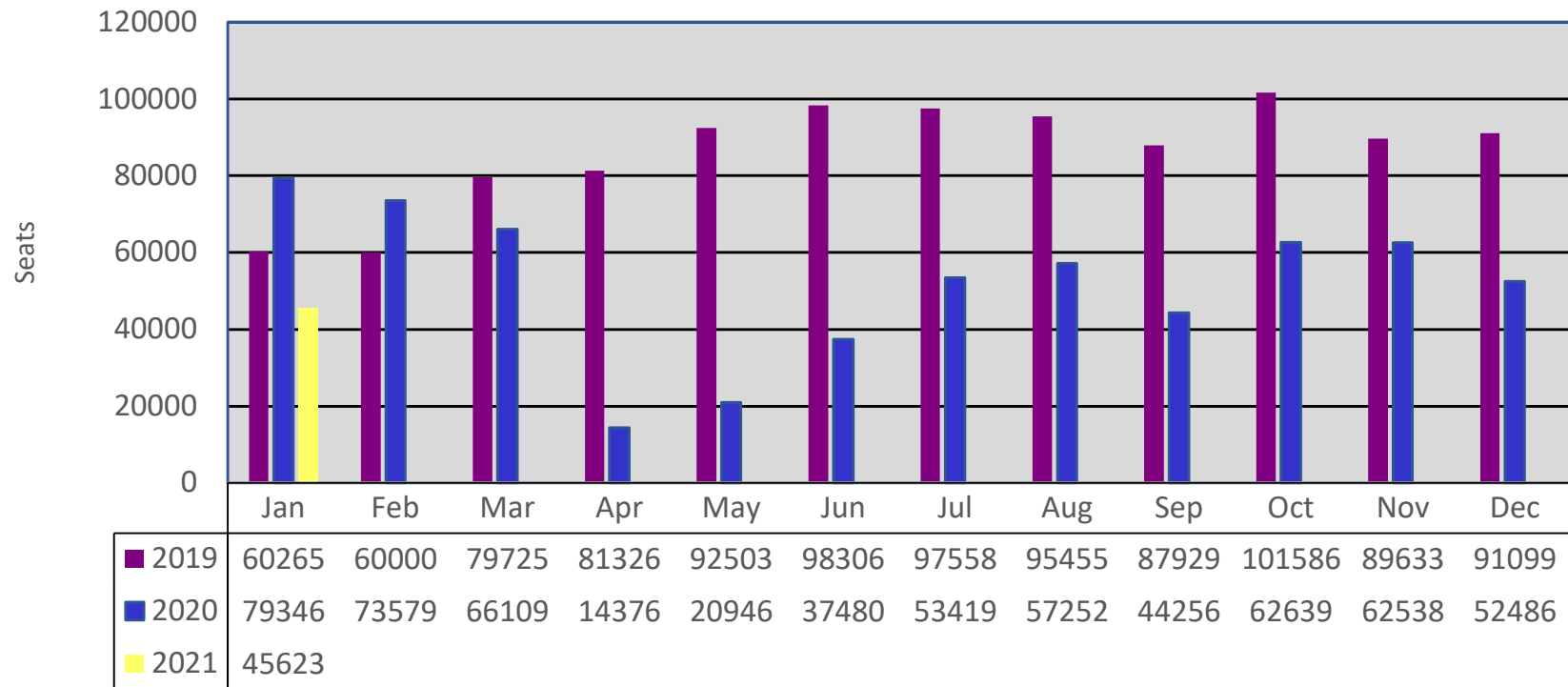


Airline	Scheduled Flights	Field	Cancellations Due To			Total Cancellations	Percentage of Completed Flights
			Mechanical	Weather	Other		
Allegiant Air	140	0	0	0	38	38	72.9%
American Airlines	194	0	0	0	0	0	100.0%
Delta Air Lines	141	0	0	0	0	0	100.0%
United Airlines	85	0	8	0	0	8	90.6%
Total	560	0	8	0	38	46	91.8%

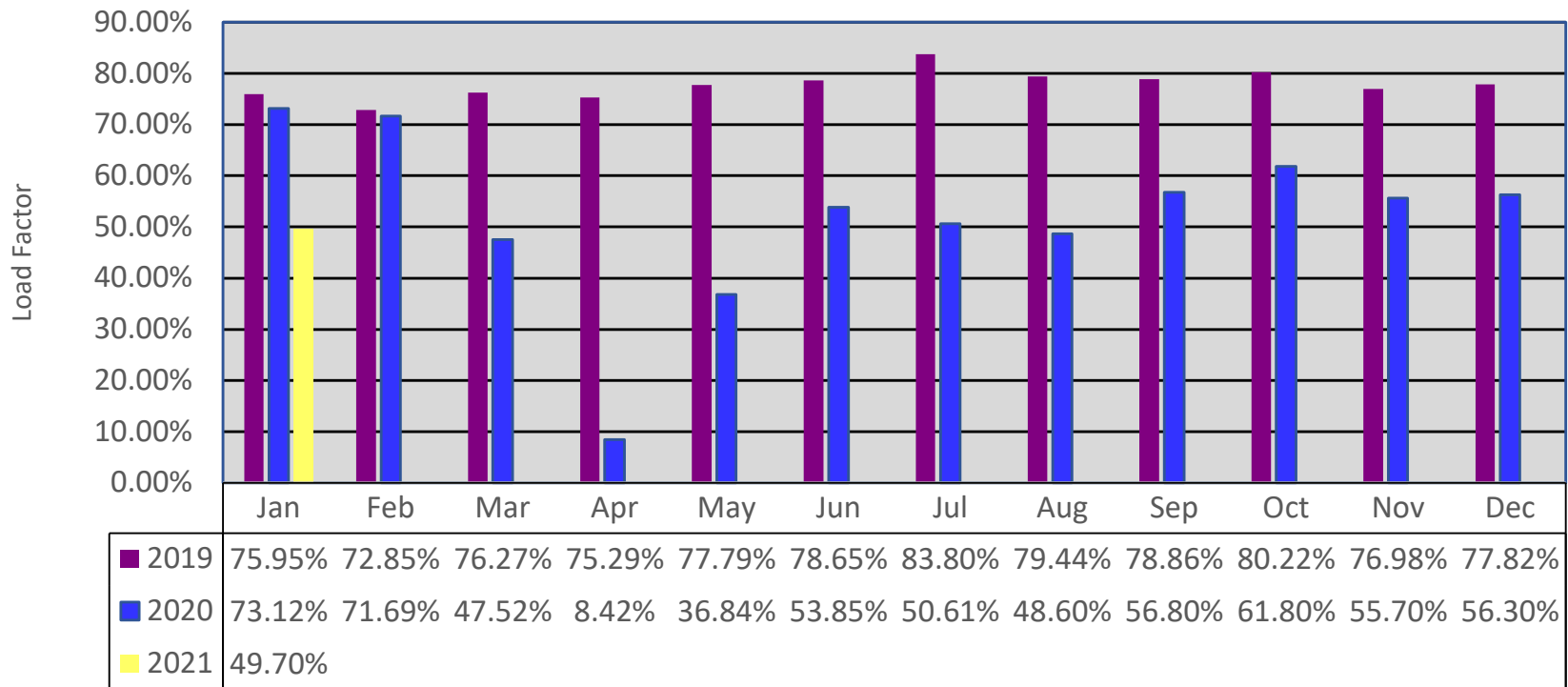
Monthly Enplanements By Year Asheville Regional Airport



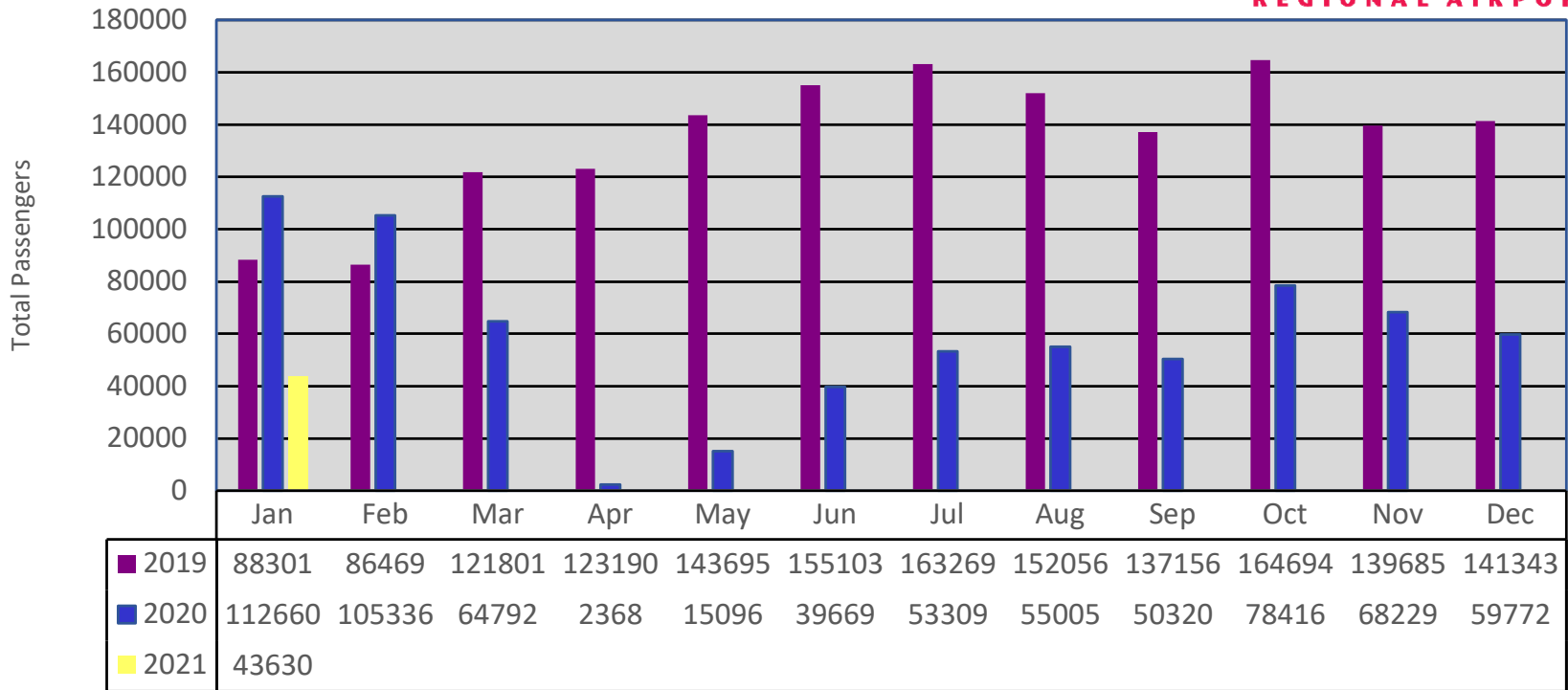
Monthly Seats By Year Asheville Regional Airport



Monthly Load Factors By Year Asheville Regional Airport

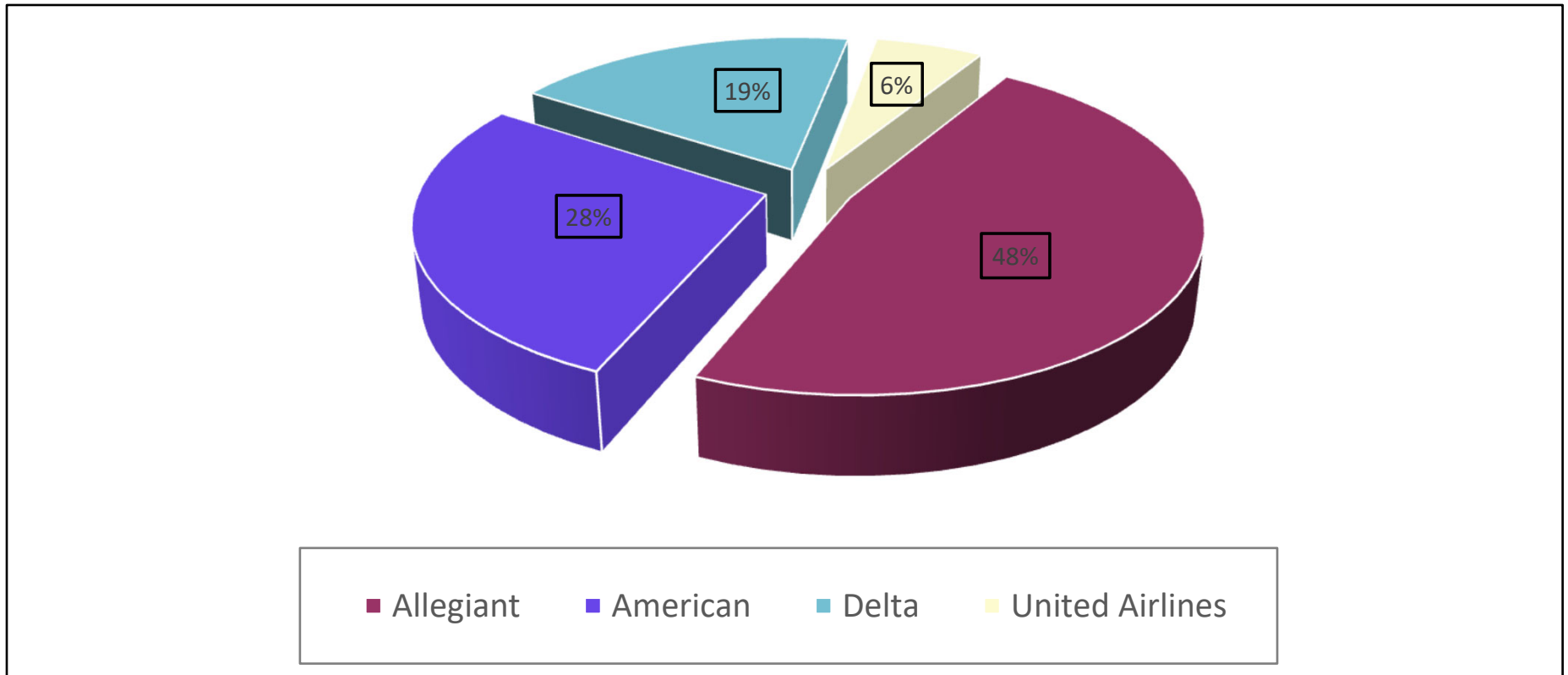


Total Monthly Passengers By Year Asheville Regional Airport



Airline Market Share Analysis (Enplanements) Asheville Regional Airport

Report Period From Jan 2021 Through Jan 2021



AVL - Three month schedule Summary Report
 March 2021 to May 2021 vs. March 2020 to May 2020
 1-Mar-21

Mkt AI	Travel Period			Mar-21		Mar-20		Diff		Percent Diff	
	Orig	Dest	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	
AA	AVL	CLT	46	3,342	46	2,909	0	433	0.0%	14.9%	
AA	AVL	DFW	14	1,064	14	1,064	0	0	0.0%	0.0%	
AA	AVL	LGA	0	0	2	152	(2)	(152)	(100.0%)	(100.0%)	
AA	AVL	PHL	0	0	14	987	(14)	(987)	(100.0%)	(100.0%)	
AA	CLT	AVL	46	3,342	46	2,909	0	433	0.0%	14.9%	
AA	DFW	AVL	14	1,064	14	1,064	0	0	0.0%	0.0%	
AA	LGA	AVL	0	0	2	152	(2)	(152)	(100.0%)	(100.0%)	
AA	PHL	AVL	0	0	14	987	(14)	(987)	(100.0%)	(100.0%)	
DL	ATL	AVL	39	2,964	48	3,151	(9)	(187)	(18.8%)	(5.9%)	
DL	AVL	ATL	39	2,964	48	3,151	(9)	(187)	(18.8%)	(5.9%)	
G4	AUS	AVL	2	354	0	0	2	354	-	-	
G4	AVL	AUS	2	354	0	0	2	354	-	-	
G4	AVL	BOS	2	354	0	0	2	354	-	-	
G4	AVL	BWI	2	312	2	312	0	0	0.0%	0.0%	
G4	AVL	DEN	2	354	1	177	1	177	100.0%	100.0%	
G4	AVL	EWB	2	354	2	354	0	0	0.0%	0.0%	
G4	AVL	FLL	19	3,363	19	3,363	0	0	0.0%	0.0%	
G4	AVL	HOU	2	354	0	0	2	354	-	-	
G4	AVL	LAS	2	354	0	0	2	354	-	-	
G4	AVL	MDW	2	354	0	0	2	354	-	-	
G4	AVL	PBI	2	354	2	354	0	0	0.0%	0.0%	
G4	AVL	PGD	3	531	3	489	0	42	0.0%	8.6%	
G4	AVL	PIE	9	1,593	9	1,530	0	63	0.0%	4.1%	
G4	AVL	SFB	11	1,863	13	2,196	(2)	(333)	(15.4%)	(15.2%)	
G4	AVL	SRQ	2	354	2	354	0	0	0.0%	0.0%	
G4	BOS	AVL	2	354	0	0	2	354	-	-	
G4	BWI	AVL	2	312	2	312	0	0	0.0%	0.0%	
G4	DEN	AVL	2	354	1	177	1	177	100.0%	100.0%	
G4	EWB	AVL	2	354	2	354	0	0	0.0%	0.0%	
G4	FLL	AVL	19	3,363	19	3,363	0	0	0.0%	0.0%	
G4	HOU	AVL	2	354	0	0	2	354	-	-	
G4	LAS	AVL	2	354	0	0	2	354	-	-	
G4	MDW	AVL	2	354	0	0	2	354	-	-	
G4	PBI	AVL	2	354	2	354	0	0	0.0%	0.0%	
G4	PGD	AVL	3	531	3	489	0	42	0.0%	8.6%	
G4	PIE	AVL	9	1,593	9	1,530	0	63	0.0%	4.1%	
G4	SFB	AVL	11	1,863	13	2,196	(2)	(333)	(15.4%)	(15.2%)	
G4	SRQ	AVL	2	354	2	354	0	0	0.0%	0.0%	
NK	AVL	MCO	0	0	5	725	(5)	(725)	(100.0%)	(100.0%)	
NK	MCO	AVL	0	0	5	725	(5)	(725)	(100.0%)	(100.0%)	
UA	AVL	IAD	12	600	14	700	(2)	(100)	(14.3%)	(14.3%)	
UA	AVL	ORD	11	550	14	700	(3)	(150)	(21.4%)	(21.4%)	
UA	IAD	AVL	12	600	14	700	(2)	(100)	(14.3%)	(14.3%)	
UA	ORD	AVL	11	550	14	700	(3)	(150)	(21.4%)	(21.4%)	
Total			368	38,736	420	39,034	(52)	(298)	(12.4%)	(0.8%)	

Mkt AI	Travel Period			Apr-21		Apr-20		Diff		Percent Diff	
	Orig	Dest	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	
AA	AVL	CLT	40	2,963	42	2,733	(2)	230	(4.8%)	8.4%	
AA	AVL	DFW	14	1,064	7	532	7	532	100.0%	100.0%	
AA	AVL	PHL	7	350	7	455	0	(105)	0.0%	(23.1%)	
AA	CLT	AVL	40	2,963	42	2,733	(2)	230	(4.8%)	8.4%	
AA	DFW	AVL	14	1,064	6	456	8	608	133.3%	133.3%	
AA	PHL	AVL	7	350	7	455	0	(105)	0.0%	(23.1%)	
DL	ATL	AVL	41	2,960	15	1,446	26	1,514	173.3%	104.7%	
DL	AVL	ATL	41	2,960	15	1,446	26	1,514	173.3%	104.7%	
G4	AUS	AVL	2	354	0	0	2	354	-	-	
G4	AVL	AUS	2	354	0	0	2	354	-	-	
G4	AVL	BOS	2	354	0	0	2	354	-	-	
G4	AVL	BWI	2	354	2	312	0	42	0.0%	13.5%	
G4	AVL	DEN	2	354	0	0	2	354	-	-	
G4	AVL	EWB	2	354	3	531	(1)	(177)	(33.3%)	(33.3%)	
G4	AVL	FLL	12	2,124	10	1,770	2	354	20.0%	20.0%	
G4	AVL	HOU	2	354	0	0	2	354	-	-	
G4	AVL	LAS	2	354	0	0	2	354	-	-	
G4	AVL	MDW	2	354	0	0	2	354	-	-	
G4	AVL	PBI	2	354	2	354	0	0	0.0%	0.0%	
G4	AVL	PGD	2	354	2	333	0	21	0.0%	6.3%	
G4	AVL	PIE	6	1,116	6	1,062	0	54	0.0%	5.1%	
G4	AVL	SFB	8	1,416	11	1,884	(3)	(468)	(27.3%)	(24.8%)	
G4	AVL	SRQ	2	354	2	354	0	0	0.0%	0.0%	
G4	BOS	AVL	2	354	0	0	2	354	-	-	
G4	BWI	AVL	2	354	2	312	0	42	0.0%	13.5%	
G4	DEN	AVL	2	354	0	0	2	354	-	-	
G4	EWB	AVL	2	354	3	531	(1)	(177)	(33.3%)	(33.3%)	
G4	FLL	AVL	12	2,124	10	1,770	2	354	20.0%	20.0%	
G4	HOU	AVL	2	354	0	0	2	354	-	-	
G4	LAS	AVL	2	354	0	0	2	354	-	-	
G4	MDW	AVL	2	354	0	0	2	354	-	-	
G4	PBI	AVL	2	354	2	354	0	0	0.0%	0.0%	
G4	PGD	AVL	2	354	2	333	0	21	0.0%	6.3%	
G4	PIE	AVL	6	1,116	6	1,062	0	54	0.0%	5.1%	
G4	SFB	AVL	8	1,416	11	1,884	(3)	(468)	(27.3%)	(24.8%)	
G4	SRQ	AVL	2	354	2	354	0	0	0.0%	0.0%	
UA	AVL	EWB	7	350	0	0	7	350	-	-	
UA	AVL	IAD	21	1,050	7	350	14	700	200.0%	200.0%	
UA	AVL	ORD	28	1,540	0	0	28	1,540	-	-	
UA	EWB	AVL	7	350	0	0	7	350	-	-	
UA	IAD	AVL	21	1,050	7	350	14	700	200.0%	200.0%	
UA	ORD	AVL	28	1,540	0	0	28	1,540	-	-	
Total			412	37,654	231	24,156	181	13,498	78.4%	55.9%	

Mkt AI	Travel Period		May-21		May-20		Diff		Percent Diff	
	Orig	Dest	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats
AA	AVL	CLT	49	3,570	21	1,596	28	1,974	133.3%	123.7%
AA	AVL	DFW	14	1,064	7	532	7	532	100.0%	100.0%
AA	AVL	LGA	7	532	0	0	7	532	-	-
AA	AVL	PHL	7	455	0	0	7	455	-	-
AA	CLT	AVL	49	3,570	21	1,596	28	1,974	133.3%	123.7%
AA	DFW	AVL	14	1,064	7	532	7	532	100.0%	100.0%
AA	LGA	AVL	7	532	0	0	7	532	-	-
AA	PHL	AVL	7	455	0	0	7	455	-	-
DL	ATL	AVL	54	3,424	7	532	47	2,892	671.4%	543.6%
DL	AVL	ATL	54	3,424	7	532	47	2,892	671.4%	543.6%
G4	AUS	AVL	2	354	0	0	2	354	-	-
G4	AVL	AUS	2	354	0	0	2	354	-	-
G4	AVL	BOS	2	354	0	0	2	354	-	-
G4	AVL	BWI	2	354	2	372	0	(18)	0.0%	(4.8%)
G4	AVL	DEN	3	531	0	0	3	531	-	-
G4	AVL	EWR	2	354	2	354	0	0	0.0%	0.0%
G4	AVL	FLL	12	2,169	5	885	7	1,284	140.0%	145.1%
G4	AVL	HOU	1	177	0	0	1	177	-	-
G4	AVL	LAS	2	354	0	0	2	354	-	-
G4	AVL	MDW	2	354	0	0	2	354	-	-
G4	AVL	PBI	3	531	2	354	1	177	50.0%	50.0%
G4	AVL	PGD	2	363	2	333	0	30	0.0%	9.0%
G4	AVL	PIE	7	1,275	4	726	3	549	75.0%	75.6%
G4	AVL	SFB	12	2,160	4	687	8	1,473	200.0%	214.4%
G4	AVL	SRQ	2	354	2	354	0	0	0.0%	0.0%
G4	AVL	VPS	2	354	0	0	2	354	-	-
G4	BOS	AVL	2	354	0	0	2	354	-	-
G4	BWI	AVL	2	354	2	372	0	(18)	0.0%	(4.8%)
G4	DEN	AVL	3	531	0	0	3	531	-	-
G4	EWR	AVL	2	354	2	354	0	0	0.0%	0.0%
G4	FLL	AVL	12	2,169	5	885	7	1,284	140.0%	145.1%
G4	HOU	AVL	1	177	0	0	1	177	-	-
G4	LAS	AVL	2	354	0	0	2	354	-	-
G4	MDW	AVL	2	354	0	0	2	354	-	-
G4	PBI	AVL	3	531	2	354	1	177	50.0%	50.0%
G4	PGD	AVL	2	363	2	333	0	30	0.0%	9.0%
G4	PIE	AVL	7	1,275	4	726	3	549	75.0%	75.6%
G4	SFB	AVL	12	2,160	4	687	8	1,473	200.0%	214.4%
G4	SRQ	AVL	2	354	2	354	0	0	0.0%	0.0%
G4	VPS	AVL	2	354	0	0	2	354	-	-
NK	AVL	GPS	0	0	3	435	(3)	(435)	(100.0%)	(100.0%)
NK	MCO	AVL	0	0	3	435	(3)	(435)	(100.0%)	(100.0%)
UA	AVL	EWR	7	350	0	0	7	350	-	-
UA	AVL	IAD	21	1,050	7	350	14	700	200.0%	200.0%
UA	AVL	ORD	28	1,540	0	0	28	1,540	-	-
UA	EWR	AVL	7	350	0	0	7	350	-	-
UA	IAD	AVL	21	1,050	7	350	14	700	200.0%	200.0%
UA	ORD	AVL	28	1,540	0	0	28	1,540	-	-
Total			486	44,046	136	15,020	350	29,026	257.4%	193.2%



MEMORANDUM

TO: Members of the Airport Authority
FROM: Janet Burnette, Director of Finance & Accounting
DATE: March 12, 2021

ITEM DESCRIPTION – Information Section Item B

Greater Asheville Regional Airport – Explanation of Extraordinary Variances
Month of January 2021

SUMMARY

Operating Revenues for the month of January were \$735,131, 22.0% under budget. Operating Expenses for the month were \$768,156, 16.5% under budget. As a result, Net Operating Revenues before Depreciation were (\$33,025). Net Non-Operating Revenues were \$119,776, 60.6% under budget.

Year-to-date Operating Revenues were \$5,381,746, 18.4% under budget. Year-to-date Operating Expenses were \$5,010,576, 26.8% under budget. Year-to-date Net Operating Revenues before Depreciation were \$371,169. Net Non-Operating Revenues for the year were \$8,764,326, 311.6% over budget

REVENUES

Significant variations to budget for January were:

Terminal rent – Airlines	(\$52,098)	(32.02%)	Enplanements under budget
Concessions	(\$12,342)	(28.61%)	Enplanements under budget
Auto parking	(\$124,075)	(42.31%)	Enplanements under budget
Rental car-car rentals	(\$32,359)	(21.01%)	Enplanements under budget
Ground transportation	\$26,217	143.28%	Annual charges posted in January



EXPENSES

Significant variations to budget for January were:

Professional services	(\$9,749)	(26.94%)	Few legal invoices
Other contractual services	(\$39,308)	(36.66%)	Few contractual invoices
Promotional activities	(\$18,435)	(81.10%)	Limited activities
Operating supplies	(\$21,957)	(61.24%)	Low supply costs
Repairs & maintenance	(\$13,383)	(68.16%)	Minimal repair costs for month
Business development	\$46,128	184.51%	Reimbursement for new route advertising

STATEMENT OF NET ASSETS

Significant variations to prior month were:

Cash and Cash Equivalents – Cash and Cash Equivalents decreased by \$4.49MM due to the airfield, terminal design, security and south apron construction projects.

Grants Receivable – Grants Receivable increased by \$1.1MM due to the airfield redevelopment, security and south apron construction projects.

Construction in Progress – Construction in Progress increased by \$5.25MM mostly due to the airfield redevelopment, terminal design and south apron construction projects.

Property and Equipment, Net – Property and Equipment, Net decreased by \$439K due to depreciation.

**ASHEVILLE REGIONAL AIRPORT
INVESTMENT AND INTEREST INCOME SUMMARY
As of January 31, 2021**

<u>Institution:</u>	<u>Interest Rate</u>	<u>Investment Amount</u>	<u>Monthly Interest</u>
Bank of America - Operating Account	0.80%	\$ 5,492,190	1,577
NC Capital Management Trust - Cash Portfolio		484,062	4
NC Capital Management Trust - Term Portfolio		0	0
Petty Cash		200	
 <u>Restricted Cash:</u>			
BNY Mellon		799,651	
Bank of America - PFC Revenue Account	0.80%	9,266,212	1,571
NC Capital Management Trust - Term Port - PFC		0	0
 Total		 <u>\$ 16,042,315</u>	 <u>\$ 3,152</u>

Investment Diversification:

Banks	97%
NC Capital Management Trust	3%
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 January 31, 2021**

	Current Month	Prior Period
Cash and Investments Beginning of Period	\$ 20,534,653	\$ 18,382,144
Net Income/(Loss) Before Capital Contributions	(352,680)	4,212,138
Depreciation	439,431	439,431
Decrease/(Increase) in Receivables	(1,084,330)	(1,084,064)
Increase/(Decrease) in Payables	(225,332)	(66,831)
Decrease/(Increase) in Prepaid Expenses	(528,440)	-
Decrease/(Increase) in Fixed Assets	(5,250,540)	(3,616,380)
Principal Payments of Bond Maturities	-	-
Capital Contributions	2,509,553	2,268,215
Fund Balance Adjustment - Forfeiture funds	-	-
Increase(Decrease) in Cash	(4,492,338)	2,152,509
Cash and Investments End of Period	\$ 16,042,315	\$ 20,534,653

**ASHEVILLE REGIONAL AIRPORT
STATEMENT OF FINANCIAL POSITION
As of January 31, 2021**

	<u>Current Month</u>	<u>Last Month</u>
<u>ASSETS</u>		
Current Assets:		
Unrestricted Net Assets:		
Cash and Cash Equivalents	\$5,976,452	\$10,529,674
Investments	0	0
Accounts Receivable	926,139	915,907
Passenger Facility Charges Receivable	150,000	200,000
Refundable Sales Tax Receivable	111,999	93,667
Grants Receivable	3,119,716	2,013,950
Prepaid Expenses	1,581,142	1,052,702
Total Unrestricted Assets	11,865,448	14,805,900
Restricted Assets:		
Cash and Cash Equivalents	10,065,863	10,004,979
Total Restricted Assets	10,065,863	10,004,979
Total Current Assets	21,931,311	24,810,879
Noncurrent Assets:		
Construction in Progress	123,722,380	118,471,840
Net Pension Asset - LGERS	(1,239,231)	(1,239,231)
Benefit Payment - OPEB	78,015	78,015
Contributions in Current Year	799,995	799,995
Property and Equipment - Net	66,231,860	66,671,291
Total Noncurrent Assets	189,593,019	184,781,910
	\$211,524,330	\$209,592,789
<u>LIABILITIES AND NET ASSETS</u>		
Current Liabilities:		
Payable from Unrestricted Assets:		
Accounts Payable & Accrued Liabilities	(\$33,900)	(\$26,021)
Customer Deposits	12,785	12,785
Unearned Revenue	7,057	61,677
Unearned Revenue - Constr	0	0
Construction Contracts Payable	0	0
Construction Contract Retainages	1,520,209	1,520,209
Revenue Bond Payable - Current	1,315,000	1,315,000
Interest Payable	32,565	195,399
Total Payable from Unrestricted Assets	2,853,716	3,079,049
Total Current Liabilities	2,853,716	3,079,049
Noncurrent Liabilities:		
Pension Deferrals - OPEB	287,535	287,535
Other Postemployment Benefits	1,198,974	1,198,974
Compensated Absences	461,562	461,562
Net Pension Obligation-LEO Special Separation Allowance	439,521	439,521
Revenue Bond Payable - Noncurrent	14,990,000	14,990,000
Total Noncurrent Liabilities	17,377,592	17,377,592
Total Liabilities	20,231,308	20,456,641
Net Assets:		
Invested in Capital Assets	173,649,240	168,838,131
Restricted	10,065,863	10,004,979
Unrestricted	7,577,919	10,293,038
Total Net Assets	191,293,022	189,136,148
	\$211,524,330	\$209,592,789



Income Statement

Through 01/31/21
Summary Listing

Classification	MTD Actual Amount	YTD Actual Amount	YTD Budget Amount	YTD Variance	Annual Budget Amount	Budget Less YTD Actual
Fund Category Governmental Funds						
Fund Type General Fund						
Fund 10 - General Fund						
<i>Operating revenues</i>						
Terminal space rentals - non airline	21,889.17	151,627.16	152,286.75	(659.59)	261,063.00	109,435.84
Terminal space rentals - airline	110,623.06	849,960.99	1,139,045.83	(289,084.84)	1,952,650.00	1,102,689.01
Landing fees	64,575.08	511,162.38	493,300.50	17,861.88	845,658.00	334,495.62
Concessions	30,797.42	231,938.00	301,976.50	(70,038.50)	517,674.00	285,736.00
Auto parking	169,179.96	1,264,293.30	2,052,787.92	(788,494.62)	3,519,065.00	2,254,771.70
Rental car - car rentals	121,682.40	1,149,729.06	1,078,288.17	71,440.89	1,848,494.00	698,764.94
Rental car - facility rent	52,004.87	312,029.22	385,908.83	(73,879.61)	661,558.00	349,528.78
Commerce ground transportation	44,515.00	94,156.88	128,083.08	(33,926.20)	219,571.00	125,414.12
FBOs	84,065.10	543,626.58	609,582.17	(65,955.59)	1,044,998.00	501,371.42
Building leases	9,965.58	69,696.72	69,613.25	83.47	119,337.00	49,640.28
Land leases	16,864.37	72,686.47	42,457.92	30,228.55	72,785.00	98.53
Other leases and fees	8,969.28	130,838.98	142,216.67	(11,377.69)	243,800.00	112,961.02
<i>Operating revenues Totals</i>	\$735,131.29	\$5,381,745.74	\$6,595,547.58	(\$1,213,801.84)	\$11,306,653.00	\$5,924,907.26
<i>Non-operating revenue and expense</i>						
Customer facility charges	86,627.75	838,486.75	816,666.67	21,820.08	1,400,000.00	561,513.25
Passenger facility charges	62,562.82	781,533.44	1,254,166.67	(472,633.23)	2,150,000.00	1,368,466.56
Cares Act grant	.00	7,256,481.15	.00	7,256,481.15	.00	(7,256,481.15)
Interest revenue	3,152.03	16,627.53	58,333.33	(41,705.80)	100,000.00	83,372.47
Interest expense	(32,566.49)	(227,965.43)	.00	(227,965.43)	.00	227,965.43
Reimbursable cost expenses	.00	4,645.97	.00	4,645.97	.00	(4,645.97)
Gain or loss on disposal of assets	.00	90,000.00	.00	90,000.00	.00	(90,000.00)
P-card rebate	.00	4,517.13	.00	4,517.13	.00	(4,517.13)
<i>Non-operating revenue and expense Totals</i>	\$119,776.11	\$8,764,326.54	\$2,129,166.67	\$6,635,159.87	\$3,650,000.00	(\$5,114,326.54)
Capital contributions	2,509,553.15	16,151,896.66	.00	16,151,896.66	.00	(16,151,896.66)
<i>Operating expenses</i>						

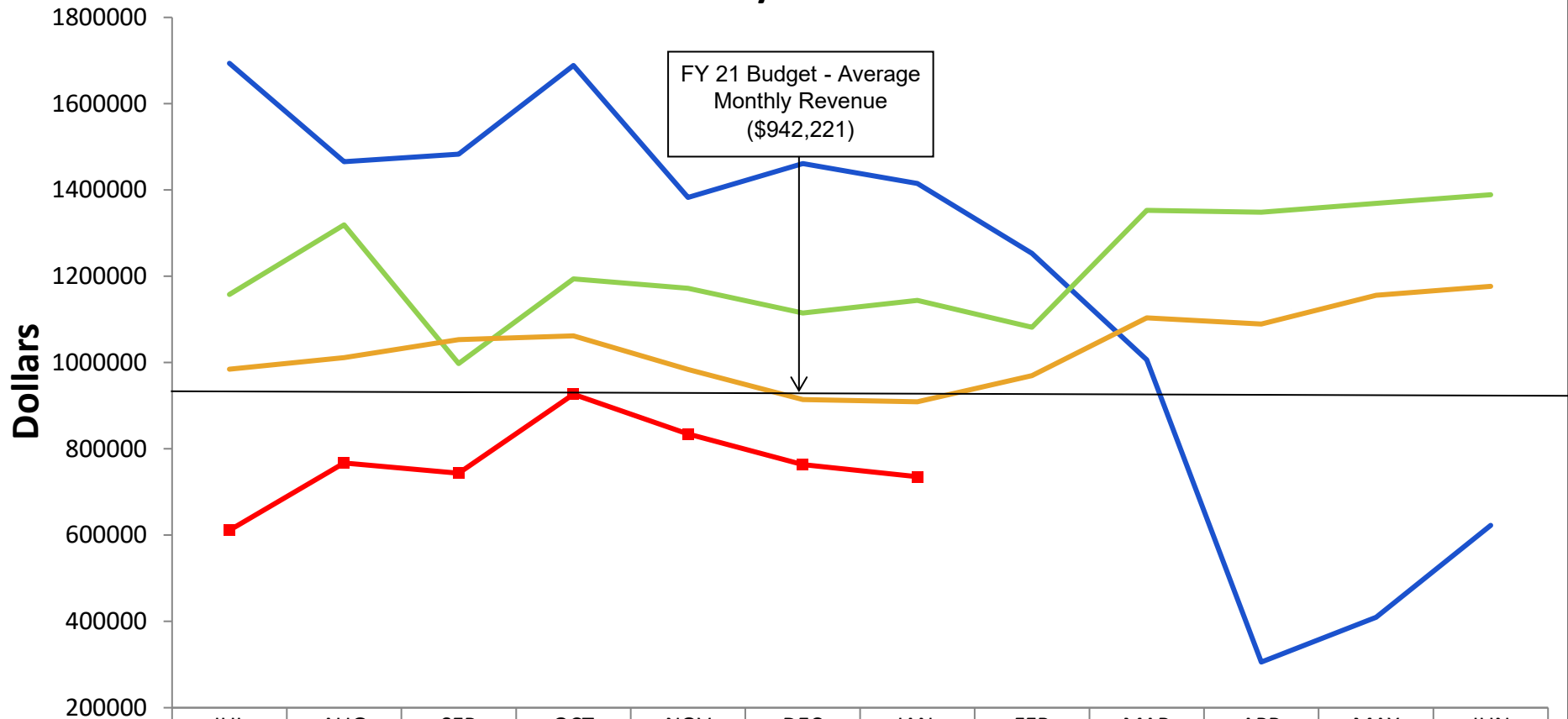


Income Statement

Through 01/31/21
Summary Listing

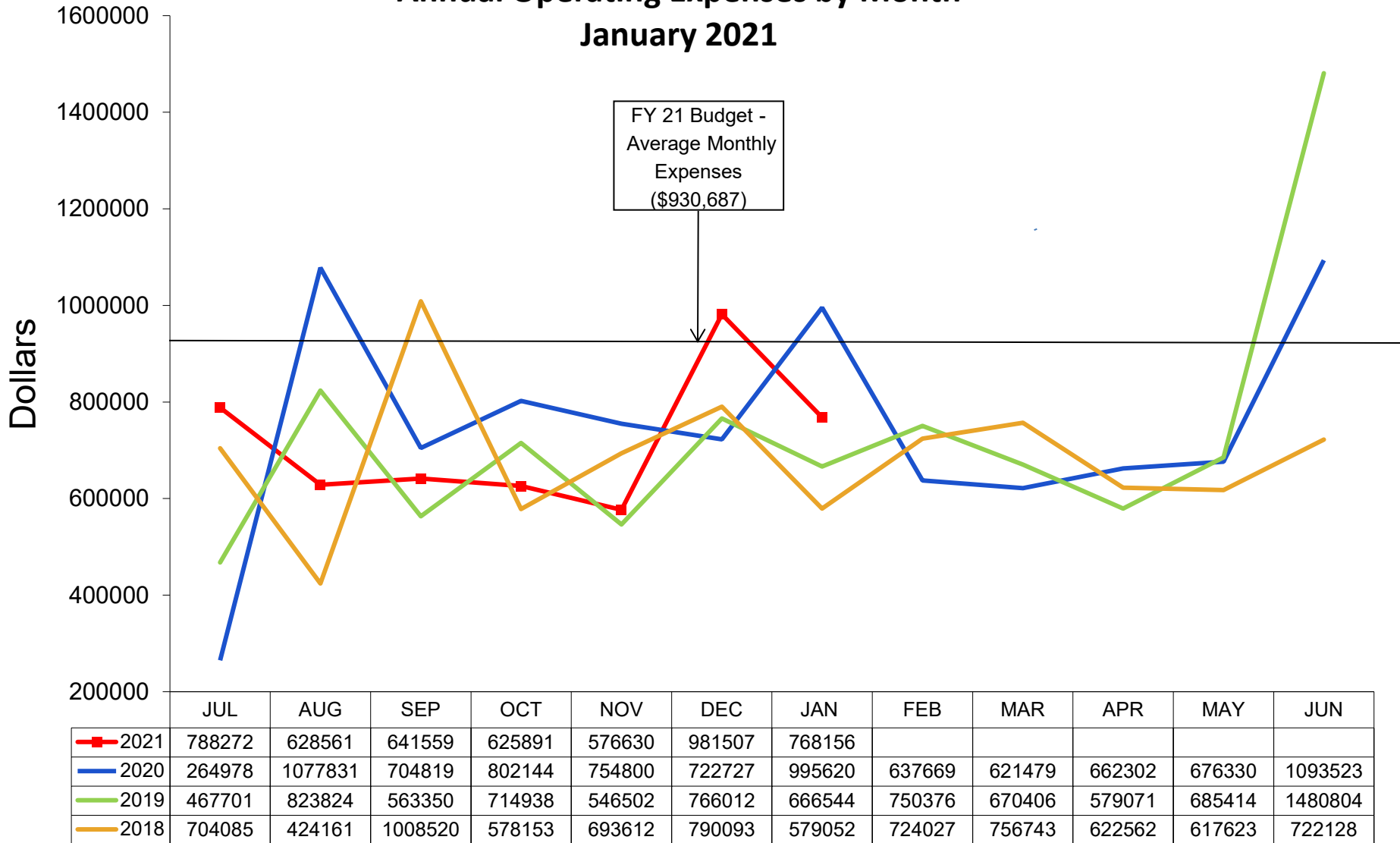
Classification	MTD Actual Amount	YTD Actual Amount	YTD Budget Amount	YTD Variance	Annual Budget Amount	Budget Less YTD Actual
Personnel services	512,596.08	3,316,473.76	4,009,537.00	(693,063.24)	6,873,492.00	3,557,018.24
Professional services	26,438.33	196,147.26	253,312.50	(57,165.24)	434,250.00	238,102.74
Other contractual services	67,906.97	413,213.98	750,502.08	(337,288.10)	1,286,575.00	873,361.02
Travel and training	457.27	7,838.00	69,720.00	(61,882.00)	119,520.00	111,682.00
Communiations	5,462.23	33,770.55	33,565.00	205.55	57,540.00	23,769.45
Utility services	40,008.58	189,573.90	317,984.92	(128,411.02)	545,117.00	355,543.10
Rentals and leases	1,275.81	8,972.41	8,901.67	70.74	15,260.00	6,287.59
Insurance	.00	392,677.74	441,169.00	(48,491.26)	466,169.00	73,491.26
Advertising, printing and binding	.00	864.67	7,484.17	(6,619.50)	12,830.00	11,965.33
Promotional activities	4,296.18	36,652.88	159,118.75	(122,465.87)	272,775.00	236,122.12
Other current charges and obligations	4,938.86	23,245.77	39,725.00	(16,479.23)	68,100.00	44,854.23
Operating supplies	13,897.71	108,234.30	250,980.92	(142,746.62)	430,253.00	322,018.70
Publications, subscriptions, memberships, etc.	2,141.99	54,397.10	46,379.67	8,017.43	79,508.00	25,110.90
Repairs and maintenance	6,252.24	73,575.07	137,449.08	(63,874.01)	235,627.00	162,051.93
Small equipment	11,355.94	73,854.25	55,416.67	18,437.58	95,000.00	21,145.75
Contingency	.00	.00	58,333.33	(58,333.33)	100,000.00	100,000.00
Emergency repairs	.00	9,956.79	29,166.67	(19,209.88)	50,000.00	40,043.21
Business development	71,128.00	71,128.00	175,000.00	(103,872.00)	300,000.00	228,872.00
<i>Operating expenses Totals</i>	<i>\$768,156.19</i>	<i>\$5,010,576.43</i>	<i>\$6,843,746.42</i>	<i>(\$1,833,169.99)</i>	<i>\$11,442,016.00</i>	<i>\$6,431,439.57</i>
<i>Depreciation</i>						
Depreciation	439,431.00	3,076,017.00	.00	3,076,017.00	.00	(3,076,017.00)
<i>Depreciation Totals</i>	<i>\$439,431.00</i>	<i>\$3,076,017.00</i>	<i>\$0.00</i>	<i>\$3,076,017.00</i>	<i>\$0.00</i>	<i>(\$3,076,017.00)</i>
Grand Totals						
REVENUE TOTALS	3,364,460.55	30,297,968.94	8,724,714.25	21,573,254.69	14,956,653.00	(15,341,315.94)
EXPENSE TOTALS	1,207,587.19	8,086,593.43	6,843,746.42	1,242,847.01	11,442,016.00	3,355,422.57
Grand Total Net Gain (Loss)	\$2,156,873.36	\$22,211,375.51	\$1,880,967.83	\$20,330,407.68	\$3,514,637.00	\$18,696,738.51

ASHEVILLE REGIONAL AIRPORT Annual Operating Revenue by Month January 2021



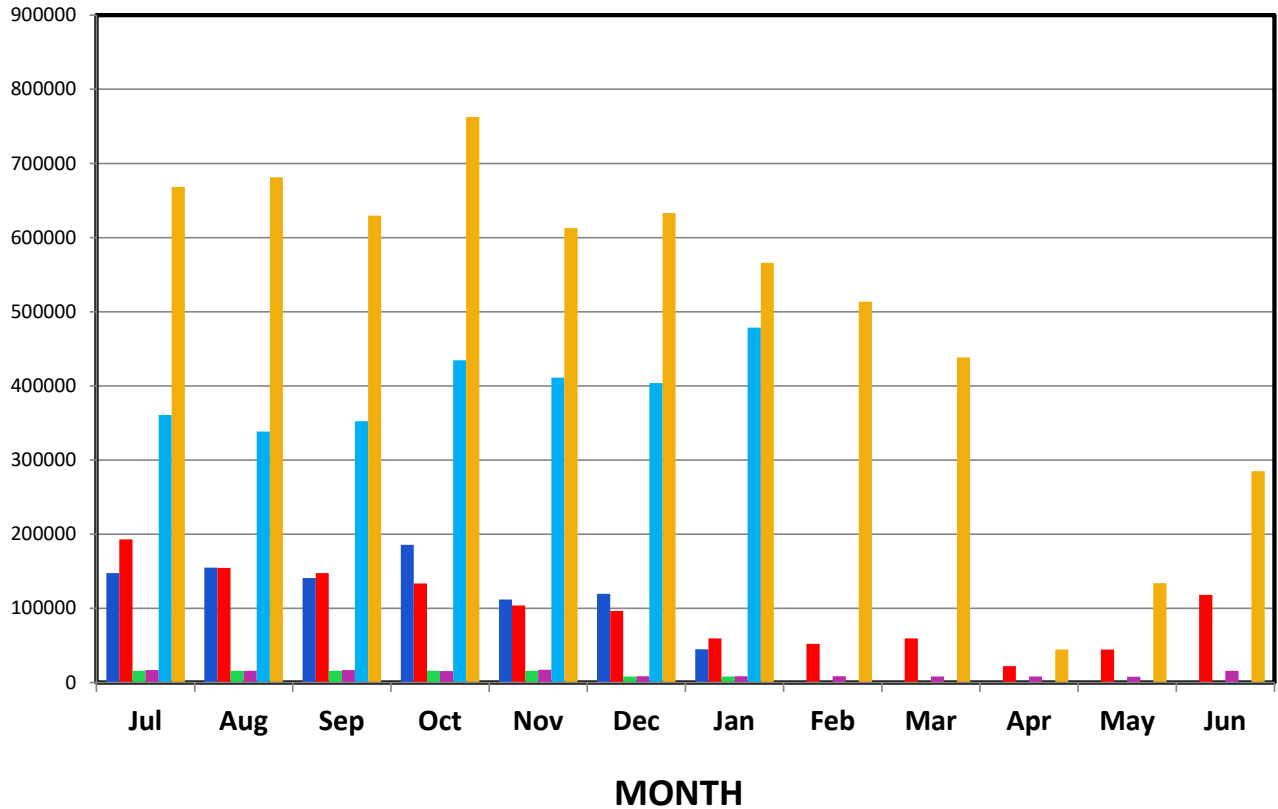
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2021	611290	767485	743365	926512	834587	763375	735131					
2020	1693639	1465826	1482983	1688471	1382894	1461166	1414955	1253245	1006396	305847	409453	622404
2019	1157880	1319448	997702	1193707	1171956	1114742	1144401	1081933	1352795	1348310	1369108	1388974
2018	984749	1011431	1052878	1062064	984291	914297	909078	969671	1103476	1089449	1155693	1176670

ASHEVILLE REGIONAL AIRPORT Annual Operating Expenses by Month January 2021



**ASHEVILLE REGIONAL AIRPORT
FUEL SALES - GALLONS
January 2021**

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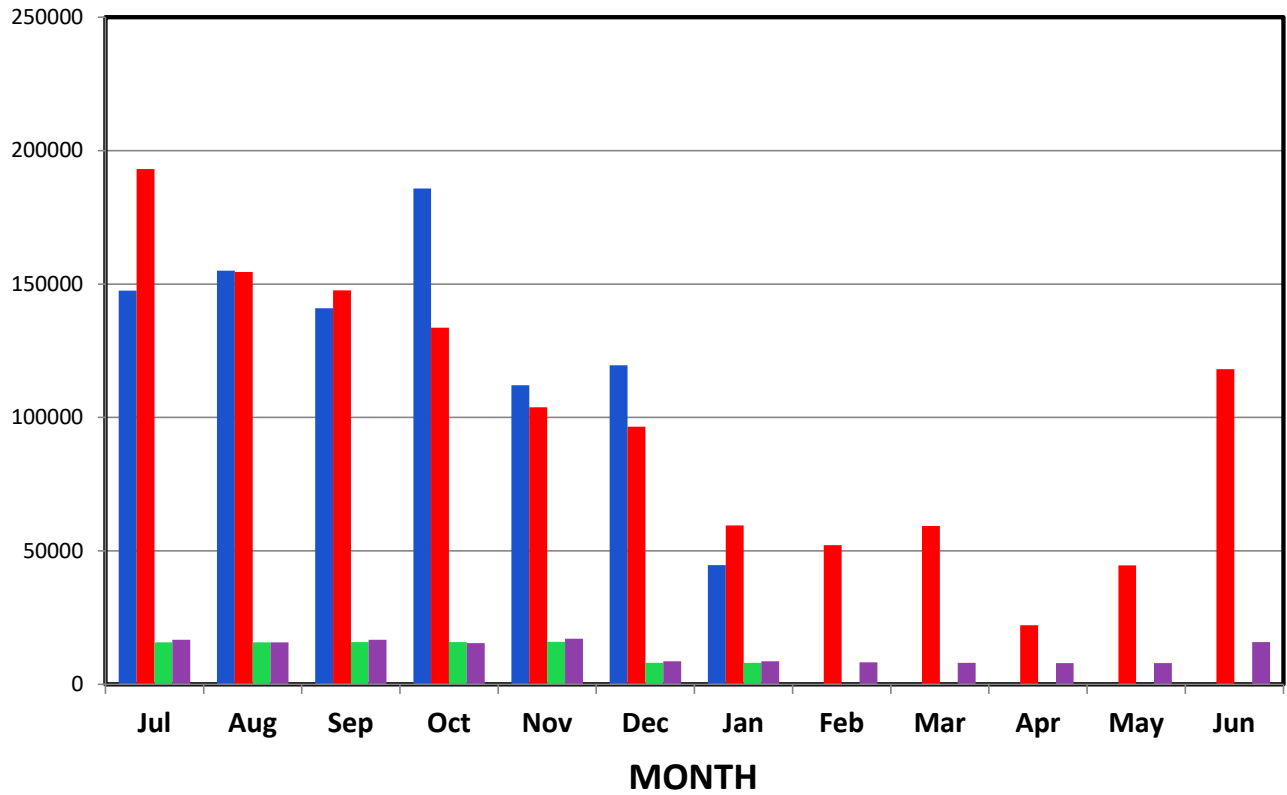


- Jet A - FY21
- Jet A - FY20
- 100LL - FY21
- 100LL - FY20
- Airline - FY21
- Airline - FY20

Jet A - 112,040 Gallons
100LL - 15,909 Gallons
Airline - 411,308 Gallons

**ASHEVILLE REGIONAL AIRPORT
GENERAL AVIATION FUEL SALES - GALLONS
January 2021**

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Jet A - 112,040 Gallons
100LL - 15,909 Gallons

Design Phase														
Project Number	Project Name	Project Description	Professional Services Consultant	Professional Services Contract	General Contractor	Original Construction Contract	Change Orders (thru 03/01/2021)	Percent of Original Contract	Board Approved Project Cost	Percent Complete	Expensed to Date (thru 03/01/2021)	Start Date	End Date	Current Project Status (as of 03/01/2021)
1	Airfield Re-Development Project	Budget for the complete project				\$64,100,000.00	\$50,900,000.00		\$115,000,000.00	65.3%	\$75,145,258			All Engineer contracts, completed construction contracts and expenses will be inclusive of budget.
1A	Airfield Re-Development Project	Phase III and IV - Design Services and Project Management. Vol 2	RS&H	\$1,460,329.00	N/A	N/A	\$0.00	0.00%	<i>(Overall total included in above number)</i>	96.0%	\$1,402,243	Aug-19	May-21	Phase IV Project Management continues.
1B	Airfield Re-Development Project	Phase III and IV - Design Services and Project Management. Vol 3	RS&H	\$1,487,205.00	N/A	N/A	\$0.00	0.00%	<i>(Overall total included in above number)</i>	68%	\$1,015,529	Aug-19	May-21	Phase IV Project Management continues.
1C	Airfield Re-Development Project	New Runway Design Vol3	AVCON	\$99,271.00	N/A	N/A	\$0.00	0.00%	<i>(Overall total included in above number)</i>	65.0%	\$64,526	Aug-19	May-21	Phase IV Project Management continues.
1D	Airfield Re-Development Project	Miscellaneous and Administrative Expenses			N/A	N/A	\$0.00	0.0%	<i>(Overall total included in above number)</i>	0.0%	\$4,042,174	Jan-13	May-21	Miscellaneous Administrative Expenses, Reimbursable Agreement and Land Acquisition
2	Apron Expansion South	Terminal apron to be expanded and added for aircraft use.	Parrish and Partners	\$821,196.00	N/A	N/A	\$575,702.00	19.3%	\$1,396,898.00	81.8%	\$1,143,128	Nov-18	Jun-21	Project Management in process.
3	Terminal Building Renovations	Phase 2 - Terminal Building Modernization Design	Gresham Smith	\$12,608,794.00	N/A	N/A	\$0.00	0.0%	\$12,608,794.00	27.3%	\$3,440,183	Nov-19	Dec-21	Schematic Design for Terminal Building continues with CMR engagement.
4	Terminal Building Renovations	Pre-Construction CMR	Hensel Phelps	\$1,088,270.00	N/A	N/A	\$0.00	0.0%	\$1,088,270.00	7.2%	\$78,736	Dec-20	Dec-21	CMR Pre-Construction phase services.
Construction Phase														
Project Number	Project Name	Project Description	Professional Services Consultant	Professional Services Contract	General Contractor	Original Construction Contract	Change Orders (thru 03/01/2021)	Percent of Original Contract	Board Approved Project Cost	Percent Complete	Expensed to Date (thru 03/01/2021)	Start Date	End Date	Current Project Status (as of 03/01/2021)
1	Permanent Runway 17-35 Construction, NAVAIDS and Taxiway Conversion	Construct new runway and convert temporary runway to a taxiway	RS&H and AVCON Inc.	Amount Included in Phase 3 Design Fees	Travelers	\$22,222,792.84	\$0.00	0.0%	\$22,222,792.84	70.0%	\$15,552,179	Apr-20	May-21	NAVAIDS, basin fill and temporary runway conversion continues.
2	Apron Expansion South	Terminal apron to be expanded and added for aircraft use.	Parrish and Partners	Amount in Design Fees	Zachary Construction	\$9,087,857.00	\$320,821.88	3.53%	\$9,542,250.00	39.4%	\$3,713,490	Sep-19	Jun-21	Earthwork and drainage pipe work continues. Lower retain wall near completion.

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