



## **AGENDA**

Greater Asheville Regional Airport Authority Regular Meeting  
Friday, November 17, 2023, 8:30 a.m.  
Council Chambers at Fletcher Town Hall  
300 Old Cane Creek Road, Fletcher, NC 28732

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

- I. CALL TO ORDER
- II. WELCOME AND SWEARING IN OF NEW BOARD MEMBER: GENE BELL
- III. EMPLOYEE RECOGNITION:
  - A. Rita Yanz – 15 Years
- IV. PRESENTATIONS: None
- V. FINANCIAL REPORT ([document](#))
- VI. CONSENT ITEMS:
  - A. Approval of the Greater Asheville Regional Airport Authority October 13, 2023 Regular Meeting Minutes ([document](#))
  - B. Approval of Amended and Additional Human Resources Policies and Procedures ([document](#))
  - C. Approval of the Greater Asheville Regional Airport Authority October 13, 2023 Closed Session Minutes



VII. OLD BUSINESS: None

VIII. NEW BUSINESS: None

IX. PRESIDENT'S REPORT:

A. Change of Use of State Aviation Funds

X. INFORMATION SECTION:

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

A. September 2023 Traffic Report ([document](#))

B. September 2023 Monthly Financial Report ([document](#))

C. November 2023 Development/Project Status Report ([document](#))

D. Potential Board Items for the Next Regular Meeting:

- None identified at this time

XI. PUBLIC AND TENANTS' COMMENTS

XII. CALL FOR NEXT MEETING: December 8, 2023

XIII. 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.

XIV. AUTHORITY MEMBER REPORTS:

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



## XV. ADJOURNMENT

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

**Asheville Regional Airport  
Executive Summary  
September-23**

**AIRPORT ACTIVITY**

	Month	Variance to Prior Year	Calendar Year to Date	Variance to Prior Year
<b>Passenger Enplanements</b>	100,405	27.1%	817,545	22.3%
<b>Aircraft Operations</b>				
Commercial	2,920	12.4%	22,775	15.4%
Scheduled Flights	1,168	29.1%		
Flight Cancellations	11			
Seats	128,094	40.0%	988,400	22.0%
Load Factor	78.0%	(9.3%)	83.0%	1.2%
General Aviation	3,840	(10.8%)	34,905	(3.8%)
Military	290	(15.5%)	2,808	(27.8%)

**FINANCIAL RESULTS**

	Month	Variance to Budget	Fiscal Year to Date	Variance to Budget
<b>Operating Revenues</b>	\$ 2,446,265	19.6%	\$ 7,889,145	15.9%
<b>Operating Expenses</b>	984,187	(26.6%)	3,223,246	(26.0%)
<b>Net Operating Revenues before Depreciation</b>	<u>\$ 1,462,078</u>		<u>\$ 4,665,899</u>	
<b>Net Non-Operating Revenues</b>	<u>\$ 686,463</u>		<u>\$ 2,321,645</u>	
<b>Grants:</b>				
FAA AIP Grants	\$ 4,332,834		\$ 6,774,141	
NC Dept of Transportation Grants	-		-	
Total	<u>\$ 4,332,834</u>		<u>\$ 6,774,141</u>	

**CASH**

Restricted - PFC Revenue Account	\$ 16,805,393
Restricted - BNY Mellon (Debt Service Series 2016)	\$ 425,813
Restricted - Bond Series 2022A	\$ 193,899,703
Restricted - Bond Series 2023	\$ 171,335,426
Designated for O&M Reserve	8,250,808
Designated for Emergency Repair	650,000
Unrestricted, Undesignated	19,385,908
<b>Total</b>	<u>\$ 410,753,051</u>

**RECEIVABLES PAST DUE**

	Total	1-30 Days	31-60 Days	Over 60 Days
Advertising Customers	7,925	1,850	1,350	4,725
Allegiant	953	700	253	-
American	1,050	1,050	-	-
Delta	5,209	-	4,439	770
FAA	450	240	70	140
Jet Blue	23,802	-	23,802	-
Paradies	5,513	-	-	5,513
Signature	450	450	-	-
TSA	1,860	70	-	1,790
Miscellaneous	2,705	860	-	1,845
<b>Total</b>	<u>\$ 49,917</u>	<u>\$ 5,220</u>	<u>\$ 29,914</u>	<u>\$ 14,783</u>
% of Total Receivables	4.29%			

Note: Excludes balances paid subsequent to month-end.

**REVENUE BONDS PAYABLE**

	Original Amount	Current Balance
Parking Garage Revenue Bond, Series 2016A	\$ 15,750,000	\$ 12,270,000
Parking Garage Taxable Revenue Bond, Series 2016B	5,250,000	-
Terminal Revenue Bond, Series 2022A	185,000,000	185,000,000
Terminal Revenue Bond, Series 2023	175,000,000	175,000,000
	<u>\$ 381,000,000</u>	<u>\$ 372,270,000</u>

**CAPITAL EXPENDITURES**

Annual Budget	\$ 394,922,027
Year-to-Date Spending	\$ 16,454,810

**REGULAR MEETING  
GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
October 13, 2023**

The Greater Asheville Regional Airport Authority ("Authority") met on Friday, October 13, 2023 at 8:30 a.m. in Council Chambers at the Fletcher Town Hall, 300 Old Cane Creek Road, Fletcher, NC 28732.

**MEMBERS PRESENT:** Brad Galbraith, Chair; Britt Lovin, Vice-Chair; Susan Russo Klein; Nathan Kennedy; and Laura B. Leatherwood

**MEMBERS ABSENT:** Carl H. Ricker, Jr.

**STAFF AND LEGAL COUNSEL PRESENT:** Cindy Rice, Authority Legal Counsel; Lew Bleiweis, President & CEO ("president"); Michael Reisman, Chief Operating Officer; Tina Kinsey, VP - Marketing, Public Relations and Air Service Development; Janet Burnette, Chief Financial Officer; Shane Stockman, VP – Information Technology; John Coon, VP - Operations and Maintenance; Christina Madsen, VP – Business Development and Properties; Jared Merrill, VP – Planning; Samuel Sales, Chief of Public Safety; Angela Wagner, VP - Administration and Human Resources; Kelly Smith, Public Safety Captain; Michael Merideth, Systems Administrator; and Ellen Heywood, Clerk to the Board

**ALSO PRESENT:** Zeke Cooper, Dreamcatcher Hotels; Paul Puckli, CHA Consulting; Larry Kalousek, CHA Consulting; Amanda Sheridan, McFarland Johnson; Chad Nixon, McFarland Johnson; John Mafera, McFarland Johnson; Brandi Fesperman, Martin Starnes & Associates CPAs

**CALL TO ORDER:** The Chair called the meeting to order at 8:30 a.m. The Chair thanked the Town of Fletcher for the use of the Council Chambers for the Authority Board meetings.

**EMPLOYEE RECOGNITION:** The president recognized Captain Kelly Smith with a framed certificate for her Advanced Law Enforcement Certificate. The Board congratulated Captain Smith for this significant achievement.

**PRESENTATIONS:**

**A. Golf Course Hotel Design Update:** Zeke Cooper of Dreamcatcher Hotels presented updated renderings of the hotel planned for the area adjacent to the

Broadmoor Golf Course. Mr. Cooper informed the Board that he has been in negotiations with two major hotel brands to bring one of the brands to Asheville. Mr. Cooper reviewed the minor changes that have been made to the design of the building since his last presentation to the Board. Both of the major hotel brands approved of the changes to the façade of the building and a decision should be made within the next few weeks of which brand Dreamcatcher will partner with for the hotel. A brief discussion took place concerning the materials being used for the outside of the hotel. The Board thanked Mr. Cooper for his presentation.

**B. Master Plan Development:** The president introduced Paul Puckli and Larry Kalousek with CHA who have been working on the airport master plan for the last couple of years. Mr. Puckli reviewed forecast information including the Planning Activity Levels (PALs) used to guide the airport's development. Concepts for future terminal development were offered by Mr. Kalousek who advised the Board that parking and the terminal building front curb were two high level drivers in the development, with parking requiring immediate attention. Mr. Puckli spoke about possible improvements to the airport exit and Rental Car Drive, and briefly identified areas for aeronautical development. Options for relocation and/or expansion of the maintenance and ARFF facilities were also explored. The Board thanked Mr. Puckli and Mr. Kalousek for their presentation.

**FINANCIAL REPORT:** The president delivered a review of enplanements, aircraft operations, and general aviation activity for the month of August. Janet Burnette reported on the financial activity for the month of August.

**CONSENT ITEMS:** The Chair stated that Consent Item B, Approval of the Greater Asheville Regional Airport Authority September 8, 2023 Closed Session Minutes, would be pulled for review in Closed Session.

**A. Approval of the Greater Asheville Regional Airport Authority September 8, 2023 Regular Meeting Minutes:** Dr. Leatherwood moved to approve the Greater Asheville Regional Airport Authority September 8, 2023 Regular Meeting Minutes. Ms. Russo Klein seconded the motion and it carried unanimously.

**OLD BUSINESS:** The president reminded the Board that at the September Board meeting, preliminary approval was given for the Authority's amended Ordinance No. 202301 adopting the Rules and Regulations of the Asheville Regional Airport. Since that time, good dialogue between staff and the airlines has occurred. Staff has decided to

postpone bringing this item back to the Board for adoption but may bring the ordinance back to the Board in November.

**NEW BUSINESS:**

**A. Presentation of Annual Audited Financial Report for Fiscal Year 2022/2023:** Janet Burnette advised the Board that the annual audit for the fiscal year ended June 30, 2023 was performed by Martin Starnes & Associates, CPAs. The audited financial statements have been reviewed by the Local Government Commission. Mrs. Burnette introduced Brandi Fesperman with Martin Starnes who presented the audit highlights to the Board. Ms. Fesperman advised the Board that an unmodified, or clean, opinion was issued. Ms. Fesperman reviewed the Authority's net position, revenues, and expenses, and provided a brief examination of the ratio of assets and liabilities.

Ms. Russo Klein moved to accept the 2022/2023 Audit Report as presented. Mr. Kennedy seconded the motion and it carried unanimously.

**B. Approval of the Greater Asheville Regional Airport Authority Board Schedule for 2024:** The president stated that the proposed schedule for 2024 Board meetings was included in the agenda package for the Board's review and called attention to two meetings that had been moved from the normal meeting schedule.

Ms. Russo Klein moved to approve the Greater Asheville Regional Airport Authority Board 2024 Schedule as presented by staff. Dr. Leatherwood seconded the motion and it carried unanimously.

**C. Adoption of the Asheville Regional Airport Five-Year Capital Improvement Plan (CIP) for FY2025-2029:** Jared Merrill called attention to the copy of the Five-Year Capital Improvement Plan (CIP) that was available at the Board Members' seats. Mr. Merrill remarked that the CIP allows the FAA to update available funding requirements and includes the continuation of existing programs such as the terminal building modernization project, air traffic control tower project and new projects such as a new parking garage, various pavement rehabilitation programs and ARFF equipment replacement. Mr. Merrill reminded the Board that the CIP is a planning tool for the FAA and the NCDOT Division of Aviation and does not approve any contracts.

Mr. Lovin moved to adopt the Asheville Regional Airport Five-Year Capital Improvement Plan. Ms. Russo Klein seconded the motion and it carried unanimously.

**D. Approval of Construction Contract Change Order No. 1 for the Air Traffic Control Tower and Associated Facilities Project:** Jared Merrill reported that in November of 2022 the Board approved the construction contract with J. Kokolakis

Contracting, Inc. for the Air Traffic Control Tower and Associated Facilities project. Since that time, there have been a significant number of additional changes to the Issued for Construction drawings that were not included in the drawings used to bid the project by the architect. Mr. Merrill stated that many of these additions resulted in added scope to the project but were not included in the contractor's bid price. The cost for the contractor's changes totals \$855,650.42. A budget amendment was not required as the additional cost fell within the construction allowance that was approved with the contract.

Mr. Merrill requested conditional approval of the change order until staff had time to track down some items over the next few days.

The Chair questioned the conditional approval and the president affirmed that additional negotiations were needed and that the Board's approval was requested based on those negotiations.

Dr. Leatherwood moved to conditionally approve Change Order No. 1 with Kokolakis Contracting, Inc. in the amount of \$855,650.42 and authorize the President & CEO to execute the necessary documents once the final review is complete to his satisfaction. Ms. Russo Klein seconded the motion and it carried unanimously.

**PRESIDENT'S REPORT:** The president stated that he had a few additional items to address that were not included on the agenda.

**A. South Parking Lot Change Order:** The president reported on additions and deductions for the South Parking Lot project that resulted in a net change order of \$69,583.00. The amount was within the project's allowances and contingency as well as the president's spending authority. The parking lot is on schedule to open for public parking in November.

**B. Strategic Plan Vision Statement:** The president presented two vision statements proposed by staff after which the Board Members expressed their preferences. The president thanked the Board for their feedback and commented that staff would work to finalize the strategic plan.

**C. Industry Metrics:** Industry-wide metrics on air travel demands, passenger traffic, US airport expenses, cost per enplanement, seating capacity and domestic airfares were shared with the Board for their information.

**D. Industry Conference Travel:** A schedule of industry conferences was available at the Board Members' seats. The president requested the Board Members review the information at their leisure and express any interest in attending a particular conference at a Board meeting within the next couple of months.



**E. AVL Forward Mascot:** A contest to choose the name for the airport's new AVL Forward mascot was recently held and the name Skye was chosen. A brief video of the mascot at work around the airport was shown for the Board.

**INFORMATION SECTION:** No comments

**PUBLIC AND TENANTS COMMENTS:** None

**CALL FOR NEXT MEETING:** The Chair stated that the next regular meeting of the Board will be held on November 17, 2023 at Council Chambers, Fletcher Town Hall.

**AUTHORITY MEMBER REPORTS:** None

**CLOSED SESSION:** At 10:16 a.m. Mr. Lovin 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 an Agreement on a Tentative List of Economic Development Incentives that may be Offered by the Authority in Negotiations. Mr. Kennedy seconded the motion and it carried unanimously.

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

Open Session resumed at 11:57 a.m.

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY OCTOBER 13, 2023**

**CLOSED SESSION MINUTES:** Mr. Lovin 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. Ms. Russo Klein seconded the motion and it carried unanimously.

**APPROVAL OF THE GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**

**SEPTEMBER 8, 2023 CLOSED SESSION MINUTES:** Mr. Lovin moved to approve the minutes for the Greater Asheville Regional Airport Authority September 8, 2023 Closed Session Parts A and B and to seal and withhold the minutes for the September 8, 2023 Closed Session Parts A and B from public inspection so long as public inspection would frustrate the purpose or purposes thereof. Dr. Leatherwood seconded the motion and it carried unanimously.

**ADJOURNMENT:** Ms. Russo Klein moved to adjourn the meeting at 11:59 a.m. Mr. Kennedy seconded the motion and it carried unanimously.

Respectfully submitted,

Ellen Heywood  
Clerk to the Board

Approved:

Brad Galbraith  
Chair



## **MEMORANDUM**

TO: Members of the Airport Authority

FROM: Angela Wagner, Vice President of Administration and Human Resources

DATE: November 17, 2023

### **ITEM DESCRIPTION – Consent Item B**

Approval of Amended and Additional Human Resources Policies and Procedures

### **BACKGROUND**

The current Human Resources Policies and Procedures are being amended to clarify and/or update various policies. An additional policy is being added for the Employee Assistance Program.

### **ISSUES**

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

### **ALTERNATIVES**

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

### **FISCAL IMPACT**

There is no direct fiscal impact to the Authority.

### **RECOMMENDED ACTION**

It is respectfully requested that the Airport Authority Board resolve to (1) approve the attached amended Policies; and (2) authorize the President and CEO to implement the necessary documents.

Attachments

## Family Medical Leave Act (FMLA)

**OBJECTIVE** To establish a policy and procedure for leave under the Family and Medical Leave Act (FMLA) of 1993, and any amendments thereto.

### METHOD OF OPERATION

**General** This policy provides eligible employees unpaid, job-protected leave for certain qualifying events.

**Definitions** For the purposes of this policy, family members are defined as:

- **Spouse.** A husband or wife as defined or recognized under State law for purposes of marriage.
- **Parent.** A biological parent or an individual who stands or stood in loco parentis to an employee when the employee was a child.
- **Child.** A biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and “incapable of self-care because of mental or physical disability.”
- **Next of Kin.** Nearest blood relative of the covered service member.
- **COBRA.** Consolidated Omnibus Budget Reconciliation Act of 1985. This law enables terminated employees to elect to continue their health benefit by paying the full cost of premiums.
- **Computation Period.** A “rolling forward” computation period will be used.
- **Serious Health Condition.** An illness, injury or impairment, or physical or mental condition that involves any period of incapacity (that is, inability to work or perform regular daily activities): (1) requiring an absence of more than three full, consecutive calendar days from work that also involves continuing treatment (that is, two or more times) by a health care provider within the first thirty (30) days of incapacity or one visit that results in a regimen of continued treatment under the supervision of a healthcare provider; (2) connected with inpatient care; (3) due to pregnancy; (4) due to a chronic health condition such as asthma, diabetes or epilepsy; (5) that is long-term or permanent due to a condition for which treatment may not be effective (e.g. cancer, AIDS); or (6) requiring multiple absences to receive multiple treatments (and to recover) for a condition that would likely result in incapacity for more than three (3) consecutive days if

[left untreated \(e.g. physical therapy, chemotherapy, dialysis\). FMLA leave is not available for colds, stomach viruses, the flu or other similar conditions unless they require inpatient care or continuing treatment by a health care professional.](#)

**Eligibility Requirements** Employee must be employed by the Authority for at least 12 months and the employee has to have worked at least 1,250 hours during the 12 months immediately preceding the commencement of leave.

**Annual FMLA Leave Entitlement** An eligible employee is entitled to [up to twelve \(-12\)](#) weeks of unpaid leave under FMLA for a qualifying reason. The Authority will measure the 12-month period as a rolling forward 12-month period beginning the first day an employee uses any FMLA leave under this policy. The leave may be taken to care for:

- The employee's newborn child or child placed with the employee for adoption or foster (leave must be taken during the first [twelve \(12\)](#) months of the child's birth or adoption).
- The employee's spouse, child or parent with a serious health condition.
- An employee's own serious health condition, [where the condition makes the employee unable to perform his or her job.-](#)

**Annual Military Caregiver Leave Entitlement** Under FMLA, eligible employees who are the spouse, child, parent or next of kin (nearest blood relative) of a covered service member of the U.S. armed forces (including the National Guard and Reserves) are entitled to ~~a total of~~ up to ~~twenty-six~~<sup>26</sup> workweeks of unpaid leave during a twelve (12) month period to care for a service member who is receiving medical treatment, is recuperating or is undergoing therapy for a serious injury or illness suffered while on active duty, that has rendered the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

**Qualifying Exigency Leave** Under FMLA, eligible employees are entitled to up to twelve (12) weeks of unpaid leave for a "qualifying exigency" that arises when a spouse, parent or child is on or has been called to active duty in support of a contingency operation. Qualifying exigencies may include absences:

- Due to short-notice deployments (seven or fewer days' notice);
- To attend certain military events such as family support or assistance programs, or official military ceremonies;
- To arrange for alternative childcare, provide childcare on an emergency, but not on a regular basis, or to attend meetings at a school or daycare concerning the servicemember's child;
- To address certain financial and legal arrangements;
- To attend counseling sessions from the call-up to active duty;

- To spend time with service member who is on short-term rest and recuperation leave during a period of deployment (limited to five days for each instance); and
- To attend post-deployment activities, such as arrival ceremonies and reintegration briefings, within 90 days of the end of the deployment.

## PROCEDURE

**Employee Notice** When the leave is foreseeable, the employee must submit written notice at least [thirty \(30\)](#) calendar days prior to the requested leave to the VP - Administration & HR or designee. When leave is unforeseeable, the employee must give notice as soon as practicable (within one or two working days of learning of the need for leave, except in extraordinary circumstances). Requests for qualifying exigency leave should be submitted using the same procedures as a request for other leave under FMLA but should be submitted as soon as practically possible.

**Certification Requirements** For regular FMLA leave an employee is required to certify that the medical leave of absence is for a serious health condition for the employee or a family member. A written certification by a Physician or Practitioner must be provided. This information should be submitted at the time the leave is requested or within 15 calendar days. Failure to provide necessary certification may result in denial of the [FMLA](#) leave requested.

For military caregiver leave under FMLA, an employee is required to provide certification of the serious health condition and need for Military Caregiver Leave, setting forth, at a minimum: a statement of medical facts regarding the servicemember's health condition; information sufficient to establish that the servicemember is in need of care; a description of the care to be provided to the servicemember and an estimate of the leave needed to provide the care; and the relationship of the employee to the servicemember. This information should be submitted at the time the leave is requested or within 15 calendar days Failure to provide necessary certification may result in denial of the leave requested.

For qualifying exigency leave, an employee is required to provide a copy of the service member's active-duty orders or other documentation supporting that the service member has been called to active duty in support of a contingency operation and the related dates of such duty. An employee will also be required to provide certification setting forth, at a minimum: the facts supporting the need for the leave; the approximate start date for the qualifying exigency; and the start and end dates for the leave. This information should be submitted at the time the leave is requested or within 15 calendar days. Failure to provide necessary certification may result in denial of the leave requested.

**Use of Leave Time** An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid vacation, ~~sick time~~, and/or other accrued paid leave concurrently prior to being eligible for unpaid leave with FMLA leave.

An employee who is taking FMLA leave because of the employee's own serious health condition must use all paid sick leave may run concurrently with FMLA leave, if the reason for the FMLA leave is covered by the established sick leave policy. if the reason for the FMLA leave is covered by the established sick leave policy. For birth, adoption or foster care, the employee may substitute available paid leave, excluding sick, for the unpaid FMLA. When the paid leave is exhausted, the remainder of the 12 weeks of leave, if any, will be unpaid FMLA. For serious illnesses, the employee may substitute all available sick leave prior to using other types of paid available leave during the FMLA period.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. An employee who is out on short-term disability or workers compensation leave, and whose injury or illness is a serious health condition, must use their FMLA concurrently with the short-term disability or workers compensation leave. For example, when an employee takes six weeks of pregnancy disability leave, the six weeks will be designated as FMLA leave and counted toward the employee's 12-week entitlement. The employee will then be required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement. If an employee is receiving salary-replacement benefits (e.g. disability or workers compensation benefits) the employee may, upon agreement with the Authority, use their accrued vacation, sick leave or other paid leave concurrently with the FMLA leave.

An employee who is taking leave for the adoption or foster care of a child must use all paid vacation and/or other accrued paid leave (excluding sick time) prior to being eligible for unpaid leave concurrently with FMLA leave.

Military caregiver leave may be taken only once and does not again become available with the start of a new FMLA year.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and/or other accrued paid leave (excluding sick time) prior to being eligible for unpaid leave concurrently with FMLA leave. An employee using FMLA military caregiver leave must also use all paid vacation, sick time, and/or other accrued paid leave (as long as the reason for the absence is covered by the company's sick leave policy) and/or other accrued paid leave prior to being eligible for unpaid leave concurrently with FMLA leave. An employee may not take more than a combined total of twenty-six (26) work weeks of leave in any twelve (12) month period in which he or she chooses to use Military Caregiver Leave and other leave under FMLA.

Qualifying exigency leave, like leave for a serious health condition, is a FMLA-qualifying reason for which an eligible employee may use his or her entitlement for up to 12 weeks of FMLA leave each year. An eligible employee may take all 12 weeks of his or her FMLA leave entitlement as Qualifying Exigency Leave or the Employee

may take a combination of 12 weeks of leave for both Qualifying Exigency Leave and regular FMLA Leave for a serious health condition.

Under some circumstances, employees may take FMLA leave intermittently, which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule. [Intermittent leave is leave taken in separate blocks of time for a single qualifying reason.](#) FMLA leave may be taken intermittently whenever medically necessary with the Authority's consent. When intermittent leave is needed, the employee must try to schedule leave so as not to unduly disrupt the Authority's operations.

**Period of Leave, Use of Short Term Disability**

~~When an employee is eligible for benefits under both Short Term Disability (STD) and for leave under FMLA, STD and FMLA will run concurrently.~~

~~If an employee uses Short Term Disability (STD) for a serious illness or for the birth of a child, the annual entitlement is the difference between STD leave and the 12 weeks FMLA leave. (i.e., if the STD paid leave is for 6 weeks and the employee elects additional unpaid leave, the employee would be entitled to 6 weeks under FMLA.)~~

**Period of Leave, Married Couples**

If a husband and wife are both employed by the Authority, they are permitted to take only a combined total of 12 weeks of leave during the year for:

- Birth of a son or daughter or to care for the child after birth;
- For placement of a son or daughter for adoption or foster care, or to care for the child after placement.

When a husband and wife both use a portion of the totaled allowed 12 -weeks entitled for any of the reasons stated previously, the husband and/or wife may use any remaining time under the FMLA for serious illness of a spouse, child, parent or their own serious illness.

**Benefits During FMLA Leave**

During FMLA leave, group health benefits will continue at the same level and under the same conditions that will exist for covered employees actively working. The employee will be required to make the necessary premium payments for any required employee contribution. ~~Payment~~ If payment is not received from the employee within 30 days of the date due, ~~dependent~~ insurance coverage will be terminated. Once terminated, the employee may elect to reinstate his or her ~~dependent~~ insurance coverage under COBRA. COBRA provisions require the employee to pay the entire cost for coverage.

While on FMLA leave, an employee is not entitled to accrue any additional leave time. Accrued credited service/seniority will continue as long as the employee is being paid with his/her available leave time. Once the paid leave time has been exhausted, credited service/seniority will be continued for a period of 30 calendar days. After the 30 days have expired, the employee will no longer accrue credited service/seniority. When the employee returns to work, the hire date will be adjusted to reflect the time taken in excess of the 30 days.



Employees must turn in any Authority owned equipment and their badge while out on any type of long-term leave time. When employee returns to work it will be returned.

**Return from FMLA Leave** Upon return from FMLA leave, an employee must be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. Before the employee returns to work from FMLA leave for the employee's own serious health condition, the employee will be required to submit to the VP - Administration & HR, certification from the employee's health care provider stating that the employee is able to return to work.

**Questions** Employees with questions about what is covered under this FMLA policy or any other questions concerning FMLA leave are encouraged to consult with the VP - Administration & HR or designee.

**APPROVAL AND UPDATE HISTORY:**

**Approval** July 1, 2022

**Supersedes** October 10, 2014, Effective November 1, 2014, March 13, 2009, April 19, 2004

## Remote Work Policy

**OBJECTIVE** There may be occasions in which The Greater Asheville Regional Airport Authority allows an employee the ability to work remotely when it would benefit both the airport and the employee.

### METHOD OF OPERATION

**Definition** Remote work refers to the practice of working at a site other than the airport, such as at an employee's home or in a satellite location for all or part of the employee's ~~workday-workweek~~.

**Policy** ~~Remote work is intended to be short term, such as working from home for a specific project.~~ Remote work can be informal, such as working from home for a short-term project or a formal, set schedule of working away from the office. Either an employee or a supervisor can suggest remote work as a possible work arrangement.

Remote work arrangements ~~may~~**must** be approved in advance. These arrangements are approved by the supervisor on an as-needed basis, with no expectation of continuance. All remote work arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.

Remote work may be appropriate for some positions and duties but not for others. Remote work is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with GARAA.

The availability of remote work for employees can be discontinued at any time at the discretion of management.

- General Expectations**
- Employees working remotely are expected to be available and communicative during normal or scheduled work hours.
  - Employees working in a remote environment are expected to have similar productivity levels when working away from the office as they do when onsite, or as their onsite peers do. GARAA recognizes that productivity can fluctuate, and circumstances will arise that impact productivity levels regardless of work location.
  - GARAA work rules and other policies continue to apply to offsite work locations.
  - Consumption of alcohol during work hours is never acceptable.
  - Employees should seek a quiet and distraction-free working space, to the extent possible.
  - Remote work is not a substitute for dependent care (e.g., child or elder care).

- Employees are expected to maintain their workspace in a safe manner, free from safety hazards.
- Employees are expected to take reasonable steps to safeguard customer and company information and GARAA property while working remotely. (i.e., maintaining passwords, controlling access, and any other measures appropriate for the job and the environment).

**Management Responsibility** Supervisors are responsible for monitoring the performance and productivity of their employees. If concerns are identified, the supervisor will address the issue with the employee to determine the cause of the lost productivity and to identify any areas of support needed. Supervisors will address repeat concerns utilizing the company's progressive discipline policy.

**Equipment** With information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, and other office equipment) for remote work will be identified. Any equipment that is provided must be signed for and the employee will be responsible for it.

Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the organization is to be used for business purposes only.

**Security** Consistent with the organization's expectations of information security for working at the office, employees working remotely will be expected to ensure the protection of proprietary company information accessible from their remote workspace. Steps include locking computer when not in use and any other measures appropriate for the job and the environment.

**Work Environment** The employee will establish an appropriate work environment for conducting their work when working remotely.

**Time Worked** Employees working remotely who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the employee's supervisor. Failure to comply with this requirement may result in the immediate termination of the remote work arrangement and would be subject to disciplinary action.

**Discipline** Violation of any condition of the remote work policy is subject to disciplinary actions in accordance with the Human Resources policy 219.00.

**APPROVAL AND UPDATE HISTORY:**

**Approval** November 17, 2023

**Supersedes** June 4, 2021, effective July 1, 2021

## Employee Assistance Program (EAP)

**OBJECTIVE** The employee assistance program (EAP) is a confidential and voluntary assistance program for all employees who may be faced with challenges of financial concerns, legal issues, alcohol or drug problems, marital problems, illness of a family member, emotional worries, childcare problems, etc. For the welfare of employees as well as for effective business operations, GARAA encourages its employees to take advantage of this valuable benefit.

- Definitions**
1. Employee Assistance Program (EAP): A benefit designed to provide access to confidential, professional counseling services for assistance in identification of personal issue(s), motivation to seek help, and direction to appropriate treatment resource(s).
  2. Eligible participants: All GARAA employees are eligible to participate in the Employee Assistance Program (EAP).
  3. Personal issues: Difficulties/concerns that affect an employee. Examples include marriage/family or other personal relationships, financial or legal matters, substance abuse, alcoholism, stress, tension, and sleep or emotional difficulties.

### PROCEDURE

**Self-Referrals** Employees can refer themselves (self-referral) to the EAP. EAP counselors are available to meet with employees to assess a problem and develop a plan for resolution. The counselors may suggest a referral to an outside resource, such as a therapist, agency, physician, treatment facility or other professional that would be appropriate to assist in resolving the problem or situation.

There is no charge for employees to use the services of the EAP. The EAP counselors will make every effort to coordinate referrals for ongoing treatment with the employee's health insurance coverage as well as with his or her ability to pay.

**EAP Visits During Work Hours** In most cases an EAP visit that is urgent or cannot be scheduled outside of work hours will be treated similar to other doctor's appointments. Refer to company time off policies in section #215.

**Management Referrals** When an employee's job performance or attendance is unsatisfactory or there appears to be signs of other problems impacting work performance, the supervisor should counsel the employee in consultation with human resources with an end

toward resolving the situation. If the circumstances warrant, the employee may be referred to the EAP to assist in the resolution of the problem.

A management referral to EAP will obligate the employee to attend the initial session to obtain EAP recommendations. Refusal to attend the initial EAP session may result in disciplinary action, up to and including discharge.

It is not mandatory that a department manager make such a referral to the EAP as a pre-condition to disciplinary action, termination, or discharge.

The confidential nature of medical records of individuals with behavioral medical problems will be preserved in accordance with Federal, State and GARAA regulations.

- No personal information will be shared by the EAP Counselor with the Manager without a signed release of information document, unless there is a legal requirement to do so.
- The information to be shared between the EAP Counselor and Manager will be limited to employee:
  - Attendance at the required EAP conference(s), and
  - Cooperation with the EAP's recommendations. The exact nature of the recommendations will remain confidential.

**Employee Participation in the EAP**

Voluntary participation in the EAP does not jeopardize job security or promotional opportunities. However, it does not excuse the employee from following company policies and procedures or from meeting required standards for satisfactory job performance except where specific accommodation is required by law.

**Confidentiality**

All contact between an employee and the EAP is held strictly confidential. In cases where an employee's continued employment is contingent on calling the EAP, the EAP counselor will only verify whether the employee has contacted the EAP and, if ongoing treatment is necessary, that the employee is following through on the treatment. Information given to the EAP counselor may be released to GARAA only if requested and authorized by the employee in writing. All counselors are guided by a professional code of ethics.

**APPROVAL AND UPDATE HISTORY:**

**Approval**      **November 17, 2023**  
**Supersedes**

## Employee Performance Evaluation

**OBJECTIVE** The employee performance evaluation process provides a means for discussing, planning and reviewing the performance of each employee. The assessment shall be designed to permit the evaluation of an employee's job performance and effectiveness as objectively and fairly as possible.

Performance appraisals also influence salaries, promotions and transfers, and it is critical that supervisors are objective in conducting performance reviews and in assigning overall performance ratings.

The primary purpose of the performance evaluation is to inform the employee of his or her strengths and areas of improvement on the job, serve as a basis for discussion as to how the employee can improve his or her performance, and to establish goals for future evaluation.

The performance evaluation may also be used for but not limited to:

- Estimating and employee's potential for promotion;
- Identifying the areas of training needs;
- The determination of merit increases;
- A basis for taking disciplinary action;
- Determining orders of layoff.

### METHOD OF OPERATION

**Evaluation Period** The following are specific type of performance evaluations and when they are to be completed:

- Introductory Period—End of Introductory period.
- Extension of Introductory period.—At time of request for extension.
- Triannual—condensed review done every four months.
- Annual—One year from date of last full review. The review will be a culmination of the triennials and will be done prior to the end of each fiscal year.
- Special—Beginning and end or special introductory period or when performance substantially dropped during review period.
- Change in classification—Promotion/demotion/transfer, etc

**Evaluation Types and Schedule** At the start of each fiscal year, all employees are provided an annual performance review to assess performance in relation to job requirements and for consideration of pay adjustments.

Newly hired employees are provided with a performance review at the end of their introductory period.

Additional reviews may be utilized when performance warrants and/or at the discretion of the President & CEO or designee:

- Special Review – utilized when performance substantially changes during a review period, or at any other appropriate time at the discretion of the President & CEO or designee.
- Change in Classification Review – similar to an introductory review, but for employees who have received a promotion/demotion/transfer, etc.

Each supervisor is responsible for the timely and equitable assessment of the performance and contribution of subordinate employees.

**Use of Review**

~~Each employee's performance shall be periodically evaluated to assess performance in relation to job requirements.~~

~~After the initial introductory period, each employee will receive his or her annual performance evaluation for salary increase, in conjunction with the end of the Authority's fiscal year.~~

Employees shall not be expected to meet performance standards that have not been defined or explained as part of the requirement of their position.

Employee performance evaluations shall be used for, but not limited to, the following:

- To inform the employee of strong and weak points, as well as training needs and improvements that will be expected.
- To recognize the employee's potential for promotion.
- To determine the employee's eligibility for salary advancements.
- As a basis for taking disciplinary and/or dismissal actions against the employee.

**Procedures**

~~The employee performance evaluation program shall provide overall evaluations of five levels~~

- ~~Exceptional~~
- ~~Highly Effective~~
- ~~Effective~~
- ~~Minimally Effective~~
- ~~Not Effective~~

The supervisor most directly involved in the supervision of the employee should be the reviewer. If there is an employee between the supervisor and the employee being evaluated, efforts should be made to get input from the individual most knowledgeable of the performance of the employee being rated.

~~The performance of each employee shall be evaluated at four month intervals throughout the year. More frequent evaluations may be conducted when necessary.~~

Where an employee's supervisor changes, the employee shall have the right to request that no performance evaluation be conducted until the supervisor has actually supervised the employee for a minimum period of three (3) months. In such cases, the employee's latest annual performance evaluation shall remain in full force and effect until a new evaluation is completed.

~~Special performance evaluations may be given at any time at the discretion of the President & CEO or designee.~~

The performance evaluation shall be discussed with the employee who shall be furnished a copy of the completed forms. The employee shall sign the evaluation and the original will be forwarded to the VP - Administration & HR or designee to become a part of the employees' permanent file. The signature of the employee shall indicate **only** that the employee's performance has been discussed with the employee and does not imply that the employee agrees or disagrees with the evaluation. In the event an employee refuses to sign the evaluation, the department head shall note this on the evaluation and give the employee a copy and forward the original to VP - Administration & HR or designee to become a permanent part of the employee's personnel file.

If an employee who has attained regular status receives an evaluation of "Not Effective" in any category, the department head shall be responsible for identifying to the employee the specific improvements necessary for him or her to accomplish satisfactory performance. At the time of receiving such an evaluation, the employee's performance shall be reevaluated after 60 days. If the employee has not attained a meets expectations evaluation in all categories, he or she, at the discretion of the President & CEO, or designee at the recommendation of the department head, may be disciplined and or terminated.

**Employee Disagreement with Evaluation** If an employee disagrees with any statement in an evaluation, he or she may attach a written rebuttal of performance evaluation factors to the performance evaluation in the file. Performance evaluations are not grievable.

**APPROVAL AND UPDATE HISTORY:**

**Approval** November 17, 2023  
**Supersedes** July 1, 2022, June 4, 2021, November 1, 2021, March 13, 2009, April 19, 2004





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## MEMORANDUM

TO: Members of the Airport Authority  
FROM: Lew Bleiweis, A.A.E., President & CEO  
DATE: November 17, 2023

### **ITEM DESCRIPTION – Information Section Item A**

September, 2023 Traffic Report – Asheville Regional Airport

### **SUMMARY**

September, 2023 overall passenger traffic numbers were up 27.8% compared to the same period last year. Passenger traffic numbers reflect a 27.1% increase in passenger enplanements from September, 2022. Enplanements for Fiscal Year to Date total 333,346 which is a 22.7% increase over the same period last year.

### **AIRLINE PERFORMANCE**

Allegiant Airlines: Year over Year passenger enplanements for Allegiant in September 2023 were up by 13.7%. There were no flight cancellations for the month.

American Airlines: American's September 2023 passenger enplanements represent a 46.0% increase over the same period last year. There were 7 flight cancellations for the month.

Delta Airlines: Enplanements for Delta in September 2023 increased by 30.7%. There were 3 flight cancellations for the month.

JetBlue Airways: Passenger enplanements for JetBlue decreased by 10.2% over the same period last year. There were no flight cancellations for the month.

Sun Country: Sun Country saw a decrease in enplanements by 7.3% compared to September, 2022. There were no flight cancellations for the month.

United Airlines: In September 2023, United Airlines saw an increase in enplanements by 41.1% over the same period last year. There was 1 flight cancellation for the month.

Information Section – Item A

# Monthly Traffic Report

## Asheville Regional Airport

### September, 2023



Category	Sep 2023	Sep 2022	Percentage Change	*CYTD-2023	**CYTD-2022	Percentage Change	*MOV12-2023	**MOV12-2022	Percentage Change
<b>Passenger Traffic</b>									
Enplaned	100,405	78,972	27.1%	817,545	668,326	22.3%	1,072,035	882,807	21.4%
Deplaned	100,354	78,068	28.6%	811,118	662,046	22.5%	1,065,049	875,848	21.6%
<b>Total</b>	<b>200,759</b>	<b>157,040</b>	<b>27.8 %</b>	<b>1,628,663</b>	<b>1,330,372</b>	<b>22.4 %</b>	<b>2,137,084</b>	<b>1,758,655</b>	<b>21.5 %</b>
<b>Aircraft Operations</b>									
Airlines	2,008	1,559	28.8%	15,094	12,347	22.3%	19,665	15,771	24.7%
Commuter/AirTaxi	912	1,039	-12.2%	7,681	7,393	3.9%	10,244	10,721	-4.5%
<b>Subtotal</b>	<b>2,920</b>	<b>2,598</b>	<b>12.4 %</b>	<b>22,775</b>	<b>19,740</b>	<b>15.4 %</b>	<b>29,909</b>	<b>26,492</b>	<b>12.9 %</b>
GeneralAviation	3,840	4,303	-10.8%	34,905	36,285	-3.8%	45,637	47,157	-3.2%
Military	290	343	-15.5%	2,808	3,887	-27.8%	4,061	5,300	-23.4%
<b>Subtotal</b>	<b>4,130</b>	<b>4,646</b>	<b>-11.1 %</b>	<b>37,713</b>	<b>40,172</b>	<b>-6.1 %</b>	<b>49,698</b>	<b>52,457</b>	<b>-5.3 %</b>
<b>Total</b>	<b>7,050</b>	<b>7,244</b>	<b>-2.7 %</b>	<b>60,488</b>	<b>59,912</b>	<b>1.0 %</b>	<b>79,607</b>	<b>78,949</b>	<b>0.8 %</b>
<b>Fuel Gallons</b>									
FF-100LL	14,819	14,733	0.6%	149,311	127,696	16.9%	191,637	175,220	9.4%
FF-JETA-GA	178,093	200,344	-11.1%	1,429,112	1,417,665	0.8%	1,922,150	1,939,459	-0.9%
<b>Subtotal</b>	<b>192,912</b>	<b>215,077</b>	<b>-10.3 %</b>	<b>1,578,423</b>	<b>1,545,361</b>	<b>2.1 %</b>	<b>2,113,787</b>	<b>2,114,679</b>	<b>0.0 %</b>
FF-JETA-AL	1,028,214	863,722	19.0%	7,941,699	6,402,980	24.0%	10,307,182	8,560,196	20.4%
<b>Subtotal</b>	<b>1,028,214</b>	<b>863,722</b>	<b>19.0 %</b>	<b>7,941,699</b>	<b>6,402,980</b>	<b>24.0 %</b>	<b>10,307,182</b>	<b>8,560,196</b>	<b>20.4 %</b>
<b>Total</b>	<b>1,221,126</b>	<b>1,078,799</b>	<b>13.2 %</b>	<b>9,520,122</b>	<b>7,948,341</b>	<b>19.8 %</b>	<b>12,420,969</b>	<b>10,674,875</b>	<b>16.4 %</b>

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

\*\*Previous Year does not include charter activity.

# Airline Enplanements, Seats, and Load Factors

## Asheville Regional Airport

### September, 2023



	Sep 2023	Sep 2022	Percentage Change	*CYTD-2023	**CYTD-2022	Percentage Change
<b>Allegiant Air</b>						
Enplanements	38,409	33,797	13.7%	344,071	303,722	13.3%
Seats	48,717	39,615	23.0%	401,178	368,205	9.0%
Load Factor	79.0 %	85.0 %	-7.1%	86.0 %	82.0 %	4.9%
<b>American Airlines</b>						
Enplanements	29,442	20,168	46.0%	218,868	165,072	32.6%
Seats	39,569	23,039	71.8%	283,305	197,871	43.2%
Load Factor	74.0 %	88.0 %	-15.9%	77.0 %	83.0 %	-7.2%
<b>Delta Air Lines</b>						
Enplanements	21,694	16,601	30.7%	173,316	138,179	25.4%
Seats	26,712	18,646	43.3%	206,997	176,005	17.6%
Load Factor	81.0 %	89.0 %	-9.0%	84.0 %	79.0 %	6.3%
<b>JetBlue Airways</b>						
Enplanements	421	469	-10.2%	7,409	6,167	20.1%
Seats	600	700	-14.3%	8,450	7,300	15.8%
Load Factor	70.0 %	67.0 %	4.5%	88.0 %	84.0 %	4.8%
<b>Sun Country</b>						
Enplanements	1,459	1,573	-7.3%	13,093	13,471	-2.8%
Seats	2,046	2,046	0.0%	17,856	16,668	7.1%
Load Factor	71.0 %	77.0 %	-7.8%	73.0 %	81.0 %	-9.9%
<b>United Airlines</b>						
Enplanements	8,980	6,364	41.1%	60,788	41,715	45.7%
Seats	10,450	7,602	37.5%	70,614	47,133	49.8%
Load Factor	86.0 %	84.0 %	2.4%	86.0 %	89.0 %	-3.4%
<b>Totals</b>						
Enplanements	100,405	78,972	27.0%	817,545	668,326	22.0%
Seats	128,094	91,648	40.0%	988,400	813,182	22.0%
Load Factor	78.0 %	86.0 %	-9.3%	83.0 %	82.0 %	1.2%

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

\*\*Previous Year does not include charter activity.

# Airline Flight Completions Asheville Regional Airport September, 2023

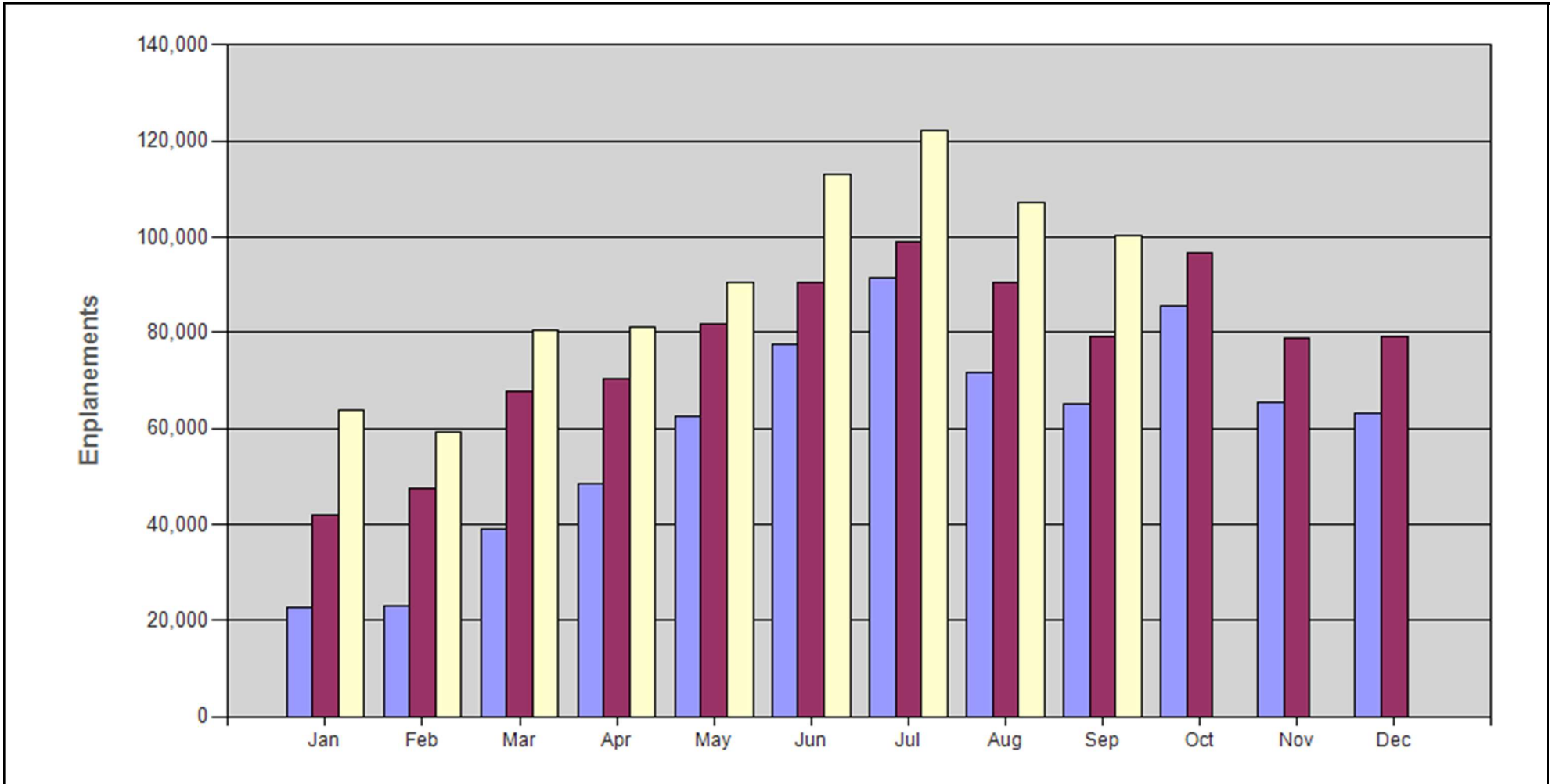


Airline	Scheduled Flights	Cancellations Due To				Total Cancellations	Percentage of Completed Flights
		Field	Mechanical	Weather	Other		
Allegiant Air	267	0	0	0	0	0	100.0%
American Airlines	476	0	0	7	0	7	98.5%
Delta Air Lines	257	0	0	3	0	3	98.8%
JetBlue Airways	5	0	0	0	0	0	100.0%
Sun Country	11	0	0	0	0	0	100.0%
United Airlines	152	0	0	1	0	1	99.3%
<b>Total</b>	1,168	0	0	11	0	11	99.1%

# Monthly Enplanements By Year

## Asheville Regional Airport

September, 2023

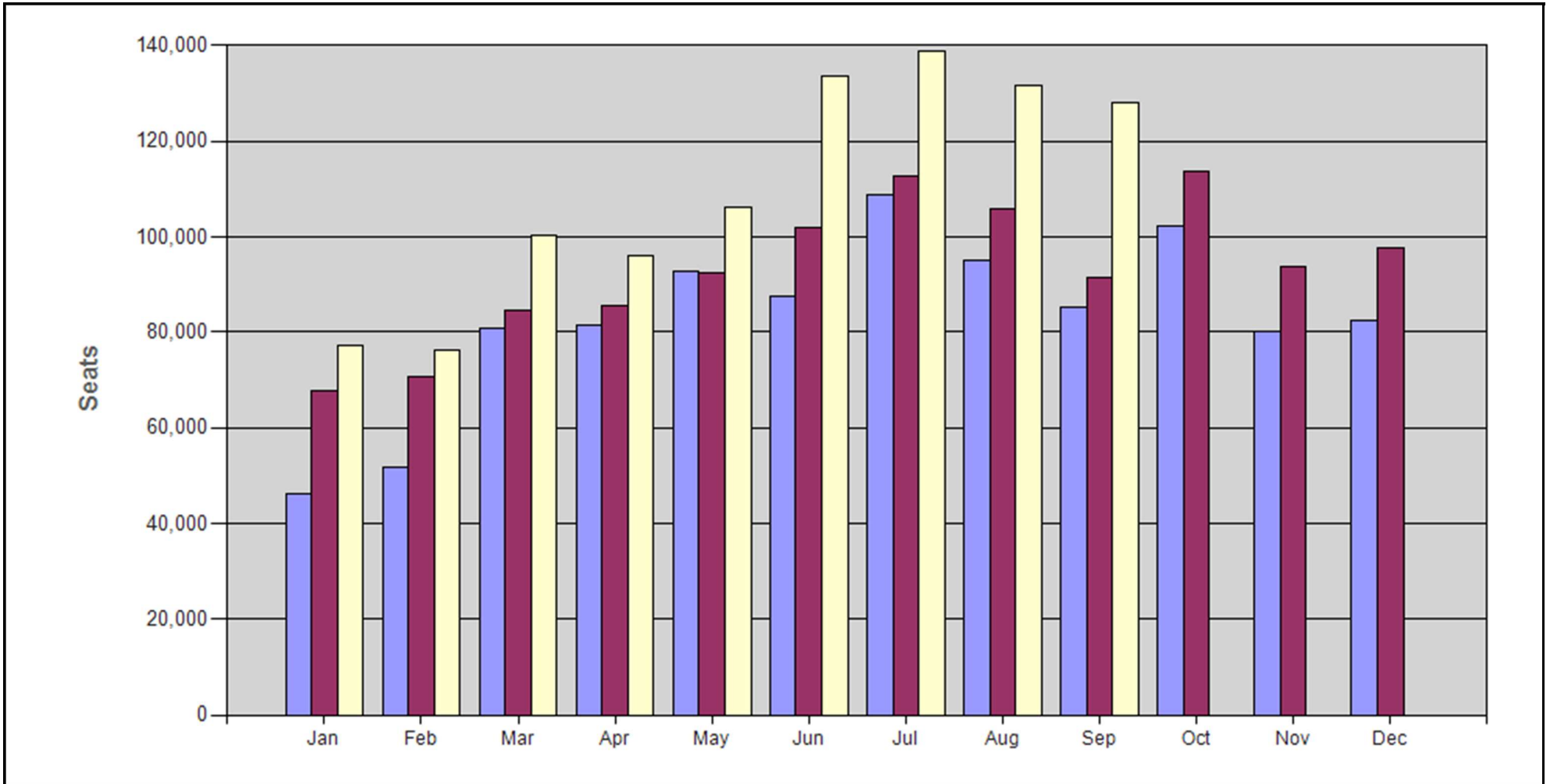


		1	2	3	4	5	6	7	8	9	10	11	12
	2021	22,658	22,977	39,029	48,371	62,546	77,489	91,609	71,735	65,120	85,762	65,431	63,288
	2022	41,920	47,636	67,677	70,365	81,758	90,545	99,028	90,425	78,972	96,632	78,734	79,124
	2023	63,676	59,276	80,380	81,093	90,502	112,970	122,224	107,019	100,405			

# Monthly Seats By Year

## Asheville Regional Airport

September, 2023

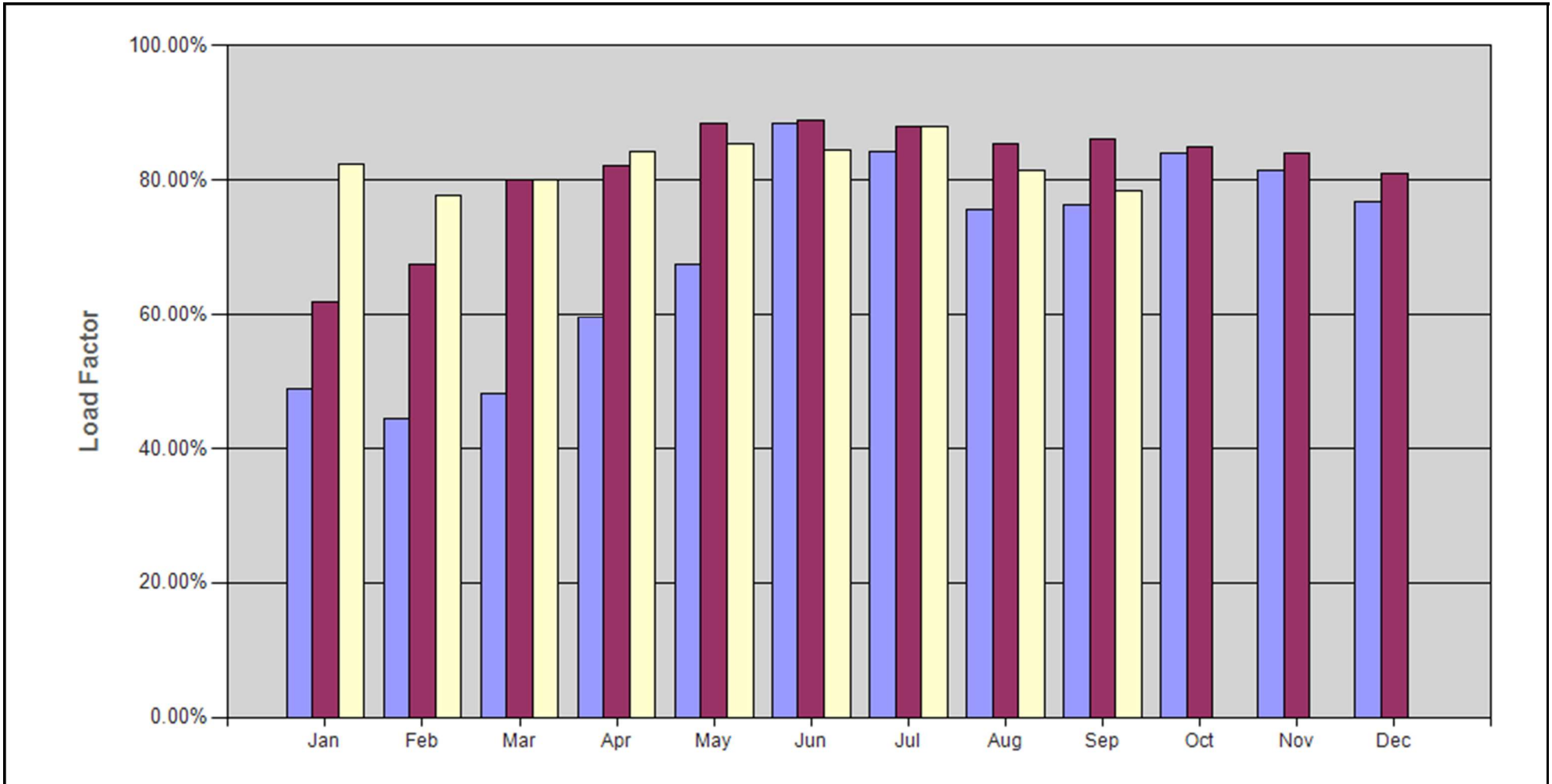


		1	2	3	4	5	6	7	8	9	10	11	12
	2021	46,325	51,620	80,905	81,345	92,780	87,651	108,793	94,971	85,335	102,158	80,261	82,435
	2022	67,869	70,496	84,599	85,726	92,519	101,932	112,645	105,748	91,648	113,656	93,729	97,734
	2023	77,331	76,283	100,299	96,249	106,061	133,683	138,915	131,485	128,094			

# Monthly Load Factors By Year

## Asheville Regional Airport

September, 2023

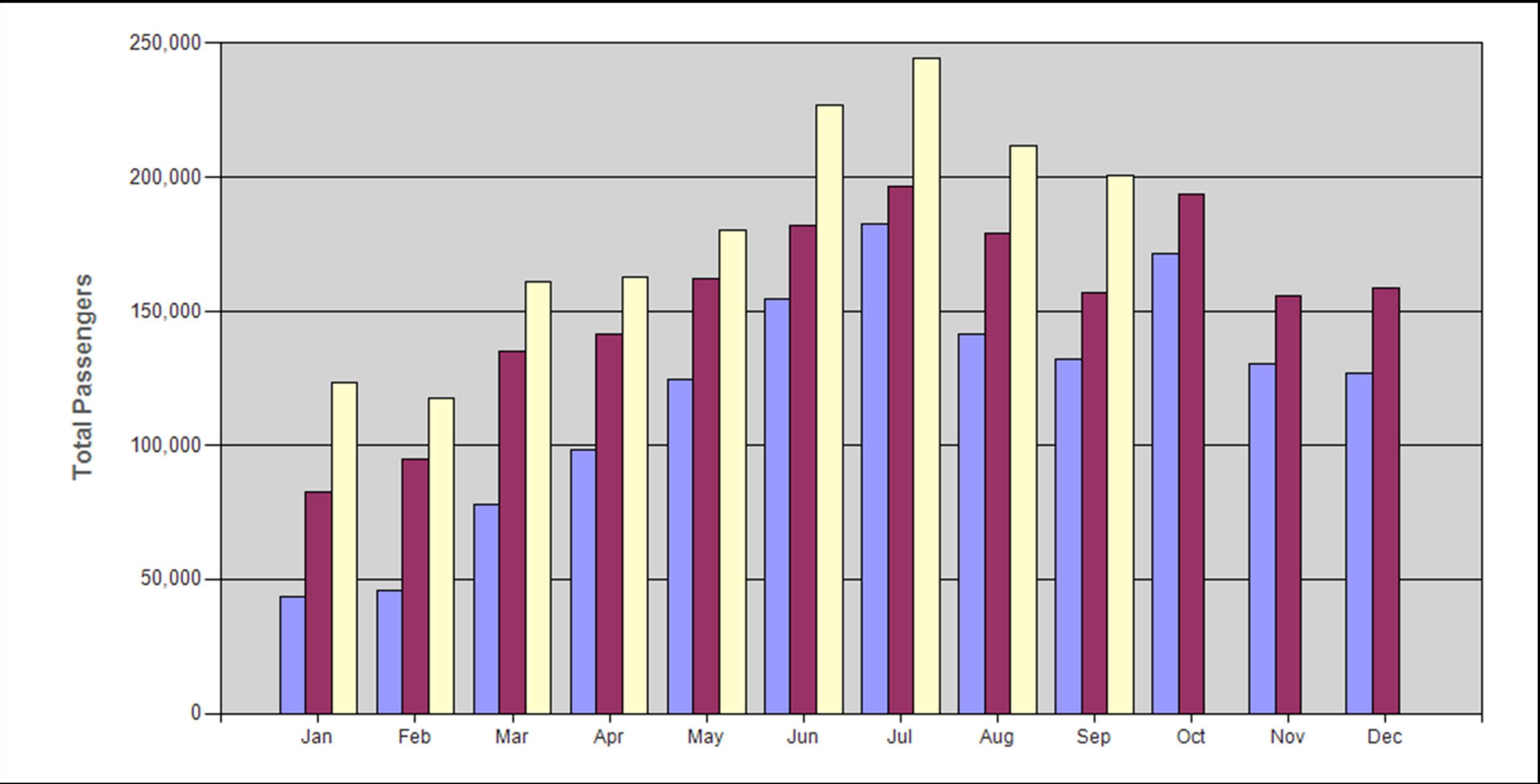


		1	2	3	4	5	6	7	8	9	10	11	12
	2021	48.91%	44.51%	48.24%	59.46%	67.41%	88.41%	84.20%	75.53%	76.31%	83.95%	81.52%	76.77%
	2022	61.77%	67.57%	80.00%	82.08%	88.37%	88.83%	87.91%	85.51%	86.17%	85.02%	84.00%	80.96%
	2023	82.34%	77.71%	80.14%	84.25%	85.33%	84.51%	87.98%	81.39%	78.38%			

# Total Monthly Passengers By Year

## Asheville Regional Airport

September, 2023



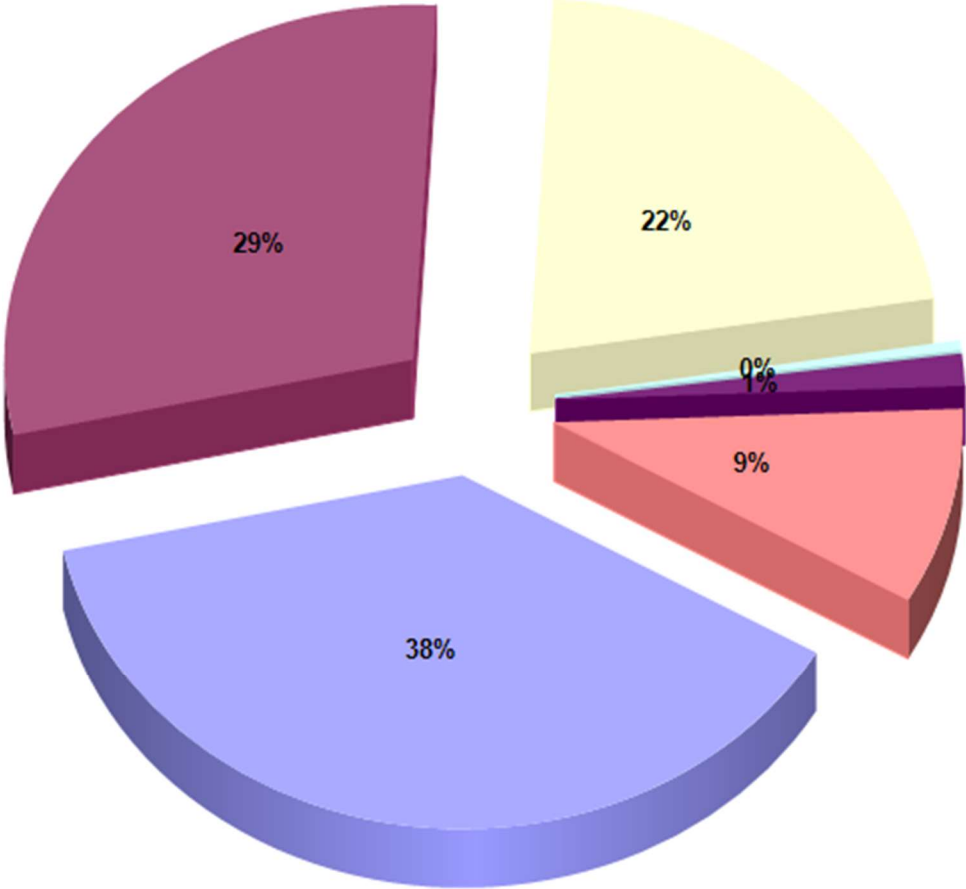
		1	2	3	4	5	6	7	8	9	10	11	12
	2021	43,630	45,617	77,862	97,905	124,151	154,749	182,470	141,577	132,022	171,476	130,131	126,676
	2022	82,372	94,697	135,068	141,232	162,241	181,885	196,507	179,330	157,040	193,883	156,006	158,532
	2023	123,117	117,682	161,265	162,599	180,062	226,839	244,504	211,836	200,759			



# Airline Market Share Analysis (Enplanements)

## Asheville Regional Airport

September, 2023



Allegiant Air American Airlines Delta Air Lines JetBlue Airways Sun Country United Airlines

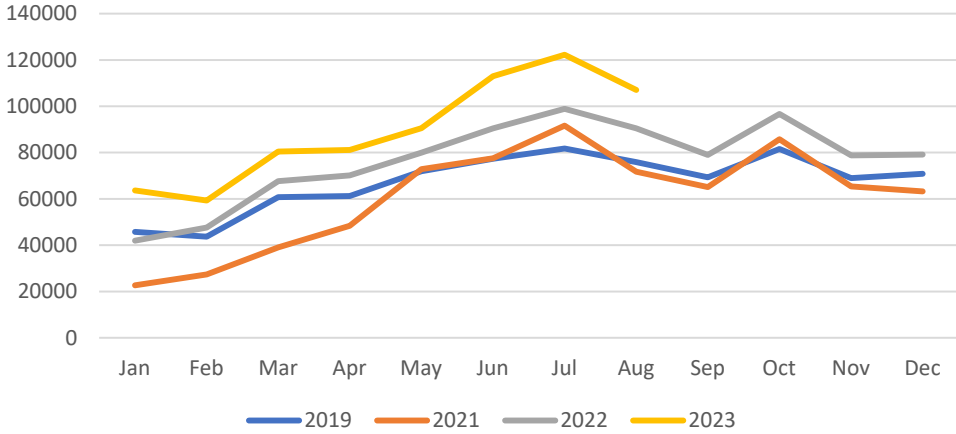
AVL - Three month schedule Summary Report  
 December 2023 to February 2024 vs. December 2022 to February 2023  
 31-Oct-23

Mkt AI	Travel Period		Dec 2023		Dec 2022		Diff YoY		Percent Diff YoY		
	Orig	Dest	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	
AA	AUS-AVL	AUS	AVL	0	0	0	0	0	0	-	-
AA	AVL-AUS	AVL	AUS	0	0	0	0	0	0	-	-
AA	AVL-BOS	AVL	BOS	0	0	0	0	0	0	-	-
AA	BOS-AVL	BOS	AVL	0	0	0	0	0	0	-	-
AA	AVL-CLT	AVL	CLT	42	2,958	35	3,752	7	(794)	20.0%	(21.2%)
AA	CLT-AVL	CLT	AVL	42	2,958	35	3,752	7	(794)	20.0%	(21.2%)
AA	AVL-DCA	AVL	DCA	14	921	7	466	7	455	100.0%	97.6%
AA	DCA-AVL	DCA	AVL	14	921	7	466	7	455	100.0%	97.6%
AA	AVL-DFW	AVL	DFW	7	1,050	7	532	0	518	0.0%	97.4%
AA	DFW-AVL	DFW	AVL	7	1,050	7	532	0	518	0.0%	97.4%
AA	AVL-LGA	AVL	LGA	7	532	7	455	0	77	0.0%	16.9%
AA	LGA-AVL	LGA	AVL	7	532	7	455	0	77	0.0%	16.9%
AA	AVL-MIA	AVL	MIA	0	0	0	0	0	0	-	-
AA	MIA-AVL	MIA	AVL	0	0	0	0	0	0	-	-
AA	AVL-ORD	AVL	ORD	0	0	0	0	0	0	-	-
AA	ORD-AVL	ORD	AVL	0	0	0	0	0	0	-	-
AA	AVL-PHL	AVL	PHL	0	0	0	0	0	0	-	-
AA	PHL-AVL	PHL	AVL	0	0	0	0	0	0	-	-
B6	AVL-BOS	AVL	BOS	0	0	0	0	0	0	-	-
B6	BOS-AVL	BOS	AVL	0	0	0	0	0	0	-	-
DL	ATL-AVL	ATL	AVL	44	4,840	39	4,290	5	550	12.8%	12.8%
DL	AVL-ATL	AVL	ATL	44	4,840	39	4,290	5	550	12.8%	12.8%
DL	AVL-DTW	AVL	DTW	0	0	0	0	0	0	-	-
DL	DTW-AVL	DTW	AVL	0	0	0	0	0	0	-	-
DL	AVL-LGA	AVL	LGA	13	916	13	946	0	(30)	0.0%	(3.2%)
DL	LGA-AVL	LGA	AVL	13	916	13	946	0	(30)	0.0%	(3.2%)
DL	AVL-MSP	AVL	MSP	3	424	1	76	2	348	200.0%	457.9%
DL	MSP-AVL	MSP	AVL	3	424	1	76	2	348	200.0%	457.9%
G4	AUS-AVL	AUS	AVL	2	312	2	372	0	(60)	0.0%	(16.1%)
G4	AVL-AUS	AVL	AUS	2	312	2	372	0	(60)	0.0%	(16.1%)
G4	AVL-BOS	AVL	BOS	2	372	2	372	0	0	0.0%	0.0%
G4	BOS-AVL	BOS	AVL	2	372	2	372	0	0	0.0%	0.0%
G4	AVL-BWI	AVL	BWI	2	372	2	372	0	0	0.0%	0.0%
G4	BWI-AVL	BWI	AVL	2	372	2	372	0	0	0.0%	0.0%
G4	AVL-DEN	AVL	DEN	2	372	2	312	0	60	0.0%	19.2%
G4	DEN-AVL	DEN	AVL	2	372	2	312	0	60	0.0%	19.2%
G4	AVL-EWR	AVL	EWR	2	372	2	312	0	60	0.0%	19.2%
G4	EWR-AVL	EWR	AVL	2	372	2	312	0	60	0.0%	19.2%
G4	AVL-EYW	AVL	EYW	2	312	2	312	0	0	0.0%	0.0%
G4	EYW-AVL	EYW	AVL	2	312	2	312	0	0	0.0%	0.0%
G4	AVL-FLL	AVL	FLL	11	2,028	6	1,098	5	930	83.3%	84.7%
G4	FLL-AVL	FLL	AVL	11	2,028	6	1,098	5	930	83.3%	84.7%
G4	AVL-HOU	AVL	HOU	0	0	2	312	(2)	(312)	(100.0%)	(100.0%)
G4	HOU-AVL	HOU	AVL	0	0	2	312	(2)	(312)	(100.0%)	(100.0%)
G4	AVL-LAS	AVL	LAS	2	372	2	312	0	60	0.0%	19.2%
G4	LAS-AVL	LAS	AVL	2	372	2	312	0	60	0.0%	19.2%
G4	AVL-MDW	AVL	MDW	2	372	2	312	0	60	0.0%	19.2%
G4	MDW-AVL	MDW	AVL	2	372	2	312	0	60	0.0%	19.2%
G4	AVL-MSP	AVL	MSP	0	0	2	312	(2)	(312)	(100.0%)	(100.0%)
G4	MSP-AVL	MSP	AVL	0	0	2	312	(2)	(312)	(100.0%)	(100.0%)
G4	AVL-PBI	AVL	PBI	2	372	2	372	0	0	0.0%	0.0%
G4	PBI-AVL	PBI	AVL	2	372	2	372	0	0	0.0%	0.0%
G4	AVL-PGD	AVL	PGD	3	558	3	498	0	60	0.0%	12.0%
G4	PGD-AVL	PGD	AVL	3	558	3	498	0	60	0.0%	12.0%
G4	AVL-PHX	AVL	PHX	2	372	0	0	2	372	-	-
G4	PHX-AVL	PHX	AVL	2	372	0	0	2	372	-	-
G4	AVL-PIE	AVL	PIE	8	1,488	6	1,086	2	402	33.3%	37.0%
G4	PIE-AVL	PIE	AVL	8	1,488	6	1,086	2	402	33.3%	37.0%
G4	AVL-SFB	AVL	SFB	11	2,046	10	1,860	1	186	10.0%	10.0%
G4	SFB-AVL	SFB	AVL	11	2,046	10	1,860	1	186	10.0%	10.0%
G4	AVL-SRQ	AVL	SRQ	2	372	2	372	0	0	0.0%	0.0%
G4	SRQ-AVL	SRQ	AVL	2	372	2	372	0	0	0.0%	0.0%
G4	AVL-VPS	AVL	VPS	0	0	0	0	0	0	-	-
G4	VPS-AVL	VPS	AVL	0	0	0	0	0	0	-	-
SY	AVL-MSP	AVL	MSP	0	0	2	372	(2)	(372)	(100.0%)	(100.0%)
SY	MSP-AVL	MSP	AVL	0	0	2	372	(2)	(372)	(100.0%)	(100.0%)
UA	AVL-DEN	AVL	DEN	7	490	0	0	7	490	-	-
UA	DEN-AVL	DEN	AVL	7	490	0	0	7	490	-	-
UA	AVL-EWR	AVL	EWR	7	494	7	490	0	4	0.0%	0.8%
UA	EWR-AVL	EWR	AVL	7	494	7	490	0	4	0.0%	0.8%
UA	AVL-IAD	AVL	IAD	0	0	0	0	0	0	-	-
UA	IAD-AVL	IAD	AVL	0	0	0	0	0	0	-	-
UA	AVL-ORD	AVL	ORD	14	1,058	14	840	0	218	0.0%	26.0%
UA	ORD-AVL	ORD	AVL	14	1,058	14	840	0	218	0.0%	26.0%
<b>Total</b>			<b>426</b>	<b>47,550</b>	<b>362</b>	<b>41,610</b>	<b>64</b>	<b>5,940</b>	<b>17.7%</b>	<b>14.3%</b>	

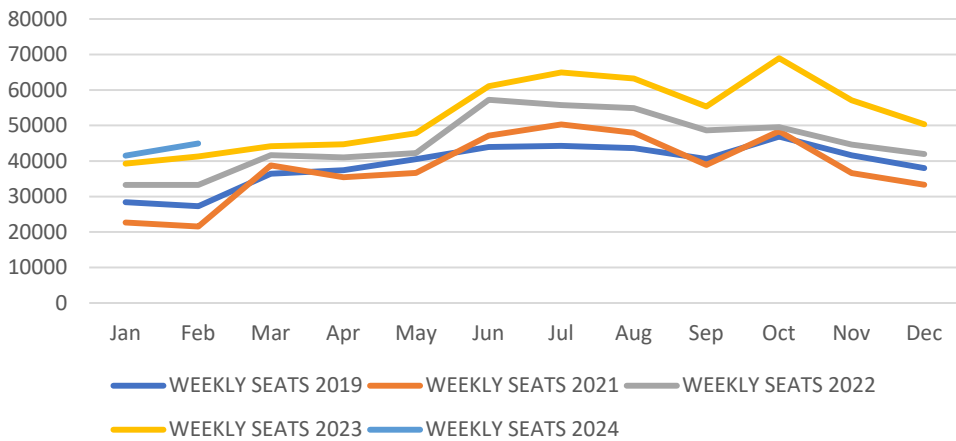
Mkt AI	Travel Period		Jan 2024		Jan 2023		Diff YoY		Percent Diff YoY	
	Orig	Dest	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats
AA	AUS-AVL	AUS	0	0	0	0	0	0	-	-
AA	AVL-AUS	AVL	0	0	0	0	0	0	-	-
AA	AVL-BOS	AVL	0	0	0	0	0	0	-	-
AA	BOS-AVL	BOS	0	0	0	0	0	0	-	-
AA	AVL-CLT	AVL	53	4,258	38	3,487	15	771	39.5%	22.1%
AA	CLT-AVL	CLT	53	4,258	38	3,487	15	771	39.5%	22.1%
AA	AVL-DCA	AVL	7	532	7	455	0	77	0.0%	16.9%
AA	DCA-AVL	DCA	7	532	7	455	0	77	0.0%	16.9%
AA	AVL-DFW	AVL	7	532	7	532	0	0	0.0%	0.0%
AA	DFW-AVL	DFW	7	532	7	532	0	0	0.0%	0.0%
AA	AVL-LGA	AVL	7	532	7	477	0	55	0.0%	11.5%
AA	LGA-AVL	LGA	7	532	7	477	0	55	0.0%	11.5%
AA	AVL-MIA	AVL	0	0	0	0	0	0	-	-
AA	MIA-AVL	MIA	0	0	0	0	0	0	-	-
AA	AVL-ORD	AVL	0	0	0	0	0	0	-	-
AA	ORD-AVL	ORD	0	0	0	0	0	0	-	-
AA	AVL-PHL	AVL	0	0	0	0	0	0	-	-
AA	PHL-AVL	PHL	0	0	0	0	0	0	-	-
B6	AVL-BOS	AVL	0	0	0	0	0	0	-	-
B6	BOS-AVL	BOS	0	0	0	0	0	0	-	-
DL	ATL-AVL	ATL	38	4,334	38	3,942	0	392	0.0%	9.9%
DL	AVL-ATL	AVL	38	4,334	38	3,942	0	392	0.0%	9.9%
DL	AVL-LGA	AVL	7	532	13	952	(6)	(420)	(46.2%)	(44.1%)
DL	LGA-AVL	LGA	7	532	13	952	(6)	(420)	(46.2%)	(44.1%)
DL	AVL-MSP	AVL	0	0	1	132	(1)	(132)	(100.0%)	(100.0%)
DL	MSP-AVL	MSP	0	0	1	132	(1)	(132)	(100.0%)	(100.0%)
G4	AUS-AVL	AUS	2	312	2	372	0	(60)	0.0%	(16.1%)
G4	AVL-AUS	AVL	2	312	2	372	0	(60)	0.0%	(16.1%)
G4	AVL-BOS	AVL	0	0	0	0	0	0	-	-
G4	BOS-AVL	BOS	0	0	0	0	0	0	-	-
G4	AVL-BWI	AVL	0	0	0	0	0	0	-	-
G4	BWI-AVL	BWI	0	0	0	0	0	0	-	-
G4	AVL-DEN	AVL	2	372	2	372	0	0	0.0%	0.0%
G4	DEN-AVL	DEN	2	372	2	372	0	0	0.0%	0.0%
G4	AVL-EWR	AVL	2	372	2	372	0	0	0.0%	0.0%
G4	EWR-AVL	EWR	2	372	2	372	0	0	0.0%	0.0%
G4	AVL-EYW	AVL	2	312	2	312	0	0	0.0%	0.0%
G4	EYW-AVL	EYW	2	312	2	312	0	0	0.0%	0.0%
G4	AVL-FLL	AVL	10	1,842	10	1,755	0	87	0.0%	5.0%
G4	FLL-AVL	FLL	10	1,842	10	1,755	0	87	0.0%	5.0%
G4	AVL-HOU	AVL	0	0	0	0	0	0	-	-
G4	HOU-AVL	HOU	0	0	0	0	0	0	-	-
G4	AVL-LAS	AVL	2	372	2	372	0	0	0.0%	0.0%
G4	LAS-AVL	LAS	2	372	2	372	0	0	0.0%	0.0%
G4	AVL-MDW	AVL	0	0	0	0	0	0	-	-
G4	MDW-AVL	MDW	0	0	0	0	0	0	-	-
G4	AVL-MSP	AVL	0	0	0	0	0	0	-	-
G4	MSP-AVL	MSP	0	0	0	0	0	0	-	-
G4	AVL-PBI	AVL	2	372	2	372	0	0	0.0%	0.0%
G4	PBI-AVL	PBI	2	372	2	372	0	0	0.0%	0.0%
G4	AVL-PGD	AVL	2	372	2	312	0	60	0.0%	19.2%
G4	PGD-AVL	PGD	2	372	2	312	0	60	0.0%	19.2%
G4	AVL-PHX	AVL	2	372	0	0	2	372	-	-
G4	PHX-AVL	PHX	2	372	0	0	2	372	-	-
G4	AVL-PIE	AVL	8	1,488	5	870	3	618	60.0%	71.0%
G4	PIE-AVL	PIE	8	1,488	5	870	3	618	60.0%	71.0%
G4	AVL-SFB	AVL	8	1,488	8	1,428	0	60	0.0%	4.2%
G4	SFB-AVL	SFB	8	1,488	8	1,428	0	60	0.0%	4.2%
G4	AVL-SRQ	AVL	2	372	2	312	0	60	0.0%	19.2%
G4	SRQ-AVL	SRQ	2	372	2	312	0	60	0.0%	19.2%
G4	AVL-VPS	AVL	0	0	0	0	0	0	-	-
G4	VPS-AVL	VPS	0	0	0	0	0	0	-	-
SY	AVL-MSP	AVL	0	0	2	372	(2)	(372)	(100.0%)	(100.0%)
SY	MSP-AVL	MSP	0	0	2	372	(2)	(372)	(100.0%)	(100.0%)
UA	AVL-DEN	AVL	7	490	0	0	7	490	-	-
UA	DEN-AVL	DEN	7	490	0	0	7	490	-	-
UA	AVL-EWR	AVL	7	490	7	350	0	140	0.0%	40.0%
UA	EWR-AVL	EWR	7	490	7	350	0	140	0.0%	40.0%
UA	AVL-IAD	AVL	0	0	0	0	0	0	-	-
UA	IAD-AVL	IAD	0	0	0	0	0	0	-	-
UA	AVL-ORD	AVL	14	1,012	14	700	0	312	0.0%	44.6%
UA	ORD-AVL	ORD	14	1,012	14	700	0	312	0.0%	44.6%
<b>Total</b>			<b>382</b>	<b>41,516</b>	<b>346</b>	<b>36,496</b>	<b>36</b>	<b>5,020</b>	<b>10.4%</b>	<b>13.8%</b>

Mkt AI	Travel Period		Feb 2024		Feb 2023		Diff YoY		Percent Diff YoY	
	Orig	Dest	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats
AA	AUS-AVL	AUS	0	0	0	0	0	0	-	-
AA	AVL-AUS	AVL	0	0	0	0	0	0	-	-
AA	AVL-BOS	AVL	0	0	0	0	0	0	-	-
AA	BOS-AVL	BOS	0	0	0	0	0	0	-	-
AA	AVL-CLT	AVL	49	3,724	33	3,184	16	540	48.5%	17.0%
AA	CLT-AVL	CLT	49	3,724	33	3,184	16	540	48.5%	17.0%
AA	AVL-DCA	AVL	7	455	7	455	0	0	0.0%	0.0%
AA	DCA-AVL	DCA	7	455	7	455	0	0	0.0%	0.0%
AA	AVL-DFW	AVL	7	896	7	532	0	364	0.0%	68.4%
AA	DFW-AVL	DFW	7	896	7	532	0	364	0.0%	68.4%
AA	AVL-LGA	AVL	7	455	7	477	0	(22)	0.0%	(4.6%)
AA	LGA-AVL	LGA	7	455	7	477	0	(22)	0.0%	(4.6%)
AA	AVL-MIA	AVL	0	0	0	0	0	0	-	-
AA	MIA-AVL	MIA	0	0	0	0	0	0	-	-
AA	AVL-ORD	AVL	0	0	0	0	0	0	-	-
AA	ORD-AVL	ORD	0	0	0	0	0	0	-	-
AA	AVL-PHL	AVL	7	532	0	0	7	532	-	-
AA	PHL-AVL	PHL	7	532	0	0	7	532	-	-
B6	AVL-BOS	AVL	0	0	0	0	0	0	-	-
B6	BOS-AVL	BOS	0	0	0	0	0	0	-	-
DL	ATL-AVL	ATL	38	4,334	39	3,984	(1)	350	(2.6%)	8.8%
DL	AVL-ATL	AVL	38	4,334	39	3,984	(1)	350	(2.6%)	8.8%
DL	AVL-LGA	AVL	7	532	13	952	(6)	(420)	(46.2%)	(44.1%)
DL	LGA-AVL	LGA	7	532	13	952	(6)	(420)	(46.2%)	(44.1%)
DL	AVL-MSP	AVL	0	0	1	132	(1)	(132)	(100.0%)	(100.0%)
DL	MSP-AVL	MSP	0	0	1	132	(1)	(132)	(100.0%)	(100.0%)
G4	AUS-AVL	AUS	2	312	2	312	0	0	0.0%	0.0%
G4	AVL-AUS	AVL	2	312	2	312	0	0	0.0%	0.0%
G4	AVL-BOS	AVL	2	372	2	372	0	0	0.0%	0.0%
G4	BOS-AVL	BOS	2	372	2	372	0	0	0.0%	0.0%
G4	AVL-BWI	AVL	0	0	0	0	0	0	-	-
G4	BWI-AVL	BWI	0	0	0	0	0	0	-	-
G4	AVL-DEN	AVL	2	372	2	312	0	60	0.0%	19.2%
G4	DEN-AVL	DEN	2	372	2	312	0	60	0.0%	19.2%
G4	AVL-EWR	AVL	2	372	2	372	0	0	0.0%	0.0%
G4	EWR-AVL	EWR	2	372	2	372	0	0	0.0%	0.0%
G4	AVL-EYW	AVL	2	312	2	312	0	0	0.0%	0.0%
G4	EYW-AVL	EYW	2	312	2	312	0	0	0.0%	0.0%
G4	AVL-FLL	AVL	12	2,232	12	2,004	0	228	0.0%	11.4%
G4	FLL-AVL	FLL	12	2,232	12	2,004	0	228	0.0%	11.4%
G4	AVL-HOU	AVL	0	0	0	0	0	0	-	-
G4	HOU-AVL	HOU	0	0	0	0	0	0	-	-
G4	AVL-LAS	AVL	2	372	2	312	0	60	0.0%	19.2%
G4	LAS-AVL	LAS	2	372	2	312	0	60	0.0%	19.2%
G4	AVL-MDW	AVL	0	0	0	0	0	0	-	-
G4	MDW-AVL	MDW	0	0	0	0	0	0	-	-
G4	AVL-MSP	AVL	2	372	2	372	0	0	0.0%	0.0%
G4	MSP-AVL	MSP	2	372	2	312	0	60	0.0%	19.2%
G4	AVL-PBI	AVL	2	372	2	312	0	60	0.0%	19.2%
G4	PBI-AVL	PBI	2	372	2	372	0	0	0.0%	0.0%
G4	AVL-PGD	AVL	3	558	4	714	(1)	(156)	(25.0%)	(21.8%)
G4	PGD-AVL	PGD	3	558	4	714	(1)	(156)	(25.0%)	(21.8%)
G4	AVL-PHX	AVL	2	372	0	0	2	372	-	-
G4	PHX-AVL	PHX	2	372	0	0	2	372	-	-
G4	AVL-PIE	AVL	7	1,212	6	1,116	1	96	16.7%	8.6%
G4	PIE-AVL	PIE	7	1,212	6	1,116	1	96	16.7%	8.6%
G4	AVL-SFB	AVL	10	1,860	10	1,830	0	30	0.0%	1.6%
G4	SFB-AVL	SFB	10	1,860	10	1,830	0	30	0.0%	1.6%
G4	AVL-SRQ	AVL	2	372	2	372	0	0	0.0%	0.0%
G4	SRQ-AVL	SRQ	2	372	2	372	0	0	0.0%	0.0%
G4	AVL-VPS	AVL	0	0	0	0	0	0	-	-
G4	VPS-AVL	VPS	0	0	0	0	0	0	-	-
SY	AVL-MSP	AVL	0	0	2	372	(2)	(372)	(100.0%)	(100.0%)
SY	MSP-AVL	MSP	0	0	2	372	(2)	(372)	(100.0%)	(100.0%)
UA	AVL-DEN	MSP	7	490	0	0	7	490	-	-
UA	DEN-AVL	MSP	7	490	0	0	7	490	-	-
UA	AVL-EWR	AVL	7	532	7	514	0	18	0.0%	3.5%
UA	EWR-AVL	AVL	7	532	7	514	0	18	0.0%	3.5%
UA	AVL-IAD	AVL	0	0	0	0	0	0	-	-
UA	IAD-AVL	IAD	0	0	0	0	0	0	-	-
UA	AVL-ORD	AVL	14	1,064	21	1,190	(7)	(126)	(33.3%)	(10.6%)
UA	ORD-AVL	ORD	14	1,064	21	1,190	(7)	(126)	(33.3%)	(10.6%)
<b>Total</b>			<b>404</b>	<b>44,952</b>	<b>374</b>	<b>41,008</b>	<b>30</b>	<b>3,944</b>	<b>8.0%</b>	<b>9.6%</b>

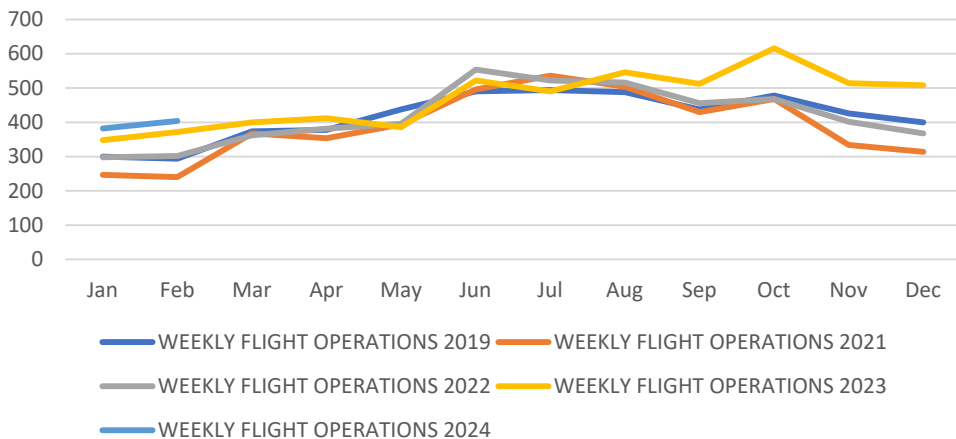
### MONTHLY ENPLANEMENTS



### WEEKLY SEATS



### WEEKLY FLIGHT OPERATIONS





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## MEMORANDUM

TO: Members of the Airport Authority  
FROM: Janet Burnette, Chief Financial Officer  
DATE: November 17, 2023

### ITEM DESCRIPTION – Information Section Item B

Greater Asheville Regional Airport – Explanation of Extraordinary Variances  
Month of September 2023

### SUMMARY

Operating Revenues for the month of September were \$2,446,265, 19.6% over budget. Operating Expenses for the month were \$984,187, 26.6% under budget. As a result, Net Operating Revenues before Depreciation were \$1,462,078. Net Non-Operating Revenues were \$686,463.

Year-to-date Operating Revenues were \$7,889,145, 15.9% over budget. Year-to-date Operating Expenses were \$3,223,246, 26.0% under budget. Year-to-date Net Operating Revenues before Depreciation were \$4,665,899. Net Non-Operating Revenues for the year were \$2,321,645.

### REVENUES

Significant variations to budget for September were:

Term space rentals – airlines	\$45,716	14.41%	Enplanements over budget
Landing fees	\$66,864	29.02%	Landings over budget
Concessions	\$39,217	61.01%	Advertising and food sales over budget
Auto parking	\$192,865	24.11%	Parking higher than anticipated
Ground transportation	\$23,204	109.45%	TURO and TNC fees
Other leases and fees	\$15,248	59.83%	Runway 5k registrations

Information Section – Item B



## **EXPENSES**

Significant variations to budget for September were:

Professional services	(\$38,109)	(79.30%)	Minimal professional services during month
Other contractual services	(\$81,980)	(39.07%)	Minimal contractual services during month
Travel & training	(\$16,981)	(75.53%)	Timing of travel expenses
Small equipment	\$16,000	209.83%	Shuttle bus expenses

## **STATEMENT OF NET ASSETS**

Significant variations to prior month were:

Cash and Cash Equivalents – Cash and Cash Equivalents decreased by \$11.3M mostly due to the terminal, ATC tower and south parking lot construction projects.

Grants Receivable – Grants Receivable increased by \$2.2M mostly due to terminal and ATC tower construction projects.

Prepaid Expenses – Prepaid Expenses increased by \$7.5M due to cost of Reimbursable Agreement with FAA.

Construction in Progress – Construction in Progress increased by \$9.8M mostly due to the terminal, ATC tower and south parking lot construction projects.

Property and Equipment, Net – Property and Equipment, Net decreased by \$687K due to depreciation.

**ASHEVILLE REGIONAL AIRPORT  
INVESTMENT AND INTEREST INCOME SUMMARY  
As of September 30, 2023**

<b><u>Institution:</u></b>	<b><u>Interest Rate</u></b>	<b><u>Investment Amount</u></b>	<b><u>Monthly Interest</u></b>
Bank of America - Operating Account	1.60%	\$ 6,776,620	20,157
NC Capital Management Trust - Cash Portfolio		21,509,896	92,349
Petty Cash		200	
 <b><u>Restricted Cash:</u></b>			
Bank of America - PFC Revenue Account	1.60%	16,805,393	30,881
BNY Mellon		425,813	
NC Capital Mgt Trust - 2022A Construction		160,513,788	688,814
NC Capital Mgt Trust - 2022A Parity Reserve		13,623,215	58,489
NC Capital Mgt Trust - 2022A Capitalized Interest		19,762,700	85,175
NC Capital Mgt Trust - 2023 Construction		152,471,951	668,623
NC Capital Mgt Trust - 2023 Capitalized Interest		18,863,475	80,987
 <b>Total</b>		<b><u>\$ 410,753,051</u></b>	<b><u>\$ 1,725,475</u></b>

**Investment Diversification:**

Banks	6%
NC Capital Management Trust	94%
Commercial Paper	0%
Federal Agencies	0%
US Treasuries	0%
	<b><u>100%</u></b>



**ASHEVILLE REGIONAL AIRPORT  
STATEMENT OF CHANGES IN FINANCIAL POSITION  
For the Month Ended September 30, 2023**

	<b>Current Month</b>	<b>Prior Period</b>
<b>Cash and Investments Beginning of Period</b>	<b>\$ 422,076,036</b>	<b>\$ 423,943,019</b>
Net Income/(Loss) Before Capital Contributions	<b>1,460,837</b>	<b>1,564,172</b>
Depreciation	<b>687,704</b>	<b>687,704</b>
Decrease/(Increase) in Receivables	<b>(2,231,468)</b>	<b>(1,780,660)</b>
Increase/(Decrease) in Payables	<b>1,731,849</b>	<b>1,260,514</b>
Decrease/(Increase) in Prepaid Expenses	<b>(7,517,356)</b>	<b>-</b>
Decrease/(Increase) in Fixed Assets	<b>(9,787,385)</b>	<b>(6,040,020)</b>
Principal Payments of Bond Maturities	<b>-</b>	<b>-</b>
Capital Contributions	<b>4,332,834</b>	<b>2,441,307</b>
Prior period adjustment - Forfeiture Funds	<b>-</b>	<b>-</b>
<b>Increase(Decrease) in Cash</b>	<b><u>(11,322,985)</u></b>	<b><u>(1,866,983)</u></b>
<b>Cash and Investments End of Period</b>	<b><u>\$ 410,753,051</u></b>	<b><u>\$ 422,076,036</u></b>

**ASHEVILLE REGIONAL AIRPORT  
STATEMENT OF FINANCIAL POSITION  
As of September 30, 2023**

	<b>Current Month</b>	<b>Last Month</b>
<b><u>ASSETS</u></b>		
<b>Current Assets:</b>		
<b>Unrestricted Net Assets:</b>		
Cash and Cash Equivalents	\$28,286,717	\$33,685,255
Accounts Receivable	1,163,695	1,173,259
Passenger Facility Charges Receivable	650,000	350,000
Refundable Sales Tax Receivable	206,887	512,925
Grants Receivable	6,357,837	4,110,767
Prepaid Expenses	15,641,414	8,124,058
GASB 87 Short-term Lease Receivable	1,762,290	1,762,290
Total Unrestricted Assets	54,068,840	49,718,554
<b>Restricted Assets:</b>		
Cash and Cash Equivalents	382,466,334	388,390,781
Total Restricted Assets	382,466,334	388,390,781
Total Current Assets	436,535,174	438,109,335
<b>Noncurrent Assets:</b>		
Construction in Progress	80,273,709	70,486,324
Net Pension Asset - LGERS	(2,625,838)	(2,625,838)
Benefit Payment - OPEB	526,250	526,250
Contributions in Current Year	2,088,580	2,088,580
GASB 87 Long-term Lease Receivable	14,624,992	14,624,992
Property and Equipment - Net	178,771,416	179,459,120
Total Noncurrent Assets	273,659,109	264,559,428
	\$710,194,283	\$702,668,763
<b><u>LIABILITIES AND NET ASSETS</u></b>		
<b>Current Liabilities:</b>		
<b>Payable from Unrestricted Assets:</b>		
Accounts Payable & Accrued Liabilities	\$13,358	\$25,450
Customer Deposits	88,018	88,018
Unearned Revenue	540,863	396,407
Construction Contract Retainages	2,046,190	2,046,190
Revenue Bond Payable - Current	1,410,000	1,410,000
GASB 87 Short-term Deferred Revenue	2,257,607	2,257,607
Interest Payable	5,931,179	4,331,694
Total Payable from Unrestricted Assets	12,287,215	10,555,366
Total Current Liabilities	12,287,215	10,555,366
<b>Noncurrent Liabilities:</b>		
Pension Deferrals - OPEB	247,467	247,467
Other Postemployment Benefits	1,435,875	1,435,875
Compensated Absences	721,851	721,851
Net Pension Obligation-LEO Special Separation Allowance	703,270	703,270
GASB 87 Long-term Deferred Revenue	13,753,750	13,753,750
Revenue Bond Payable - 2016 - Noncurrent	10,860,000	10,860,000
Revenue Bond Payable - 2022A - Noncurrent	196,541,352	196,541,352
Revenue Bond Payable - 2023 - Noncurrent	188,346,050	188,346,050
Total Noncurrent Liabilities	412,609,615	412,609,615
Total Liabilities	424,896,830	423,164,981
<b>Net Assets:</b>		
Invested in Capital Assets	246,775,125	237,675,444
Restricted	382,466,334	388,390,781
Unrestricted	(343,944,006)	(346,562,443)
Total Net Assets	285,297,453	279,503,782
	\$710,194,283	\$702,668,763



# Income Statement

Through 09/30/23

Summary Listing

Classification	MTD Actual Amount	YTD Actual Amount	YTD Budget Amount	YTD Variance	Annual Budget Amount	Budget Less YTD Actual
Fund Category <b>Governmental Funds</b>						
Fund Type <b>General Fund</b>						
Fund <b>10 - General Fund</b>						
<i>Operating revenues</i>						
Terminal space rentals - non airline	25,018.89	75,056.67	75,352.00	(295.33)	301,408.00	226,351.33
Terminal space rentals - airline	362,869.92	1,171,058.76	1,070,393.94	100,664.82	3,964,422.00	2,793,363.24
Landing fees	297,255.54	926,994.86	777,570.03	149,424.83	2,879,889.00	1,952,894.14
Concessions	103,496.60	335,431.89	216,945.00	118,486.89	803,500.00	468,068.11
Auto parking	992,865.10	3,111,665.56	2,700,000.00	411,665.56	10,000,000.00	6,888,334.44
Rental car - car rentals	361,550.42	1,315,111.55	1,203,651.90	111,459.65	4,457,970.00	3,142,858.45
Rental car - facility rent	63,163.90	190,701.05	191,360.50	(659.45)	765,442.00	574,740.95
Commerce ground transportation	44,403.52	163,206.09	71,550.00	91,656.09	265,000.00	101,793.91
FBOs	120,131.46	365,466.19	332,665.75	32,800.44	1,330,663.00	965,196.81
Building leases	4,386.76	13,079.67	12,918.50	161.17	51,674.00	38,594.33
Land leases	30,391.72	90,555.80	78,812.75	11,743.05	315,251.00	224,695.20
Other leases and fees	40,731.00	130,816.88	76,450.00	54,366.88	305,800.00	174,983.12
<i>Operating revenues Totals</i>	<b>\$2,446,264.83</b>	<b>\$7,889,144.97</b>	<b>\$6,807,670.37</b>	<b>\$1,081,474.60</b>	<b>\$25,441,019.00</b>	<b>\$17,551,874.03</b>
<i>Non-operating revenue and expense</i>						
Customer facility charges	215,377.25	734,395.75	594,000.00	140,395.75	2,200,000.00	1,465,604.25
Passenger facility charges	304,940.49	1,088,217.12	1,026,000.00	62,217.12	3,800,000.00	2,711,782.88
Interest revenue	1,725,474.86	5,257,131.27	3,000,000.00	2,257,131.27	12,000,000.00	6,742,868.73
Interest expense	(1,599,484.63)	(4,798,453.89)	(4,779,971.00)	(18,482.89)	(19,119,884.00)	(14,321,430.11)
Gain or loss on disposal of assets	40,055.00	40,055.00	.00	40,055.00	.00	(40,055.00)
Miscellaneous	100.00	300.00	.00	300.00	.00	(300.00)
<i>Non-operating revenue and expense Totals</i>	<b>\$686,462.97</b>	<b>\$2,321,645.25</b>	<b>(\$159,971.00)</b>	<b>\$2,481,616.25</b>	<b>(\$1,119,884.00)</b>	<b>(\$3,441,529.25)</b>
Capital contributions	4,332,834.13	6,774,141.54	.00	6,774,141.54	.00	(6,774,141.54)
<i>Operating expenses</i>						
Personnel services	646,674.78	1,850,225.17	2,495,193.39	(644,968.22)	10,801,703.00	8,951,477.83
Professional services	9,949.00	88,772.83	144,175.00	(55,402.17)	576,700.00	487,927.17



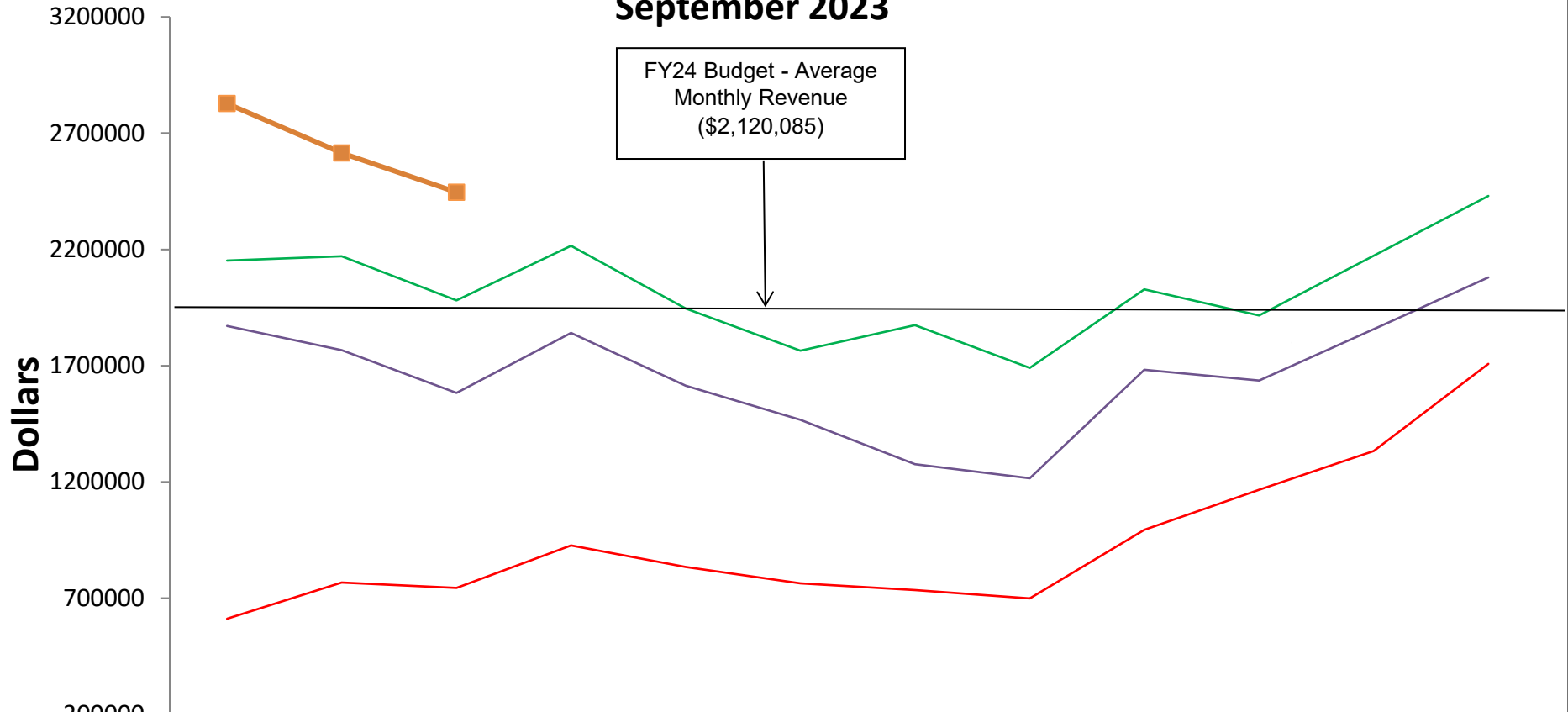
# Income Statement

Through 09/30/23

Summary Listing

Classification	MTD Actual Amount	YTD Actual Amount	YTD Budget Amount	YTD Variance	Annual Budget Amount	Budget Less YTD Actual
Other contractual services	127,823.37	408,776.94	629,410.50	(220,633.56)	2,517,642.00	2,108,865.06
Travel and training	5,500.71	21,670.25	67,445.00	(45,774.75)	269,780.00	248,109.75
Communiations	3,683.60	11,521.48	14,425.00	(2,903.52)	57,700.00	46,178.52
Utility services	44,776.57	86,040.08	123,891.25	(37,851.17)	495,565.00	409,524.92
Rentals and leases	3,588.28	6,509.34	5,127.50	1,381.84	20,510.00	14,000.66
Insurance	1,344.00	367,342.22	364,725.41	2,616.81	398,607.00	31,264.78
Advertising, printing and binding	814.58	1,982.10	2,487.50	(505.40)	9,950.00	7,967.90
Promotional activities	22,977.32	77,738.95	84,400.00	(6,661.05)	337,600.00	259,861.05
Other current charges and obligations	9,685.83	22,064.22	26,631.25	(4,567.03)	106,525.00	84,460.78
Operating supplies	55,313.25	130,003.71	164,222.50	(34,218.79)	656,890.00	526,886.29
Publications, subscriptions, memberships, etc.	1,545.69	10,397.49	19,020.00	(8,622.51)	76,080.00	65,682.51
Repairs and maintenance	14,643.32	58,793.21	53,300.00	5,493.21	213,200.00	154,406.79
Small equipment	23,624.67	37,262.95	22,875.00	14,387.95	91,500.00	54,237.05
Contingency	.00	.00	25,000.00	(25,000.00)	100,000.00	100,000.00
Emergency repairs	5,425.00	37,328.13	12,500.00	24,828.13	50,000.00	12,671.87
Business development	.00	.00	100,000.00	(100,000.00)	400,000.00	400,000.00
Bad debt expense	6,816.99	6,816.99	.00	6,816.99	.00	(6,816.99)
<i>Operating expenses Totals</i>	<i>\$984,186.96</i>	<i>\$3,223,246.06</i>	<i>\$4,354,829.30</i>	<i>(\$1,131,583.24)</i>	<i>\$17,179,952.00</i>	<i>\$13,956,705.94</i>
<i>Depreciation</i>						
Depreciation	687,703.58	2,063,110.74	.00	2,063,110.74	.00	(2,063,110.74)
<i>Depreciation Totals</i>	<i>\$687,703.58</i>	<i>\$2,063,110.74</i>	<i>\$0.00</i>	<i>\$2,063,110.74</i>	<i>\$0.00</i>	<i>(\$2,063,110.74)</i>
Grand Totals						
REVENUE TOTALS	7,465,561.93	16,984,931.76	6,647,699.37	10,337,232.39	24,321,135.00	7,336,203.24
EXPENSE TOTALS	1,671,890.54	5,286,356.80	4,354,829.30	931,527.50	17,179,952.00	11,893,595.20
Grand Total Net Gain (Loss)	\$5,793,671.39	\$11,698,574.96	\$2,292,870.07	\$9,405,704.89	\$7,141,183.00	\$4,557,391.96

## ASHEVILLE REGIONAL AIRPORT Annual Operating Revenue by Month September 2023



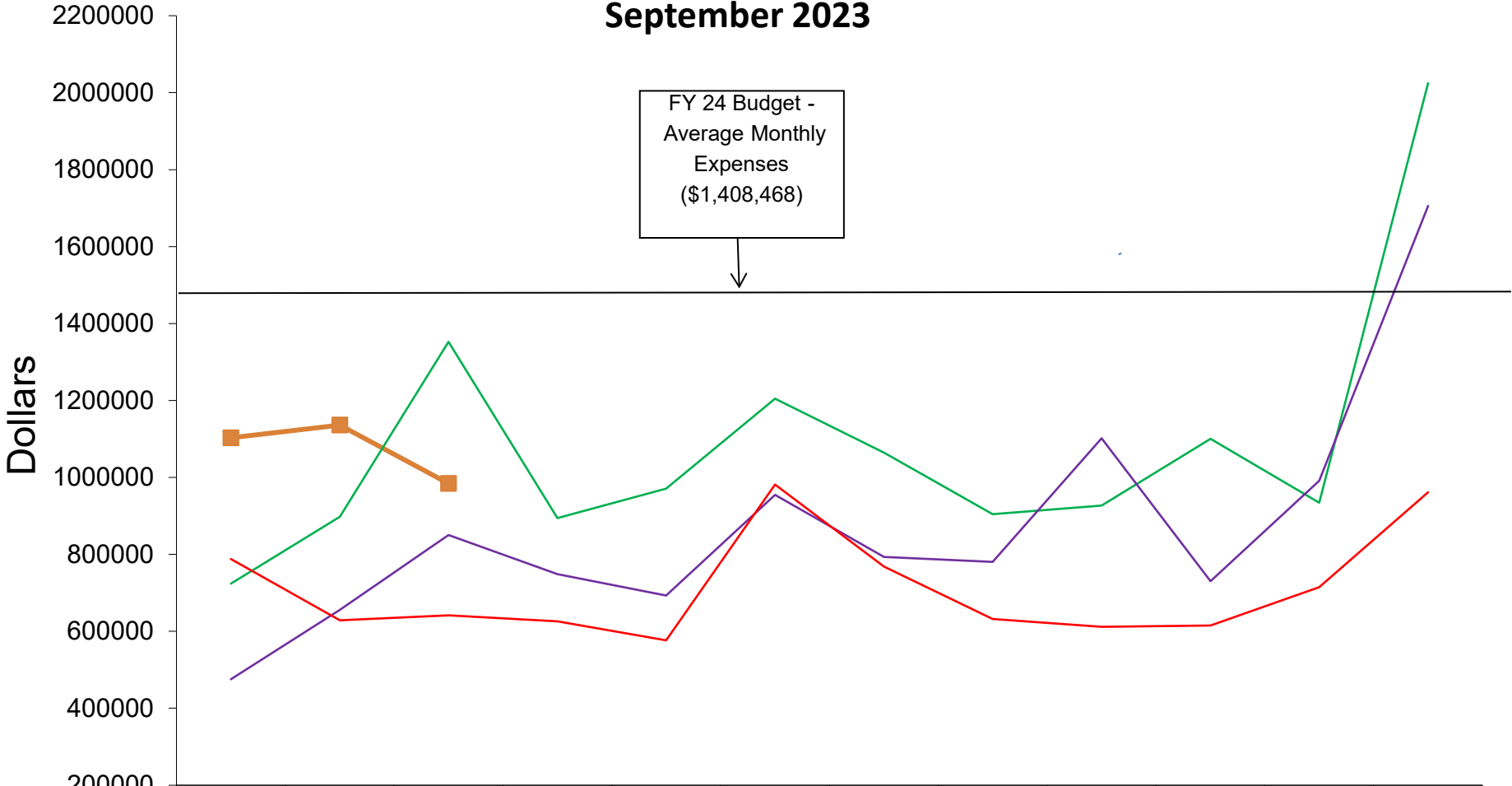
FY24 Budget - Average  
Monthly Revenue  
(\$2,120,085)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
—■— 2024	2827482	2615398	2446265									
— 2023	2151973	2170060	1981276	2215944	1946150	1764811	1874458	1690357	2027726	1915691	2173346	2430077
— 2022	1870783	1766994	1582459	1840835	1614185	1467415	1275749	1215598	1682310	1636179	1857453	2079519
— 2021	611290	767485	743365	926512	834587	763375	735131	699104	993500	1166582	1332640	1707683

# ASHEVILLE REGIONAL AIRPORT

## Annual Operating Expenses by Month

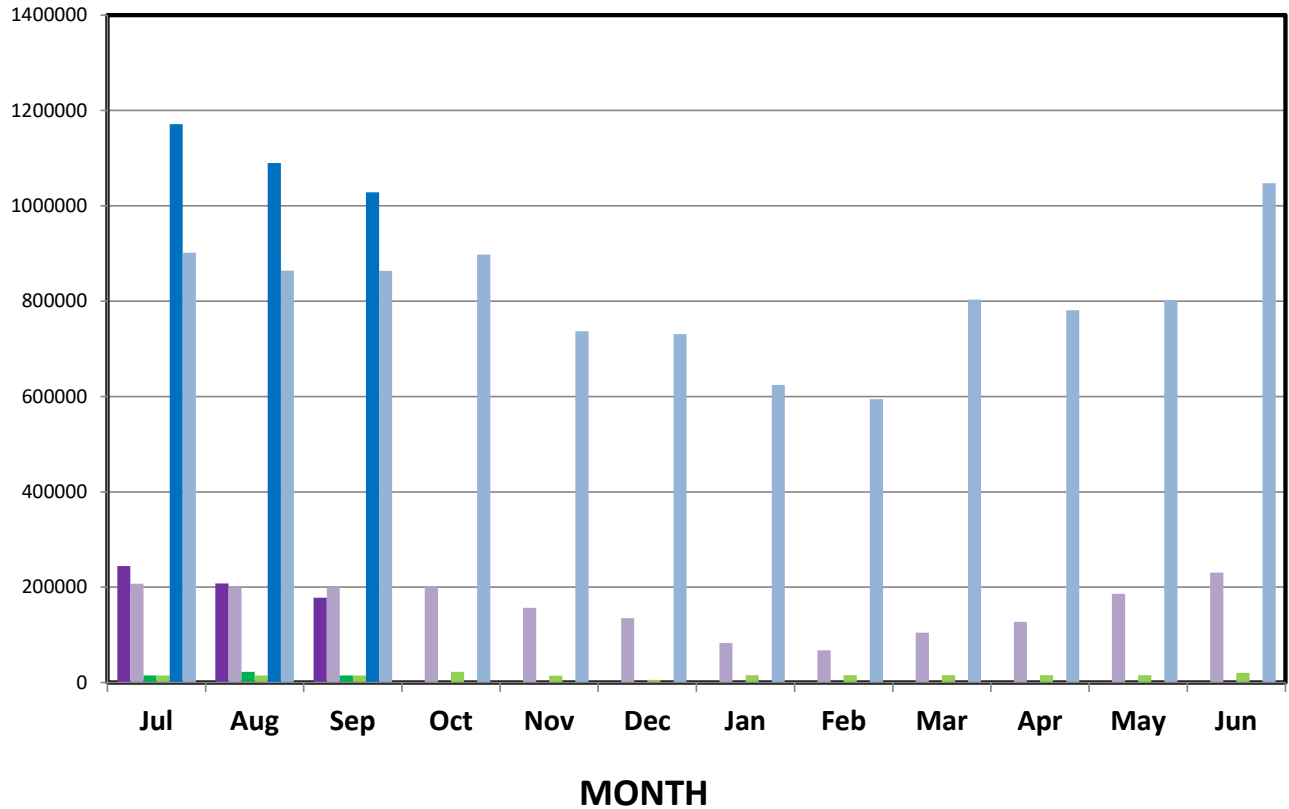
### September 2023



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2024	1103108	1135951	984187									
2023	723941	897398	1352214	894073	970953	1204680	1064287	904765	926762	1100224	934182	2024815
2022	475489	656101	850419	748420	692984	954472	793428	780593	1101373	730109	991519	1705678
2021	788272	628561	641559	625891	576630	981507	768156	632342	611610	614830	714835	961373

**ASHEVILLE REGIONAL AIRPORT  
FUEL SALES - GALLONS  
September 2023**

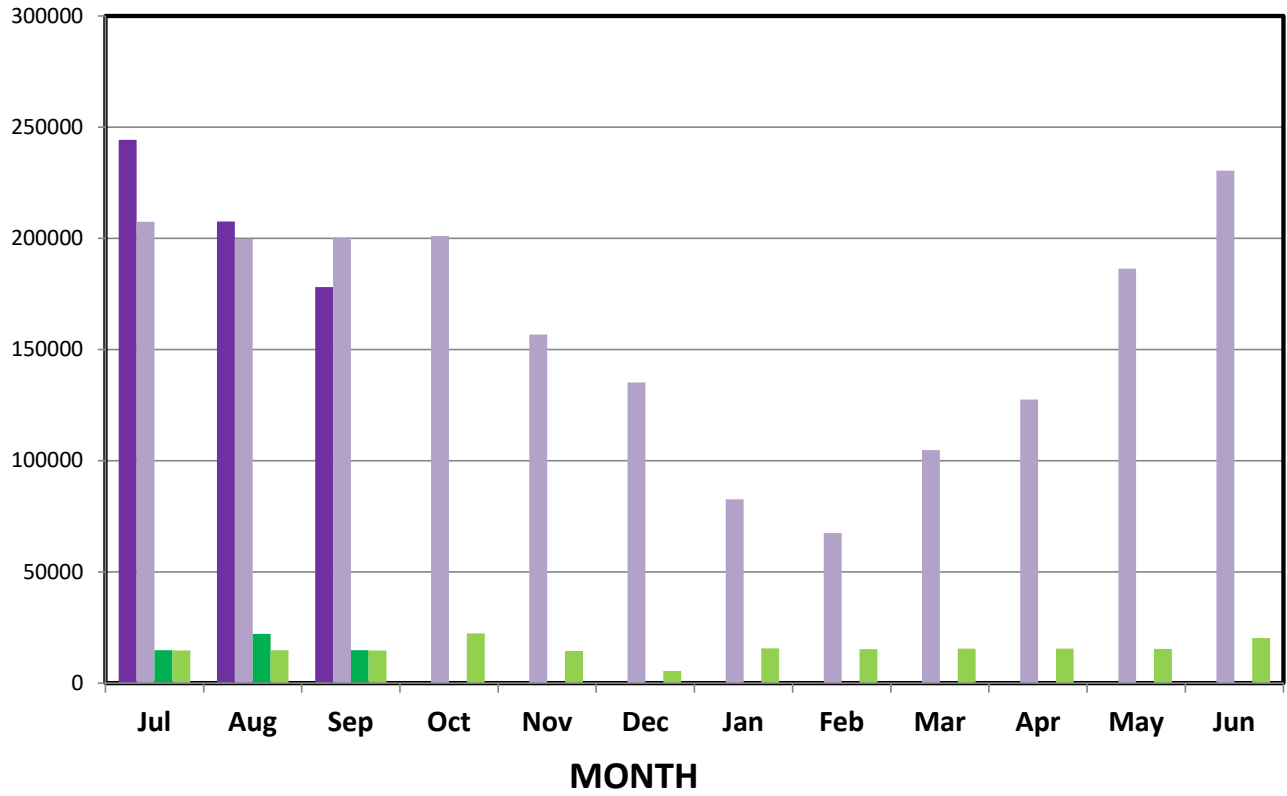
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Jet A - 178,093 Gallons  
 100LL - 14,819 Gallons  
 Airline - 1,028,214 Gallons

**ASHEVILLE REGIONAL AIRPORT  
GENERAL AVIATION FUEL SALES - GALLONS  
September 2023**

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- Jet A - FY24
- Jet A - FY23
- 100LL - FY24
- 100LL - FY23

Jet A - 178,093 Gallons  
100LL - 14,819 Gallons



**Design Phase**

Project Number	Project Name	Project Description	Professional Services Consultant	Professional Services Contract	General Contractor	Original Construction Contract	Change Orders (thru 11/01/2023)	Percent of Original Contract	Board Approved Project Cost	Percent Complete	Expensed to Date (thru 11/01/2023)	Start Date	End Date	Current Project Status (as of 11/01/2023)
1	Terminal Building Renovations	Phase 2 - Terminal Building Modernization Design	Gresham Smith	\$12,608,794.00	N/A	N/A	\$7,843,633	60.4%	\$20,141,760	73.1%	\$14,726,985	Nov-19	Apr-27	CA services continue.
2	Terminal Building Renovations	Program Management Services	Parsons Transportation Group, Inc.	\$1,279,968.00	N/A	N/A	\$0	0.0%	\$1,279,968	18.3%	\$234,059	Jul-23	Dec-27	Project management continues.
3	Air Traffic Control Tower	Design new facility	Pond Company	\$4,157,923.00	N/A	N/A	\$661,133	15.9%	\$4,819,056	84.7%	\$4,082,669	Mar-21	Dec-24	Project management in process.
4	Airport Master Plan	Update current Master Plan	CHA	\$989,004.00	N/A	N/A	\$0	0.0%	\$989,004	79.3%	\$784,369	Jul-21	Dec-23	Working Paper #3 CHA finalizing. Public Meeting held on October 26.
5	South Parking Lot	Enabling Pre-Construction work including design, tree removal and clearing.	AVCON	\$374,976.00	N/A	N/A	\$0	0.0%	\$374,976	88.2%	\$330,567	Jan-23	Nov-23	401/404 permit application pending approval. Project management in process.

**Construction Phase**

Project Number	Project Name	Project Description	Professional Services Consultant	Professional Services Contract	General Contractor	Original Construction Contract	Change Orders (thru 11/01/2023)	Percent of Original Contract	*Board Approved Project Cost	Percent Complete	Expensed to Date (thru 11/01/2023)	Start Date	End Date	Current Project Status (as of 11/01/2023)
1	Terminal Building Modernization - CMR Construction	CGMP-1 Utilities relocation \$6,215,900 CGMP-2 CEP and Equipment Purchase \$77,999,756 and CGMP-3 \$261,577,165	Gresham Smith	Construction Cost	Hensel Phelps	\$345,792,821.00	\$0	0.00%	\$345,792,821.00	12.3%	\$42,513,429	Jan-22	Apr-27	CEP chillers and generators delivered. Temporary baggage belt to apron operational late October. Construction continues.
2	Air Traffic Control Tower	Construction of ATCT and Base Building Facility	Pond	Construction Cost	J Kokolakis Contracting	\$44,344,052.00	\$0	0.00%	\$46,561,255.00	10.3%	\$4,807,087	Dec-22	Dec-24	ATCT pier foundations being repaired for compliance. Civil work continues.
3	South Parking Lot	Construction work including clearing, paving, stormwater pipe and landscaping	AVCON	Construction Cost	Tennoca Construction Company	\$8,388,839.20	\$69,583.81	0.00%	\$10,897,307.01	28.0%	\$3,047,194	Jun-23	Nov-23	Bridge progressing. Parking lot striping completed. Secondary entrance work begins once 401/404 permit acquired.

\*(bal of approved contract)

# 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**: President & CEO Supervision