



## **AGENDA**

Asheville Regional Airport Authority Regular Meeting  
Friday, December 11, 2009, 8:30 a.m.  
Conference Room at Administrative Offices

### **\* NOTE TO ALL PUBLIC ATTENDEES:**

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

- I. CALL TO ORDER:
- II. APPEARANCES: None
- III. PRESENTATIONS:
  - A. Information Technology – Royce Holden ([document](#))
  - B. Strategic Business Plan – Lew Bleiweis
- IV. CONSENT AGENDA:
  - A. Approval of the Asheville Regional Airport Authority October 9, 2009 Regular Meeting Minutes ([document](#))
  - B. Ratification of the Appointment of Acting Secretary-Treasurer for the October 9, 2009 Regular Authority Board Meeting
  - C. Ratification of the Creation of an Environmental Policy Drafting Committee
- V. OLD BUSINESS: None



VI. NEW BUSINESS:

- A. Designation of the Airport Director as the Budget Officer ([document](#))
- B. Authorize the Budget Officer to Transfer Certain Budget Appropriations ([document](#))
- C. Approval of Amendment to the FY 2009/2010 Budget ([document](#))
- D. Adoption of Asheville Regional Airport Five-Year Capital Improvement Plan (CIP) For FY 2011-2015 ([document](#))

VII. DIRECTOR'S REPORT:

- A. Proposed 2010 Board Meeting Dates
- B. US Airways Service Reduction Announcement

VIII. INFORMATION SECTION:

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

- A. October, 2009 Traffic Report ([document](#))
- B. October, 2009 Monthly Financial Report ([document](#))
- C. December, 2009 Marketing and Public Relations Report ([document](#))
- D. December, 2009 Development/Project Status Report ([document](#))
- E. Potential Board Items for the Next Regular Scheduled Meeting:
  - Budget Presentation
  - Updates to the Administration Policies and Procedures Manual

IX. AUTHORITY MEMBERS' REPORTS:

- A. Discussion of Draft Authority Environmental Policy
- B. Discussion of Authority Smoking Policy



C. Discussion of Protocol for Evaluation of Airport Director ([document](#))

X. PUBLIC AND TENANTS' COMMENTS:

XI. CLOSED SESSION:

Pursuant to Subsection 143-318.11 (a) (3) of the General Statutes of North Carolina in order to consult with the Authority's Legal Counsel.

XII. ADJOURNMENT.

Respectfully submitted,

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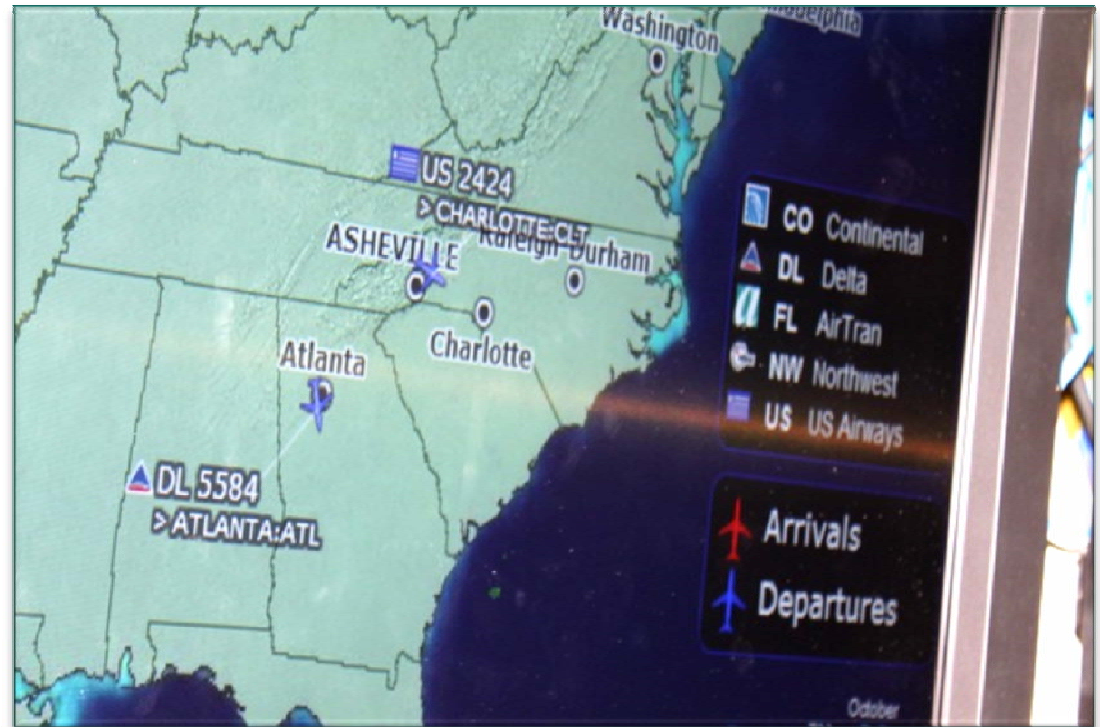
Lew Bleiweis, A.A.E.  
Airport Director

Approved:

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David Hillier  
Chairman

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## Information Technology

*Building on Excellence!*  
*2009-10*

# ARAA Information Technology

- ▶ About Us
- ▶ Our Customers
- ▶ Our Services
  - Examples
- ▶ Past Accomplishments
- ▶ Future Endeavors



# About Us



# AVL Airport – Growth of IT



2002 (good old days)



2004



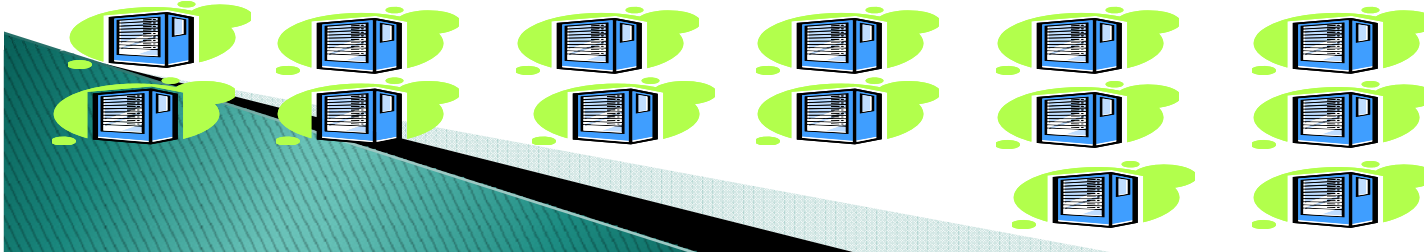
2005–06 (help arrives)



2007–08

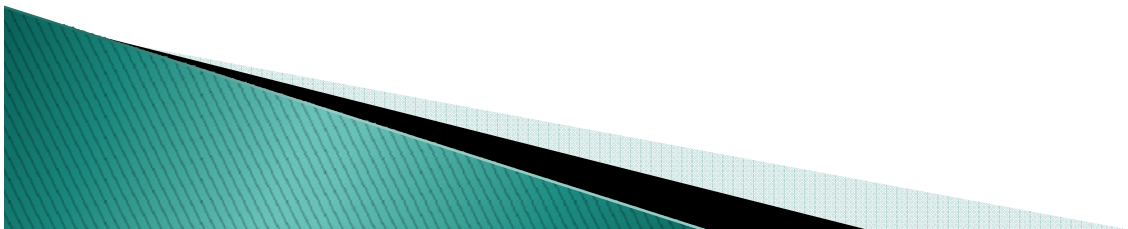


2009–10



# About Us

- ▶ Royce Holden – Director of IT
- ▶ William Owens – Network Coordinator
- ▶ Kellie Whittemore – IT Coordinator

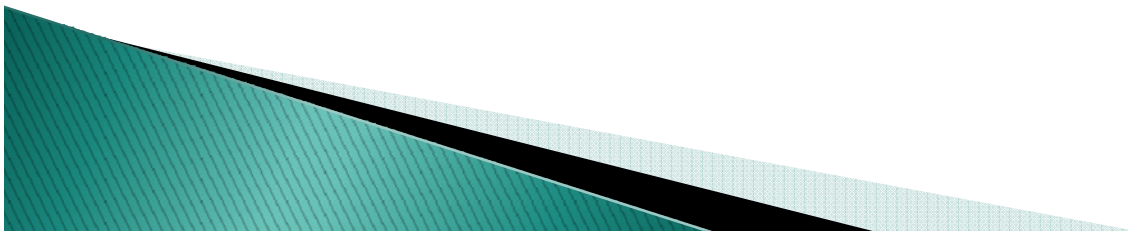




# Functional Areas in IT

Administration = Mission/Vision, Budgeting/Planning	Royce Holden
System Administration = Server/SAN	Royce Holden / Will Owens
Network Administration = Cabling/Infrastructure and Virtual LAN	Will Owens
Website Administration	Kellie Whittemore / Royce Holden
Workstation / LAN Administration	Kellie Whittemore
Shared Tenant Services & Common Use Administration	Royce Holden / Will Owens / Kellie Whittemore

# Our Customers



# Our Customers

## ▶ AVL Authority

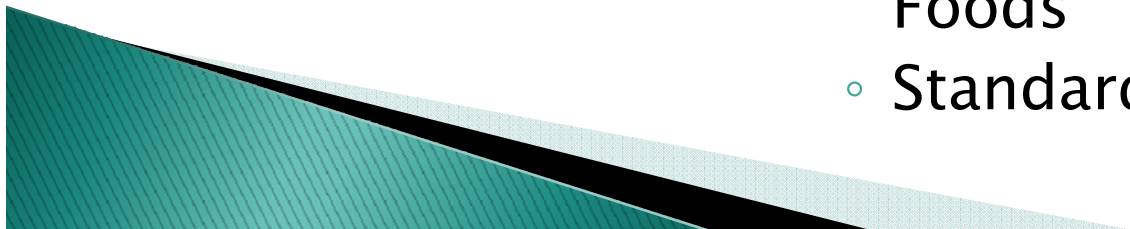
- Administration
- Development
- Finance
- Maintenance
- Public Safety
- Marketing and PR

## ▶ Tenants

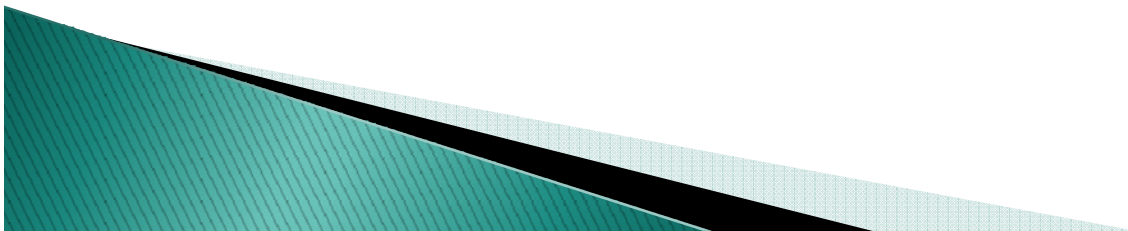
- Airtran
- United
- Delta
- US Airways
- Continental
- Avis/Budget
- Enterprise
- Hertz
- National/Alamo
- MSE Branded Foods
- Standard Parking

## ▶ Traveling Public

- Wi-Fi Users
- Courtesy Phone Users
- Flight Info. Users
- Mobile Device Users



# Our Services



# Our Services

## ▶ AVL Authority

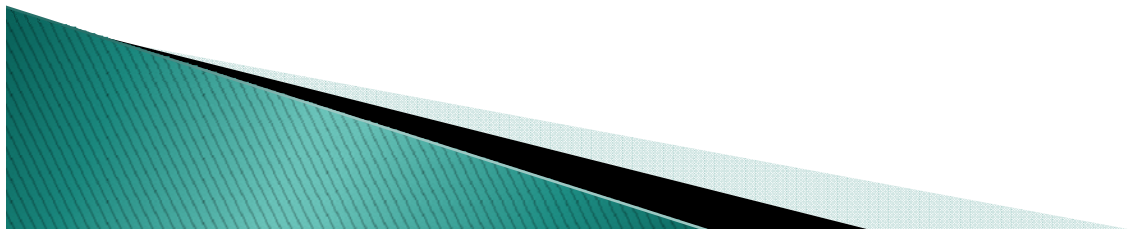
- PC Support
- Printer Support
- App. Training
- Upgrades
- Patching
- Phone support
- Email
- Internet
- Security/Policy

## ▶ Tenants

- Phone
- Data
- Flight Info
- Baggage Info
- Adds/Moves/
- Changes
- Network cabling

## ▶ Traveling Public

- Wi-Fi Users
- Courtesy Phone Users
- Flight Info. Users
- Mobile Device Users
- CNN



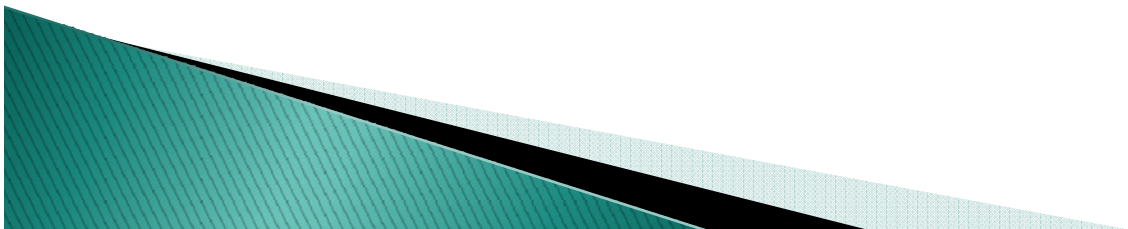
# Our Services

- ▶ Many systems are software-based
  - ▶ IT spends time continuously improving processes
    - ▶ Firewalls
    - ▶ Servers
    - ▶ Routers
    - ▶ Switches
- ▶ Planning and maintenance –
- ▶ Automated, yet Manually verified

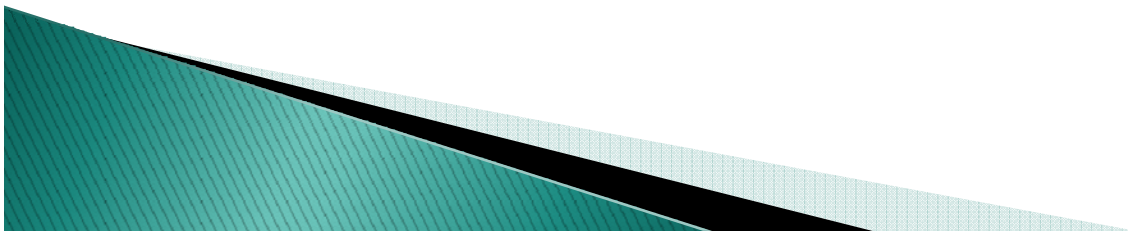


# Our Services

By aligning our business processes with the Airport Authority's mission statement and working with all other departments to support the vision of the airport, the IT department has become an integral part of the organization.



# Examples of Services





# Our Networks and Services

## ▶ Servers

- Over 14 servers
- Virtual Servers
- 7 Terabytes of Storage



## ▶ Switches & Routers

- ▶ 2 Main distribution facilities
- ▶ 9 Intermediate distribution facilities



# Our Networks and Services

## ▶ CCTV / Access Control

- Manage Support
- Public Safety and IT



## ▶ Wireless

- ▶ Access for Passengers
- ▶ Secure access for Authority Staff and Tenants



# Our Networks and Services

▶ [www.flyavl.com](http://www.flyavl.com)

Asheville Regional Airport Authority's Website - Home - Windows Internet Explorer

http://www.flyavl.com/

Asheville REGIONAL AIRPORT

Sign Up for E-News Real Time Flight Tracking TSA Travel Tips

Home Airlines Airport Info Administration Business Opportunities Community Flights General Aviation News Room Parking Passenger Services Safety and Security

**SAMPLE FARES.**

Orlando	\$157	Boston	\$209
Chicago	\$271	Newark	\$319
Philadelphia	\$327	New York	\$329

Click here for More Low Airfares

Airfares are updated on Monday & Thursday and subject to availability.

Latest News  
2009-11-06 NR: AVL Unveils Latest Art in the Airport Exhibit  
[Read more...](#)

Quick Flight Search

Flight Type: Round-Trip  One-Way  Multiple Destination

Departing From:

City/Airport Code:  AVL

Departure Date:  12/14/2009

Entire Day

**UNITED**  
to Chicago  
Beginning Dec. 17th

▶ Network Management

Spiceworks - Dashboard - Mozilla Firefox

http://appserver0708-9675/dashboard?tab=home

Spiceworks - Dashboard

Currently Running network scan - [click to learn more](#)

AVL11

My Network Dashboard

Inventory Monitoring Network Map Help Desk IT Services Reporting User Portal Settings

My Community

Ask a Question Discussion Groups Ratings & Reviews Extension Center How-tos Whitepapers

Help

Videos Documentation Support

Dashboard

IBM is working with midsize companies to help build a smarter planet. Spiceworks Partner

All Alerts

C: was < 10% free on appserver0708

database0708 was offline > 2 minutes

Go to All Alerts

Environment Charts

Manufacturers

Delta, 46

Microsoft, 2

Hewlett Packard, 2

Automatedlogis, 2

Cisco, 4

Timeline

Today

Update for plugin 'CDW Search' has been installed! by Royce H.

Update for plugin 'Help Desk Customizations Clone' has been installed! by Royce H.

2 DNS entries removed in your network

1 DNS entry changed in your network

Product	LIC.	Found	Delta
Windows XP Pro	0	22	(22)
Microsoft Office 2007 Professional Plus	0	20	(20)
Microsoft SQL Server	0	15	(15)
Microsoft Office 2000	0	7	(7)
Windows Server 2003	0	5	(5)
Microsoft Office 2003 Professional	0	4	(4)
Microsoft Office	0	1	(1)

# Our Networks and Services

- ▶ Over 200 Voice & Data Services Devices



- ▶ Network Cabling And Rooms



# Our Networks and Services

- ▶ 11 Technology Rooms with equipment to manage, maintain, and clean!



# Shared Tenant Services (STS)



# STS – Best Practice / Industry Standard

Aviation Information Data Exchange (AIDX) –  
Standard for airlines to share flight data with airports.

Common Use Passenger  
Processing System (CUPPS) –  
Standard for airlines to use  
common hardware for  
passenger processing.

<http://www.cupps.aero/Home>



# What is Shared Tenant Services (STS) ?

- ▶ Providing first class services in Audio/Visual/Data/Telecom
  - Tenant Service: Internet Access
  - Tenant Service: Phone and Fax Access
  - Tenant Service: Common Use phone, PA, and computer systems for airlines
  - Tenant & Public Service: Room rental with Internet, PowerPoint, Web Conferencing, and Teleconferencing capabilities. (Board Room, Small Conference Room, Maintenance conference room)
  - Wi-Fi: Still free to public, available now for Tenants, private access for Authority and Public Safety.



# Shared Tenant Services

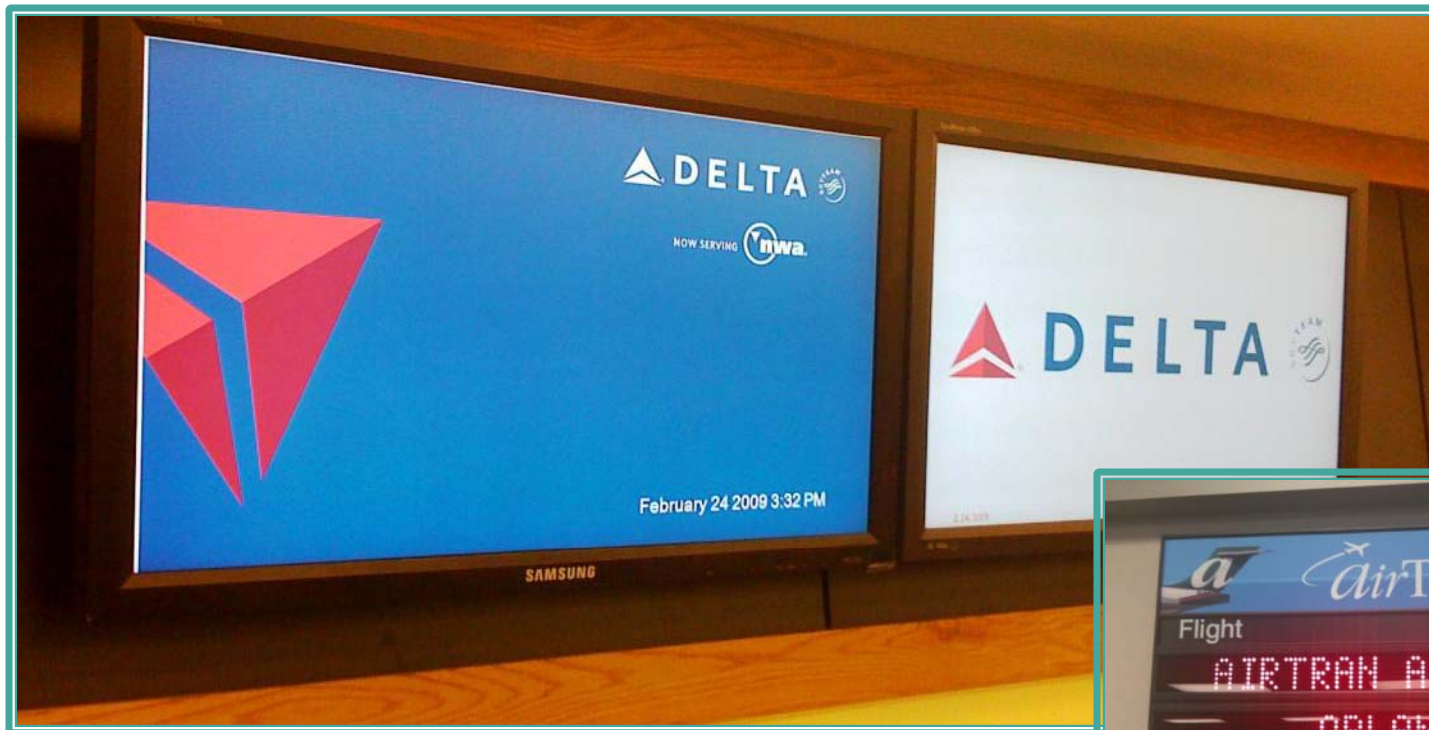
## ▶ Public Address

- Integrated with phone system
- Speakers hidden in drop ceiling
- Used over 5000 times per month by airlines



# Shared Tenant Services

- ▶ Complete care of 45 LCD and LED signage and the information they display.



# Shared Tenant Services

## ▶ Common Use

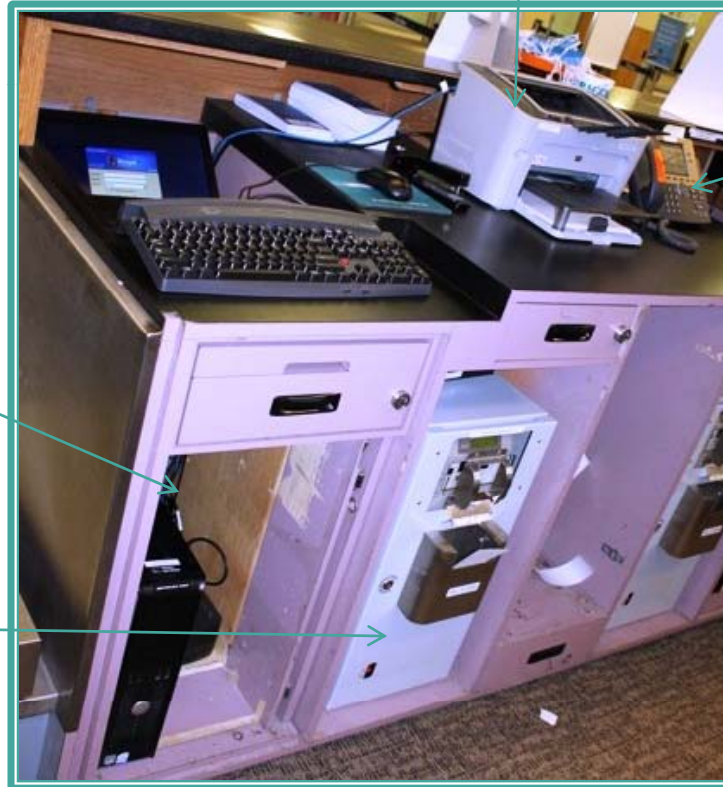
- Airport provided Agent-facing ticket and gate counter passenger processing

**Computing**

**Boarding Pass  
and Bag Tag  
Printing**

**Printing**

**Phone &  
Public  
Addressing**



# Shared Tenant Services

- ▶ Antenna Farm for airlines UHF/VHF communications.

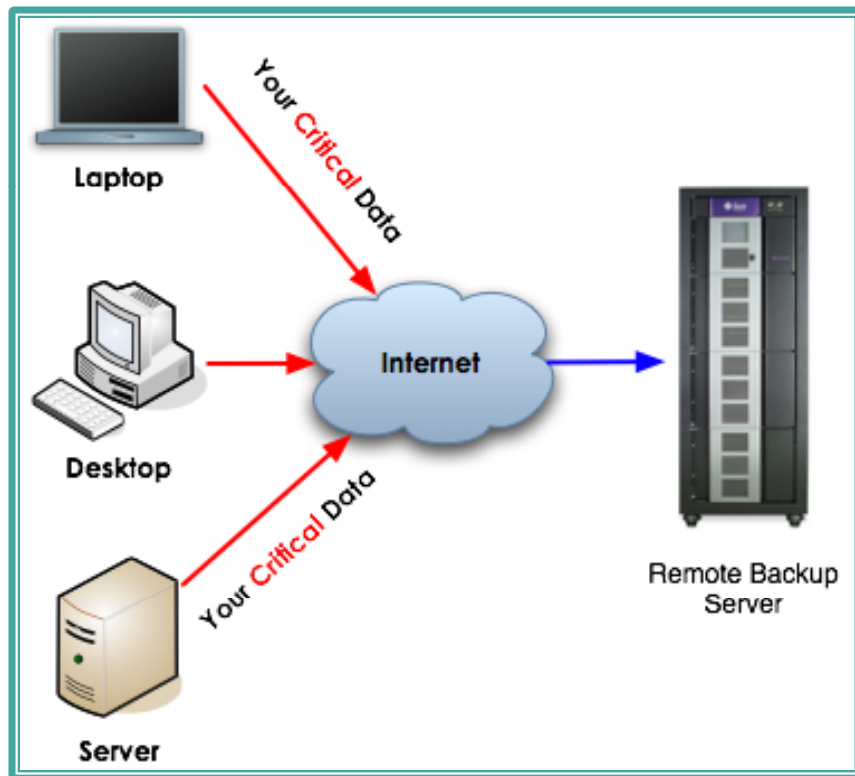


- ▶ CNN Antenna



# Shared Tenant Services

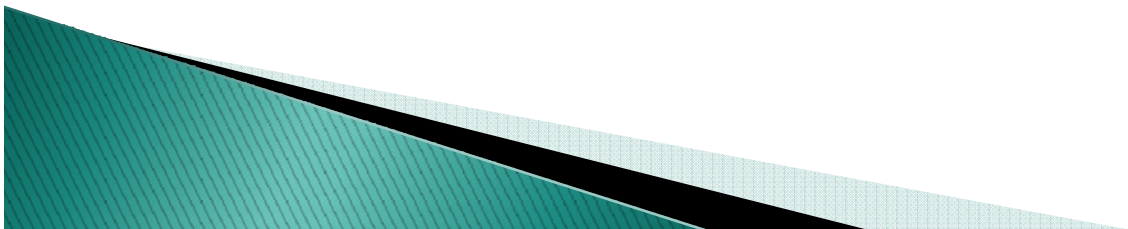
## ▶ Remote Backup



## ▶ Courtesy Phones



# Past projects and future endeavors



# Past projects and accomplishments (...just a few)

## ▶ 2004–2005

- Wireless network in Terminal
- IT revenue generation with payphones and data

## ▶ 2006–2007

- Fiber and Ethernet infrastructure from terminal to DPS and Maintenance
- Installed integrated VoIP phone and paging system
- FIDS/BIDS/CNN LCD upgrades in Terminal

## ▶ 2008–2009

- Common Communications Facility – redundant power & common use rack system
- Virtualized servers

# Projects and Goals: 2010-13

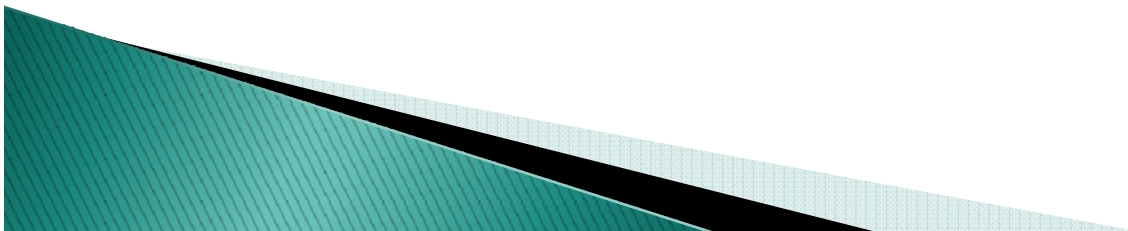
- ▶ Document Imaging and Email Archiving
  - ▶ Finance, Development
- ▶ Parking Lot - Expanding the Infrastructure (Blue Phone)
  - ▶ Development, Public Safety, Operations
- ▶ Asset Management Project
  - ▶ Maintenance & Operations
- ▶ Guest Services Merchant Payment & PCI Compliance
  - ▶ Marketing and PR
- ▶ CCTV Expansion
  - ▶ Public Safety
- ▶ Excellent Customer Service!
  - ▶ All Customers



# National Exposure, AVL IT

- ▶ Google free holiday Wi-Fi promotion until Jan. 15<sup>th</sup>, 2010:
  - <http://googleblog.blogspot.com/2009/11/wi-fi-wonderland-in-sky-and-on-ground.html>
- ▶ Leveraging IT & Infrastructure Investments to Optimize Airports & Empower Airlines
  - ▶ <http://events.aaae.org/sites/091006/agenda.cfm>
- ▶ ACRP Project Panel on A Handbook for Developing, Implementing, and Overseeing Airport Capital Plans (ACRP carries out applied research)
  - ▶ [http://144.171.11.40/cmsfeed/comm\\_detail.asp?id=3558](http://144.171.11.40/cmsfeed/comm_detail.asp?id=3558)
- ▶ Asheville Regional Airport Selects ECLIP SX MUFIDS and Digital Paging
  - ▶ <http://www.comnet-fids.com/newsdetail.asp?id=116>
- ▶ Airports get onboard with free Wi-Fi
  - ▶ [http://www.usatoday.com/travel/columnist/baskas/2004-03-02-baskas\\_x.htm](http://www.usatoday.com/travel/columnist/baskas/2004-03-02-baskas_x.htm)

Thank You!



**REGULAR MEETING**  
**ASHEVILLE REGIONAL AIRPORT AUTHORITY**  
**October 9, 2009**  
**8:31 a.m.**

The Asheville Regional Airport Authority ("Authority") met on Friday, October 9, 2009 at 8:31 a.m. in the Conference Room at the Authority's Administrative Offices, Asheville Regional Airport ("Airport"), 61 Terminal Drive, Suite 1, Asheville, NC 28732.

**MEMBERS PRESENT:** David R. Hillier, Chairman; David Gantt, Vice-Chairman; Rhett Grotzinger; Susan C. Fisher; and Jeffrey A. Piccirillo.

**MEMBERS ABSENT:** Chuck McGrady, Secretary-Treasurer; Brownie Newman

**STAFF AND LEGAL COUNSEL PRESENT:** Victor Buchanan, Authority Legal Counsel; Lew Bleiweis, Airport Director; D. David Nantz, Director of Operations and Maintenance; Kevin Howell, Director of Properties and Development; Patti Michel, Director of Marketing and Public Relations; Royce Holden, IT Director; Suzie Baker, Administration Manager; Vickie Thomas, Director of Finance and Accounting; M. Kevan Smith, Public Safety Captain; and Ellen Heywood, Recording Secretary.

**ALSO PRESENT:** Robert Haggard, Honor Air – WNC Rotary District; Bronwyn Burleson, Burleson & Earley, P.A.; Henry Johnson, WNC Pilots Association; Joe Weinflash, Civil Air Patrol; Glenn W. Wilcox, Sr., Wilcox Travel Agency, Inc.; David Anderson.

**CALL TO ORDER:** The Chairman welcomed everyone in attendance and called the meeting to order at 8:31 a.m.

**APPEARANCES:** None

**PRESENTATIONS:**

**A. Honor Air:** Mr. Bob Haggard appeared before the Board to give an overview of the Honor Air program which is sponsored by the Rotary District of Western North Carolina. Mr. Haggard showed a video from the CBS news show "Sunday Morning" which highlighted an Honor Air trip that brought Hendersonville area vets to the World War II memorial in Washington, D.C.

Mrs. Fisher arrived at 8:36 a.m.

Mr. Haggard extended an invitation to the Authority Board to be a part of the welcome home celebration for the next Honor Air flight scheduled on October 31, 2009. Mr. Haggard informed the Board that the airport staff has been a tremendous help with the 14 flights that have been scheduled from the Asheville Regional Airport. As a tribute to her hard work and dedication, Mr. Haggard presented Ms. Patti Michel with the Paul Harris Fellow Award on behalf of the WNC Rotary District.

The Board thanked Mr. Haggard for his presentation.

**B. Operations and Maintenance:** Mr. Nantz appeared before the Board to give a presentation highlighting the role of the Operations and Maintenance Department at the airport. Mr. Nantz spoke about the responsibilities of the Maintenance Department which involve keeping the various airport equipment maintained to run efficiently and safely, landscaping the airport property which includes cutting 800 acres of grass on the property, maintaining the lighting fixtures, performing surface painting, conducting winter operations, and the custodial functions that keep the 120,000 square feet of terminal space cleaned. Mr. Nantz also reviewed the Operations aspect of the department that deals with compliance with local, state and federal aviation regulations, ground transportation, airfield driver training, relocation of wildlife away from the airport, airport certification, as well as the public parking areas.

**C. Construction Update:** Mr. Howell gave the Board an update on the following construction projects:

Landside Parking Lot and Terminal Drive Project: This project is in the 4<sup>th</sup> phase and on schedule with an anticipated completion by Thanksgiving. Landscaping is well underway, conduits are being installed for new electrical and communications cabling to include parking lot revenue control equipment, security cameras, new lighting in the parking lot and possibly emergency call stations in the parking lot. Selective pavement repair has been completed on the worst areas of Terminal Drive and for other areas that did not need repaving, crack sealing and sealcoat work was done.

Parking Lot Toll Plaza Expansion Project: Fill operations are currently taking place which raises this area by 3 feet. A January completion is expected for this contractor.

Wright Brothers Way - General Aviation Access Road Improvements Project: 7,000 yards have been cut from the hill which runs along this road with another 5,000 to go. The road will also be raised 2 ½ feet and the dirt from the cut project will be recycled

for this. Utility work is well underway. There is a push to finish the utility and grading work as winter weather conditions have the potential to delay paving this area.

North General Aviation Project: This project is in the filling phase with 50,000 to 75,000 tons of fill being delivered each month. Continuing with this pace will see an early January completion date for the fill aspect of the project. The next phase will be the 6' cap of dirt which will make the area a 15 to 20 acre developable site in late spring or early summer. A discussion of the fill used for this project took place with Mr. Howell informing the Board that the Army Corps of Engineers recently inspected the site and were impressed and very complimentary of the work performed. A further discussion of the \$3.7 million spent on this project took place with Mr. Howell informing the Board that the biggest expense was the approximately \$1 million spent for the mitigation of the stream bed. The funds for the mitigation of the stream bed are targeted for the state's Eco Enhancement Program which will be used for stream and wetland projects in Western North Carolina. Staff is following up with the state to find out which conservation projects benefitted from this expense and will inform the Board when the information is received.

Triturator: The equipment has been ordered and Perry Bartsch Jr. Construction Company will begin site work next week.

PC Air and Fixed Ground Power Units: Equipment is in the manufacturing stage for this project and should be received later this fall.

A Gates/Terminal Improvements: The construction site has been fenced in and there are nightly modifications made to the security checkpoint area. Demolition is also underway inside the building in the non-public areas.

Passenger Boarding Bridges: The two bridges are in the process of being manufactured and are expected to be completed in early January. The bridges will then be stored in a climate controlled facility until the job site is ready for them.

Parking Lot Signage: Mr. Howell presented some pictures of new signage for the two entrances to the airport. The signs meet all city sign ordinances but staff will have to present the signage for approval by the Asheville City Council in a few weeks.

## **CONSENT AGENDA:**

**A. Approval of the Asheville Regional Airport Authority August 14, 2009 Regular Meeting Minutes:** Mr. Gantt made a motion to approve the Regular

Meeting Minutes of the August 14, 2009 meeting. Mrs. Fisher seconded the motion and it carried by unanimous consent.

**B. Approval of Asheville Regional Airport Authority August 14, 2009**

**Closed Session Minutes:** Mr. Gantt made a motion to approve the minutes for the August 14, 2009, Closed Session and to seal and withhold the minutes from public inspection so long as public inspection would frustrate the purpose or purposes thereof. Mrs. Fisher seconded the motion and it carried by unanimous consent.

**OLD BUSINESS:** None

**NEW BUSINESS:**

**A. Asheville Regional Airport Authority 2008/2009 Annual Audit**

**Acceptance:** Ms. Bronwyn Bureson appeared before the Board to present the 2008/2009 Audit Report. Ms. Bureson informed the Board that the audit has been submitted to the Local Government Commission (LGC) and staff is awaiting approval before submitting the audit to Buncombe County by the October 15 deadline.

Ms. Bureson stated that the financial statement is in the same format as previous years and encouraged the Board to read the Management Discussion and Analysis. Ms. Bureson discussed the Prior Period Restatement section as well as the Budget and Actual schedule with the Board. Ms. Bureson advised the Board that the audited opinion was an unqualified opinion which is a clean opinion. A few recommendations were made in the Management Letter regarding the budgeting process and presentation which the auditors believe would improve the systems and reporting. Ms. Bureson reminded the Board that the financial statements are the responsibility of the Board, the Airport Director and the Director of Finance and Accounting. Once the LGC has given its approval, Ms. Bureson will provide bound copies of the financial statement to the Board Members as well as submitting it to the County.

Mrs. Fisher made a motion to accept the 2008/2009 Audit Report as presented. Mr. Grotzinger seconded the motion and it carried by unanimous consent.

**B. Ratification of Capital Improvement Project Budget Amounts:**

The Director informed the Board that staff has good documentation of our projects, how they are funded and where the funds come from. However, staff would like to clarify and change the documentation going forward to a project ordinance for each project. The project ordinance will be effective for the life of the project, will show the funding sources, the Authority's ultimate liability if there is any, and will carry over until a project is complete.

Staff requested all capital improvement project budget amounts approved over the last four or five years be ratified through the schedule that was provided to the Board. The Chairman inquired how often the Board would receive this schedule. The Director responded that this summary was a one-time occurrence as a starting point for the new process but that project ordinances would be given to the Board for each project along with proper motions for Board approval.

Mr. Grotzinger inquired if the Capital Improvement Project Budget Amounts schedule contained any amounts that were not originally approved by the Board. The Director responded that it did not and that the Board had previously approved all the project budget amounts.

Mr. Grotzinger moved to ratify and approve the Capital Improvement Project Budget Amounts. Mr. Piccirillo seconded the motion and it carried by unanimous consent.

#### **DIRECTOR'S REPORT:**

**A. United Express Service:** The Director reported to the Board that SkyWest Airlines would be handling the new service to Chicago. Service is scheduled to start on December 17 and there will be two flights per day using a 50-seat aircraft. The fares have been priced well and SkyWest will be utilizing the common-use Air IT equipment. Staff will be offering SkyWest the incentive plan previously adopted by the Board which includes the \$150,000 marketing package over a 12 month period as well as waiving rents and landing fees for the first year with the exception of the PFC's. A ribbon cutting event will take place and the Board will be informed as to when that will occur.

**B. Civil Air Patrol Lease and Status:** The lease was executed last month and staff has received a temporary certificate of occupancy for the trailer. The CAP will have access to the trailer for a training session planned for the weekend.

**C. Current AIP Status:** The House has passed House Resolution 3607 extending FAA funding for three months to December 31, 2009. The Resolution calls for an expenditure of \$1 million which is 25% of the \$4 million budget they have proposed. The Senate has also passed this resolution with the same terms. They are allowing \$1 billion to be spent the first quarter of their federal fiscal year but the Department of Transportation has only appropriated \$3.5 billion for fiscal year 2010. There is disconnect with the amount of AIP funding the FAA is hoping to receive and what the DOT has funded. Some senior staffers in Washington believe there could be reauthorization for up to two years by the end of the year. The Director will keep the Board apprised of any further information.

**D. Industry Outlook:** According to the information the industry is providing, AVL is an anomaly to the good in this industry. For the first half of 2009 traffic is down 8.7% across the country, capacity is down 7.7% across the country, and operating losses are at \$3.7 billion. A \$9 billion global loss is predicted for the year. The outlook for next year is expected to be flat and only a 2% increase for 2011-2012.

Aircraft orders are also down and there are no plans to manufacture a 50 seat regional aircraft. Rather the 70 seat aircraft or higher are the only aircrafts planned on being manufactured.

Biofuels are being tested and the industry has tested over 500 combinations of biofuels. The FAA has approved a 50/50 biofuel which should be in production and use within two years.

**E. Part 16 Determination:** The ruling from the FAA has been received and the Authority was successful with the determination ruling against Odyssey Aviation. The Authority did not act incorrectly in leasing to Landmark Aviation. Odyssey Aviation has the right to an appeal with the FAA or also the Supreme Court.

The Director also advised the Board that the installation of the Virtual Perimeter Monitoring System is complete and training has been done. Twelve cameras along the perimeter of our property were installed at no cost to the Authority.

The Director informed the Board that Asheville was the feature in the September issue of the US Airways magazine. The Asheville Regional Airport was highlighted in the article and US Airways presented the airport with a framed picture of the centerfold from the magazine.

**INFORMATION SECTION:** No Comments

**AUTHORITY MEMBERS' REPORTS:**

**A. Adoption of an Authority Environmental Policy:** The Chairman requested a committee be formed to draft an environmental policy for review by the Board. By unanimous consent, a committee (to be known as the Environmental Policy Drafting Committee) was created to prepare a draft of a proposed environmental policy for presentation to, and consideration by, the Authority; and Chairman Hillier appointed Messrs. Grotzinger and Piccirillo as the members thereof.



Mr. Grotzinger questioned whether the County's upcoming ban on smoking on county land opens the doors for the airport to follow suit. Mr. Buchanan requested the opportunity to discuss this with the Director, research other airport smoking policies, and possibly contact the Health Department to determine if this is something the Authority could implement as well. Mr. Grotzinger would like to see something in place by the time the state law goes into effect. The Chairman authorized the Director and Mr. Buchanan to proceed with looking into this for discussion at the December meeting.

**PUBLIC AND TENANTS' COMMENT:** No Comments

**CLOSED SESSION:** None

**ADJOURNMENT:** Mr. Grotzinger moved to adjourn the meeting at 10:21 a.m. Mr. Gantt seconded the motion and it carried by unanimous vote.

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

The next regular meeting of the Authority will be on Friday, December 11, 2009 at 8:30 a.m. in the Conference Room at the Authority's Administrative Offices, Asheville Regional Airport, 61 Terminal Drive, Suite 1, Asheville, NC 28732.

Respectfully submitted,

Jeffrey A. Piccirillo  
Acting Secretary-Treasurer

Approved:

David R. Hillier  
Chairman



## **MEMORANDUM**

TO: Members of the Airport Authority

FROM: Vickie Thomas, Director of Finance and Accounting

DATE: December 11, 2009

### **ITEM DESCRIPTION – New Business Item A**

Designation of the Airport Director as the Budget Officer

### **BACKGROUND**

North Carolina General Statute 159-9 requires that a public authority appoint a budget officer. In counties or cities having the manager form of government, the county or city manager is required to be the Budget Officer. A public authority may impose the duties on any officer or employee. We recommend that the Airport Authority Board designate the Airport Director as the Budget Officer.

### **ISSUES**

None.

### **ALTERNATIVES**

We could not appoint a budget officer and not be in compliance with North Carolina law. We could appoint someone else to be the Budget Officer.

### **FISCAL IMPACT**

None.

### **RECOMMENDED ACTION**

It is respectfully requested that the Airport Authority Board resolve to authorize the Airport Director as the Budget Officer.

New Business – Item A



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## MEMORANDUM

TO: Members of the Airport Authority

FROM: Vickie Thomas, Director of Finance and Accounting

DATE: December 11, 2009

### ITEM DESCRIPTION –New Business Item B

Authorization of the Budget Officer to Transfer Certain Budget Appropriations

### BACKGROUND

North Carolina General Statutes 159-15 allows the governing board to authorize the Budget Officer to transfer moneys from one appropriation to another within the same fund subject to such limitations and procedures as it may prescribe. Any such transfers are required to be reported to the governing board at its next regular meeting and be reported in the minutes. This provision keeps the board from having to consider and vote on immaterial changes to the budget that do not increase overall appropriations, but keeps them abreast of any changes.

Although there have been no such transfers so far in FY09/10, in prior years, the Airport Director has authorized such transfers up to \$50,000, and we anticipate that there will be a need to do so before the end of the year. We recommend that the Airport Authority Board authorize the Airport Director (as the Budget Officer) to transfer moneys from one appropriation to another within the same fund subject to the limitations and procedures outlined below.

### ISSUES

None.

### ALTERNATIVES

We could not authorize the Budget Officer to transfer appropriations within a cost center or between cost centers, and the Board would be required to approve transfers of all appropriations, regardless of dollar amount.

New Business – Item B



## **FISCAL IMPACT**

None.

## **RECOMMENDED ACTION**

It is respectfully requested that the Airport Authority Board resolve to authorize the Budget Officer to transfer appropriations as follows:

- a. He may transfer amounts between line item expenditures within a budget ordinance line item/cost center without limitation and without a report being required. These changes should not result in increased recurring obligations such as salaries.
- b. He may transfer amounts up to \$50,000 between budget ordinance line items/cost centers, including contingency appropriations, within the same fund. He must make an official report on such transfers at the next regular meeting of the Board.



## **MEMORANDUM**

TO: Members of the Airport Authority

FROM: Vickie Thomas, Director of Finance and Accounting

DATE: December 11, 2009

### **ITEM DESCRIPTION –New Business Item C**

Approval of Amendment to the FY09/10 Budget

### **BACKGROUND**

Significant changes have occurred since the FY09/10 budget was adopted, primarily in the capital spending plan. Although the Airport Authority Board has authorized the changes to the capital spending plan, the budget was not amended to reflect those changes. This was the case also in the prior year, and our auditors reported a compliance violation in the notes to our audited financial statements and made a recommendation in their management letter that we adopt budget amendments as our capital spending plans change.

In addition, our auditor's management letter recommended that we remove the Operations and Maintenance Reserve from our budget since it is really a designation of our Fund Balance, and not actual budgeted expenditures expected to be spent.

We have proposed amendments also for the Westside Expansion project costs to be billed to Charah, reduced budgeted interest income, and reclassified the Contingency appropriation to a separate Budget Ordinance line item as required by North Carolina state statute.

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

### **ISSUES**

None.

New Business – Item C



## ALTERNATIVES

We could not amend the FY09/10 budget and not be in compliance with North Carolina law.

## FISCAL IMPACT

The budget amendment will increase FY09/10 budgeted revenue and expenditures to provide for the changes outlined above and in the attached detailed schedule.

## RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to amend the FY09/10 budget by adopting the following budget ordinance amendment:

BE IT ORDAINED by the Asheville Regional Airport Authority that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2010:

Section 1. To amend the appropriations as follows:

### EXPENDITURES:

	<u>Decrease</u>	<u>Increase</u>
Administration	\$ 75,000	
Other		\$ 250,000
Other Reserve Funds	3,479,880	
Contingency		75,000
Carryover Capital from Prior Year		9,334,419
Capital Improvement Fund	5,450,068	
Totals	<u>\$9,004,948</u>	<u>\$9,659,419</u>

This will result in a net increase of \$654,471 in the appropriations. To provide the additional revenue for the above, revenues will be revised as follows:



**REVENUES:**

	<u>Decrease</u>	<u>Increase</u>
Administration (Interest Income)	\$ 134,200	
Other		\$ 250,000
FY08/09 Capital Carryover Funds	6,625,658	
Federal Grants FY09/10		7,302,901
NC DOT Grants FY09/10		35,161
Transfer from ARAA Cash	173,733	
 Totals	 <u><u>\$6,933,591</u></u>	 <u><u>\$7,588,062</u></u>

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

Adopted this 11<sup>th</sup> day of December, 2009.

\_\_\_\_\_  
David R. Hillier, Chairman

Attested by:

\_\_\_\_\_  
Charles W. McGrady, Secretary-Treasurer

**Asheville Regional Airport Authority  
Proposed Budget Amendment Detail**

	Original FY09/10 Budget	Revisions to Capital Carryover per Attached	Deletion of Runway Rehab Project	Deletion of Capital Carryover Revenue	Revisions to Federal & State Grant Revenue	Reclassification of O&M Reserve to Designated Fund Balance	Westside Expansion to Be Billed to Charah	Revision to Interest Income	Decrease in Emergency Repair Reserve	Reclass Contingency	Total FY09/10 Budget Amendment Needed	Revised FY09/10 Budget
<b>Expenditures</b>												
Administration	\$ 1,544,425									\$ (75,000)	\$ (75,000)	\$ 1,469,425
Terminal	2,643,374										-	2,643,374
Airfield	1,245,283										-	1,245,283
General Aviation	423,728										-	423,728
Parking Lot/Roadway	223,852										-	223,852
Other	209,097						250,000				250,000	459,097
Business Development/Agreement Obligations	300,000										-	300,000
Debt Service	626,823										-	626,823
Other Reserve Funds	3,894,880					(3,144,880)			(335,000)		(3,479,880)	415,000
Contingency	-									75,000	75,000	75,000
Carry-over Capital Expenditures from Prior Year	6,625,658	9,334,419									9,334,419	15,960,077
Capital Improvement Fund	5,450,068		(5,450,068)								(5,450,068)	-
Renewal and Replacement Fund	142,277										-	142,277
Equipment and Small Capital Outlay Fund	104,440										-	104,440
	<b>\$ 23,433,905</b>	<b>\$ 9,334,419</b>	<b>\$ (5,450,068)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (3,144,880)</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ (335,000)</b>	<b>\$ -</b>	<b>\$ 654,471</b>	<b>\$ 24,088,376</b>
<b>Revenues</b>												
Administration (Interest Income)	\$ 157,200							\$ (134,200)			\$ (134,200)	\$ 23,000
Terminal	3,154,910										-	3,154,910
Airfield	819,650										-	819,650
General Aviation	873,790										-	873,790
Parking Lot/Roadway	2,154,100										-	2,154,100
Other	140,940						250,000				250,000	390,940
FY 09/10 CFC's	900,000										-	900,000
FY 08/09 Capital Carry Over Funds	6,625,658			(6,625,658)							(6,625,658)	-
FY 09/10 PFC's	850,000										-	850,000
Federal Grants FY 09/10	5,177,564				7,302,901						7,302,901	12,480,465
NCDOT Grants FY 09/10	136,252				35,161						35,161	171,413
Transfer from ARAA Cash/Investments	2,443,841					(173,733)					(173,733)	2,270,108
	<b>\$ 23,433,905</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (6,625,658)</b>	<b>\$ 7,338,062</b>	<b>\$ (173,733)</b>	<b>\$ 250,000</b>	<b>\$ (134,200)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 654,471</b>	<b>\$ 24,088,376</b>



**ASHEVILLE REGIONAL AIRPORT AUTHORITY  
FY09/10 BUDGET PROJECTED CAPITAL CARRY-OVER**

Project	ORIGINAL BUDGET			PROPOSED AMENDMENT					
	AMOUNT BUDGETED	ESTIMATED TO SPEND THROUGH 6/30/2009	ESTIMATED BALANCE TO CARRYOVER	REVISED BOARD AUTHORIZED AMOUNT	ACTUAL SPENT THROUGH 6/30/2009	UNDER-BUDGET AMOUNT	AMOUNT TO BE SPENT IN FY10/11	REVISED BALANCE TO CARRYOVER	AMENDMENT NEEDED 12/09
<b><u>Original Budget Carry-over Projects:</u></b>									
Runway Rehab Project	545,007	186,633	358,374	186,633	172,428			14,205	(344,169)
Aircraft Lavatory Project	240,700	40,000	200,700	266,827	32,419			234,408	33,708
PC Air Project	361,050	180,525	180,525	561,080	7,403			553,677	373,152
Fixed Ground Power Project (combined with PC Air)	120,000	60,000	60,000	-	-			-	(60,000)
Landside Roadway/Parking Improvements	5,025,000	410,000	4,615,000	5,293,995	648,309			4,645,686	30,686
Art Program FF&E	27,175	16,116	11,059	27,175	8,284			18,891	7,832
North General Aviation Expansion Project	3,700,000	2,500,000	1,200,000	3,700,000	2,577,479			1,122,521	(77,479)
								-	-
<b><u>Projects Not Completed in FY08/09 as Expected:</u></b>									
Terminal Roof Replacement				181,125	27,466			153,659	153,659
168 Wright Brothers Way Hangar				2,500,000	2,146,806	250,000		103,194	103,194
Wireless Mesh System - Phase II				30,000	-			30,000	30,000
								-	-
<b><u>New Projects Approved by Board After Budget Was Approved:</u></b>									
A Gates Terminal Renovation Project (Stimulus Project)				10,486,704	950,393		550,000	8,986,311	8,986,311
General Aviation & Taxiway Connector Design (Stimulus Project)				188,000	169,675			18,325	18,325
OD Lacy Griffin Building Improvements				51,700	-			51,700	51,700
Advantage West Building Improvements				27,500	-			27,500	27,500
<b>TOTAL CARRY-OVER TO FY09/10</b>	<b>10,018,932</b>	<b>3,393,274</b>	<b>6,625,658</b>	<b>23,500,739</b>	<b>6,740,662</b>	<b>250,000</b>	<b>550,000</b>	<b>15,960,077</b>	<b>9,334,419</b>



## **MEMORANDUM**

TO: Members of the Airport Authority

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

DATE: December 11, 2009

### **ITEM DESCRIPTION – New Business Item D**

Adoption of the Asheville Regional Airport Five-Year Capital Improvement Plan (CIP) for FY 2011-2015

### **BACKGROUND**

The Federal Aviation Administration (FAA) requires all airports to submit a Five-Year CIP to be eligible for federal project funding. The CIP is used to update the National Plan of Integrated Airport Systems (NPIAS) and allows the FAA to update their funding program based upon available funding levels.

### **ISSUES**

The proposed CIP for Asheville Regional Airport is based upon capital projects identified during the 2005 Terminal Area Planning Study (TAP) and the proposed Airfield Improvements Program identified in 2009. Staff is recommending significant revisions in the CIP based upon the anticipated schedule required to implement the Airfield Improvements Program.

### **ALTERNATIVES**

None recommended at this time.

### **FISCAL IMPACT**

The Five-Year CIP is considered a planning and administrative tool for authority Staff and the FAA. Adopting the CIP does not approve any contracts nor provide Staff with any authorization to award design or construction projects. Staff will present individual CIP projects to the Authority Board in accordance with all applicable Authority policies.

New Business – Item D



## **RECOMMENDED ACTION**

It is respectfully requested that the Authority Board resolve to adopt the Asheville Regional Airport Five-Year Capital Improvement Plan as presented for submission to the FAA.

**Airport Capital Improvement Plan  
Asheville Regional Airport  
Fiscal Years 2011-2015**

<u>Description</u>	<u>Total Cost</u>	<u>AIP Entitlements</u>	<u>AIP Discretionary</u>	<u>State Funds</u>	<u>Pay-As-You-Go PFC</u>		<u>Other Local Funds</u>			<u>Total Funding</u>
					<u>Current Approval</u>	<u>Future Approvals</u>	<u>Airport Capital</u>	<u>Other (b)</u>	<u>CFC</u>	
<b><u>FY 2011 (Oct 1, 2010 - Sept 30, 2011)</u></b>										
Terminal Improvements Project - Alternates 2 & 3 (Construction / CA / RPR) <i>part B</i>	541,387	514,318	-	-	-	-	27,069	-	-	541,387
Master Plan Update	500,000	475,000	-	-	-	-	25,000	-	-	500,000
Terminal Seating Replacement	750,000	-	-	-	-	750,000	-	-	-	750,000
General Aviation Ramp Expansion	825,000	-	-	750,000	-	-	75,000	-	-	825,000
ARFF Equipment	475,000	451,250	-	-	-	-	23,750	-	-	475,000
Glycol Recovery Vehicle	400,000	380,000	-	-	-	-	20,000	-	-	400,000
Snow Equipment - Liquid Deicing Vehicle	300,000	285,000	-	-	-	-	15,000	-	-	300,000
Airfield Improvements Program Year 2 - Planning & Preliminary Engineering	880,800	94,432	500,000	-	-	-	286,368	-	-	880,800
<b>Subtotal FY 2011</b>	<b>\$ 4,672,187</b>	<b>\$ 2,200,000</b>	<b>\$ 500,000</b>	<b>\$ 750,000</b>	<b>\$ -</b>	<b>\$ 750,000</b>	<b>\$ 472,187</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,672,187</b>
<b><u>FY 2012 (Oct 1, 2011 - Sept 30, 2012)</u></b>										
ARFF Facility	4,000,000	2,200,000	-	-	-	1,000,000	800,000	-	-	4,000,000
Airfield Improvements Program Year 3 - TW Design	2,385,500	-	2,000,000	300,000	-	-	85,500	-	-	2,385,500
<b>Subtotal FY 2012</b>	<b>\$ 6,385,500</b>	<b>\$ 2,200,000</b>	<b>\$ 2,000,000</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ 885,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,385,500</b>
<b><u>FY 2013 (Oct 1, 2012 - Sept 20, 2013)</u></b>										
Wright Brothers Way Extension	3,500,000	2,200,000	-	-	-	1,000,000	300,000	-	-	3,500,000
Airfield Improvements Program Year 4 - TW Construction Phase 1 (sitework)	9,113,775	-	8,500,000	300,000	-	-	313,775	-	-	9,113,775
<b>Subtotal FY 2013</b>	<b>\$ 12,613,775</b>	<b>\$ 2,200,000</b>	<b>\$ 8,500,000</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ 613,775</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,613,775</b>
<b><u>FY 2014 (Oct 1, 2013 - Sept 30, 2014)</u></b>										
Ready/Return Lot Expansion & Improvements	2,500,000	1,200,000	-	-	-	1,000,000	300,000	-	-	2,500,000
Airfield Improvements Program Year 5 - TW Construction Phase 2 (sitework / paving / electrical)	9,297,275	1,000,000	7,750,000	300,000	-	-	247,275	-	-	9,297,275
<b>Subtotal FY 2014</b>	<b>\$ 11,797,275</b>	<b>\$ 2,200,000</b>	<b>\$ 7,750,000</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ 547,275</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,797,275</b>
<b><u>FY 2015 (Oct 1, 2014 - Sept 30, 2015)</u></b>										
Ground Transportation / Commercial Vehicle Loading Area w/ Pedestrian Canopies	3,500,000	1,200,000	-	-	-	1,500,000	800,000	-	-	3,500,000
Airfield Improvements Program Year 6 - TW Construction Phase 3 (paving / electrical)	11,890,725	1,000,000	10,000,000	300,000	-	-	590,725	-	-	11,890,725
<b>Subtotal FY 2015</b>	<b>\$ 15,390,725</b>	<b>\$ 2,200,000</b>	<b>\$ 10,000,000</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>	<b>\$ 1,390,725</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,390,725</b>
<b>Total - FY 2011 through FY 2015</b>	<b>\$ 50,859,462</b>	<b>\$ 11,000,000</b>	<b>\$ 28,750,000</b>	<b>\$ 1,950,000</b>	<b>\$ -</b>	<b>\$ 5,250,000</b>	<b>\$ 3,909,462</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,859,462</b>

**Airport Capital Improvement Plan**  
**Asheville Regional Airport**  
**Fiscal Years 2010-2018 (for informational purposes only)**

<u>Description</u>	<u>Total Cost</u>	<u>AIP Entitlements</u>	<u>AIP Discretionary</u>	<u>State Funds</u>	<u>Pay-As-You-Go PFC</u>		<u>Other Local Funds</u>			<u>Total Funding</u>	
					<u>Current Approval</u>	<u>Future Approvals</u>	<u>Airport Capital</u>	<u>Other (b)</u>	<u>CFC</u>		
<b><u>FY 2010 (Oct 1, 2009 - Sept 30, 2010)</u></b>											
Terminal Improvements Project - A Gates (Design Reimbursement)	949,990	902,491	-	-	-	-	-	47,500	-	-	949,990
Terminal Improvements Project - Alternates 2 & 3 (Construction / CA / RPR) <i>part A</i>	1,365,800	1,297,509	-	-	-	-	-	68,291	-	-	1,365,800
Airfield Improvements Program Year 1 - Environmental	350,000	-	332,500	-	-	-	-	17,500	-	-	350,000
<b>Subtotal FY 2010</b>	<b>\$ 2,665,790</b>	<b>\$ 2,200,000</b>	<b>\$ 332,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 133,291</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,665,790</b>
<b><u>FY 2011 (Oct 1, 2010 - Sept 30, 2011)</u></b>											
Terminal Improvements Project - Alternates 2 & 3 (Construction / CA / RPR) <i>part B</i>	541,387	514,318	-	-	-	-	-	27,069	-	-	541,387
Master Plan Update	500,000	475,000	-	-	-	-	-	25,000	-	-	500,000
Terminal Seating Replacement	750,000	-	-	-	-	750,000	-	-	-	-	750,000
General Aviation Ramp Expansion	825,000	-	-	750,000	-	-	-	75,000	-	-	825,000
ARFF Equipment	475,000	451,250	-	-	-	-	-	23,750	-	-	475,000
Glycol Recovery Vehicle	400,000	380,000	-	-	-	-	-	20,000	-	-	400,000
Snow Equipment - Liquid Deicing Vehicle	300,000	285,000	-	-	-	-	-	15,000	-	-	300,000
Airfield Improvements Program Year 2 - Planning & Preliminary Engineering	880,800	94,432	500,000	-	-	-	-	286,368	-	-	880,800
<b>Subtotal FY 2011</b>	<b>\$ 4,672,187</b>	<b>\$ 2,200,000</b>	<b>\$ 500,000</b>	<b>\$ 750,000</b>	<b>\$ -</b>	<b>\$ 750,000</b>	<b>\$ -</b>	<b>\$ 472,187</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,672,187</b>
<b><u>FY 2012 (Oct 1, 2011 - Sept 30, 2012)</u></b>											
ARFF Facility	4,000,000	2,200,000	-	-	-	1,000,000	-	800,000	-	-	4,000,000
Airfield Improvements Program Year 3 - TW Design	2,385,500	-	2,000,000	300,000	-	-	-	85,500	-	-	2,385,500
<b>Subtotal FY 2012</b>	<b>\$ 6,385,500</b>	<b>\$ 2,200,000</b>	<b>\$ 2,000,000</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ 885,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,385,500</b>
<b><u>FY 2013 (Oct 1, 2012 - Sept 20, 2013)</u></b>											
Wright Brothers Way Extension	3,500,000	2,200,000	-	-	-	1,000,000	-	300,000	-	-	3,500,000
Airfield Improvements Program Year 4 - TW Construction Phase 1 (sitework)	9,113,775	-	8,500,000	300,000	-	-	-	313,775	-	-	9,113,775
<b>Subtotal FY 2013</b>	<b>\$ 12,613,775</b>	<b>\$ 2,200,000</b>	<b>\$ 8,500,000</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ 613,775</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,613,775</b>
<b><u>FY 2014 (Oct 1, 2013 - Sept 30, 2014)</u></b>											
Ready/Return Lot Expansion & Improvements	2,500,000	1,200,000	-	-	-	1,000,000	-	300,000	-	-	2,500,000
Airfield Improvements Program Year 5 - TW Construction Phase 2 (sitework / paving / electrical)	9,297,275	1,000,000	7,750,000	300,000	-	-	-	247,275	-	-	9,297,275
<b>Subtotal FY 2014</b>	<b>\$ 11,797,275</b>	<b>\$ 2,200,000</b>	<b>\$ 7,750,000</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ 547,275</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,797,275</b>
<b><u>FY 2015 (Oct 1, 2014 - Sept 30, 2015)</u></b>											
Ground Transportation / Commercial Vehicle Loading Area w/ Pedestrian Canopies	3,500,000	1,200,000	-	-	-	1,500,000	-	800,000	-	-	3,500,000
Airfield Improvements Program Year 6 - TW Construction Phase 3 (paving / electrical)	11,890,725	1,000,000	10,000,000	300,000	-	-	-	590,725	-	-	11,890,725
<b>Subtotal FY 2015</b>	<b>\$ 15,390,725</b>	<b>\$ 2,200,000</b>	<b>\$ 10,000,000</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>	<b>\$ -</b>	<b>\$ 1,390,725</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,390,725</b>
<b><u>FY 2016 (Oct 1, 2015 - Sept 30, 2016)</u></b>											
Passenger Board Bridges - Procurement & Installation	2,000,000	1,200,000	-	-	-	-	-	800,000	-	-	2,000,000
Airfield Improvements Program Year 7 - RW Re-Construction (design / construction)	12,110,925	1,000,000	10,000,000	300,000	-	-	-	810,925	-	-	12,110,925
<b>Subtotal FY 2016</b>	<b>\$ 14,110,925</b>	<b>\$ 2,200,000</b>	<b>\$ 10,000,000</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,610,925</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,110,925</b>
<b><u>FY 2017 (Oct 1, 2016 - Sept 30, 2017)</u></b>											
Airfield Improvements Program Year 8 - RW Re-Construction / Shift (construction)	10,594,000	2,200,000	7,000,000	300,000	-	-	-	1,094,000	-	-	10,594,000
<b>Subtotal FY 2017</b>	<b>\$ 10,594,000</b>	<b>\$ 2,200,000</b>	<b>\$ 7,000,000</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,094,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,594,000</b>
<b><u>FY 2018 (Oct 1, 2017 - Sept 30, 2018)</u></b>											
Airfield Improvements Program Year 9 - RW Re-Construction / Shift (construction / NAVAIDS)	5,000,000	2,200,000	2,000,000	300,000	-	-	-	500,000	-	-	5,000,000
<b>Subtotal FY 2018</b>	<b>\$ 5,000,000</b>	<b>\$ 2,200,000</b>	<b>\$ 2,000,000</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,000,000</b>
<b>Total - FY 2010 through FY 2018</b>	<b>\$ 83,230,177</b>	<b>\$ 19,800,000</b>	<b>\$ 48,082,500</b>	<b>\$ 2,850,000</b>	<b>\$ -</b>	<b>\$ 5,250,000</b>	<b>\$ -</b>	<b>\$ 7,247,678</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 83,230,177</b>



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## MEMORANDUM

TO: Members of the Airport Authority

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

DATE: December 11, 2009

### ITEM DESCRIPTION – Information Section Item A

October, 2009 Traffic Report – Asheville Regional Airport

### SUMMARY

October 2009 overall passenger traffic numbers were down 4.6%. Passenger traffic numbers reflect a 4.5% decrease in passenger enplanements from October 2008.

### AIRLINE PERFORMANCE

Delta Airlines: Delta's October 2009 enplanements increased by 7.4% compared to October 2008. There were no flight cancellations for the month.

Continental Airlines: Continental's October 2009 passenger enplanements increased by 11.3% compared to October 2008. There were no flight cancellations for the month.

Northwest Airlines: Year over Year passenger enplanements for Northwest in October 2009 were down 62.2%. There were no flight cancellations for the month.

US Airways: US Airways' October 2009 passenger enplanements represent a 16.8% decrease. There was one (1) flight cancellation for the month.

# Monthly Traffic Report

## Asheville Regional Airport

### October 2009



Category	Oct 2009	Oct 2008	Percentage Change	*CYTD-2009	*CYTD-2008	Percentage Change	*MOV12-2009	*MOV12-2008	Percentage Change
<b>Passenger Traffic</b>									
Enplaned	27,877	29,182	-4.5%	245,334	232,000	5.7%	292,813	278,047	5.3%
Deplaned	<u>28,424</u>	<u>29,813</u>	-4.7%	<u>243,338</u>	<u>232,635</u>	4.6%	<u>289,151</u>	<u>276,798</u>	4.5%
<b>Total</b>	<b>56,301</b>	<b>58,995</b>	<b>-4.6%</b>	<b>488,672</b>	<b>464,635</b>	<b>5.2%</b>	<b>581,964</b>	<b>554,845</b>	<b>4.9%</b>
<b>Aircraft Operations</b>									
Airlines	49	225	-78.2%	294	1,320	-77.7%	339	1,636	-79.3%
Commuter /Air Taxi	<u>1,655</u>	<u>1,720</u>	-3.8%	14,517	15,957	-9.0%	17,522	18,944	-7.5%
<b>Subtotal</b>	<u>1,704</u>	<u>1,945</u>	-12.4%	<u>14,811</u>	<u>17,277</u>	-14.3%	<u>17,861</u>	<u>20,580</u>	-13.2%
General Aviation	4,616	4,901	-5.8%	38,275	47,044	-18.6%	44,550	55,919	-20.3%
Military	<u>408</u>	<u>415</u>	-1.7%	<u>2,916</u>	<u>2,496</u>	16.8%	<u>3,314</u>	<u>2,910</u>	13.9%
<b>Subtotal</b>	<u>5,024</u>	<u>5,316</u>	-5.5%	<u>41,191</u>	<u>49,540</u>	-16.9%	<u>47,864</u>	<u>58,829</u>	-18.6%
<b>Total</b>	<b>6,728</b>	<b>7,261</b>	<b>-7.3%</b>	<b>56,002</b>	<b>66,817</b>	<b>-16.2%</b>	<b>65,725</b>	<b>79,409</b>	<b>-17.2%</b>
<b>Fuel Gallons</b>									
100LL	16,966	25,202	-32.7%	179,042	205,371	-12.8%	207,524	243,686	-14.8%
Jet A (GA)	135,859	130,379	4.2%	918,423	1,204,317	-23.7%	1,079,921	1,451,507	-25.6%
<b>Subtotal</b>	<u>152,825</u>	<u>155,581</u>	-1.8%	<u>1,097,465</u>	<u>1,409,688</u>	-22.1%	<u>1,287,445</u>	<u>1,695,193</u>	-24.1%
Jet A (A/L)	<u>236,049</u>	<u>265,723</u>	-11.2%	<u>2,054,167</u>	<u>2,398,234</u>	-14.3%	<u>2,544,317</u>	<u>2,887,121</u>	-11.9%
<b>Total</b>	<b>388,874</b>	<b>421,304</b>	<b>-7.7%</b>	<b>3,151,632</b>	<b>3,807,922</b>	<b>-17.2%</b>	<b>3,831,762</b>	<b>4,582,314</b>	<b>-16.4%</b>

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

Thursday, December 03, 2009

# Airline Enplanements, Seats, and Load Factors

## Asheville Regional Airport

October 2009



	Oct 2009	Oct 2008	Percentage Change	*CYTD-2009	*CYTD-2008	Percentage Change
<b>AirTran Airways</b>						
Enplanements	1,451	0	#Div/0!	6,629	0	#Div/0!
Seats	1,638	0	#Div/0!	7,254	0	#Div/0!
Load Factor	88.6%	#Num!	#Error	91.4%	#Num!	#Error
<b>Continental Airlines</b>						
Enplanements	3,556	3,196	11.3%	25,465	29,786	-14.5%
Seats	4,400	4,400	0.0%	33,950	44,575	-23.8%
Load Factor	80.8%	72.6%	11.3%	75.0%	66.8%	12.2%
<b>Delta Air Lines</b>						
Enplanements	12,537	11,677	7.4%	110,857	89,240	24.2%
Seats	14,800	15,648	-5.4%	138,950	121,957	13.9%
Load Factor	84.7%	74.6%	13.5%	79.8%	73.2%	9.0%
<b>Northwest Airlines</b>						
Enplanements	1,405	3,715	-62.2%	17,498	34,952	-49.9%
Seats	1,550	4,450	-65.2%	21,550	47,850	-55.0%
Load Factor	90.6%	83.5%	8.6%	81.2%	73.0%	11.2%
<b>US Airways</b>						
Enplanements	8,817	10,594	-16.8%	84,234	78,022	8.0%
Seats	10,933	13,830	-20.9%	102,450	113,035	-9.4%
Load Factor	80.6%	76.6%	5.3%	82.2%	69.0%	19.1%
<b>Totals</b>						
Enplanements	27,766	29,182	-4.9%	244,683	232,000	5.5%
Seats	33,321	38,328	-13.1%	304,154	327,417	-7.1%
Load Factor	83.3%	76.1%	9.4%	80.4%	70.9%	13.5%

Friday, November 20, 2009

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



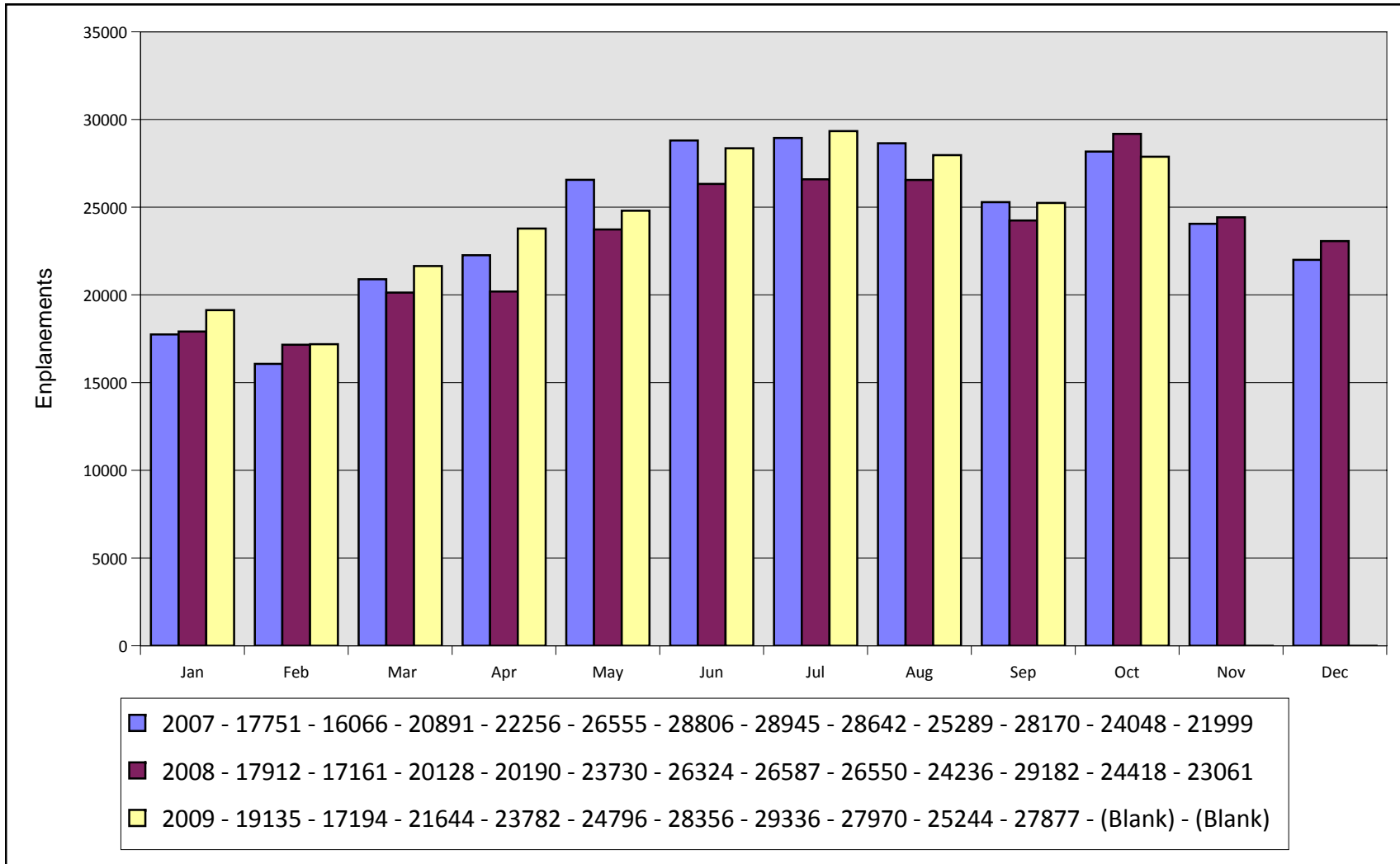
# Airline Flight Completions Asheville Regional Airport October 2009



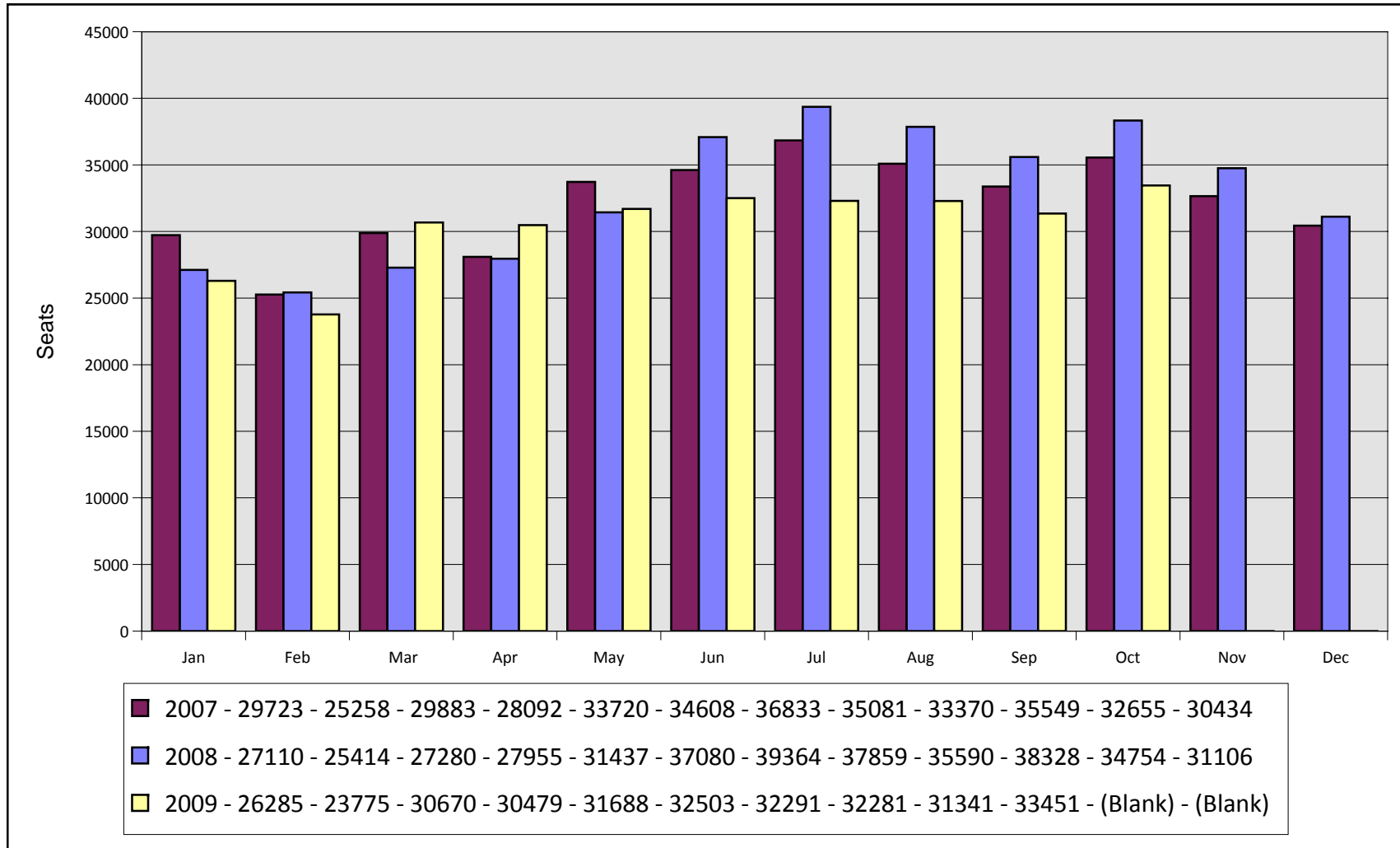
Airline	Scheduled Flights	Field	Cancellations Due To			Total Cancellations	Percentage of Completed
			Mechanical	Weather	Other		
AirTran Airways	14	0	0	0	0	0	100.0%
Allegiant Air	2	0	0	0	0	0	100.0%
Continental Airlines	88	0	0	0	0	0	100.0%
Delta Air Lines	296	0	0	0	0	0	100.0%
Northwest Airlines	31	0	0	0	0	0	100.0%
US Airways	219	0	1	0	0	1	100.9%
<b>Total</b>	<b>650</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>99.8%</b>

Friday, November 20, 2009

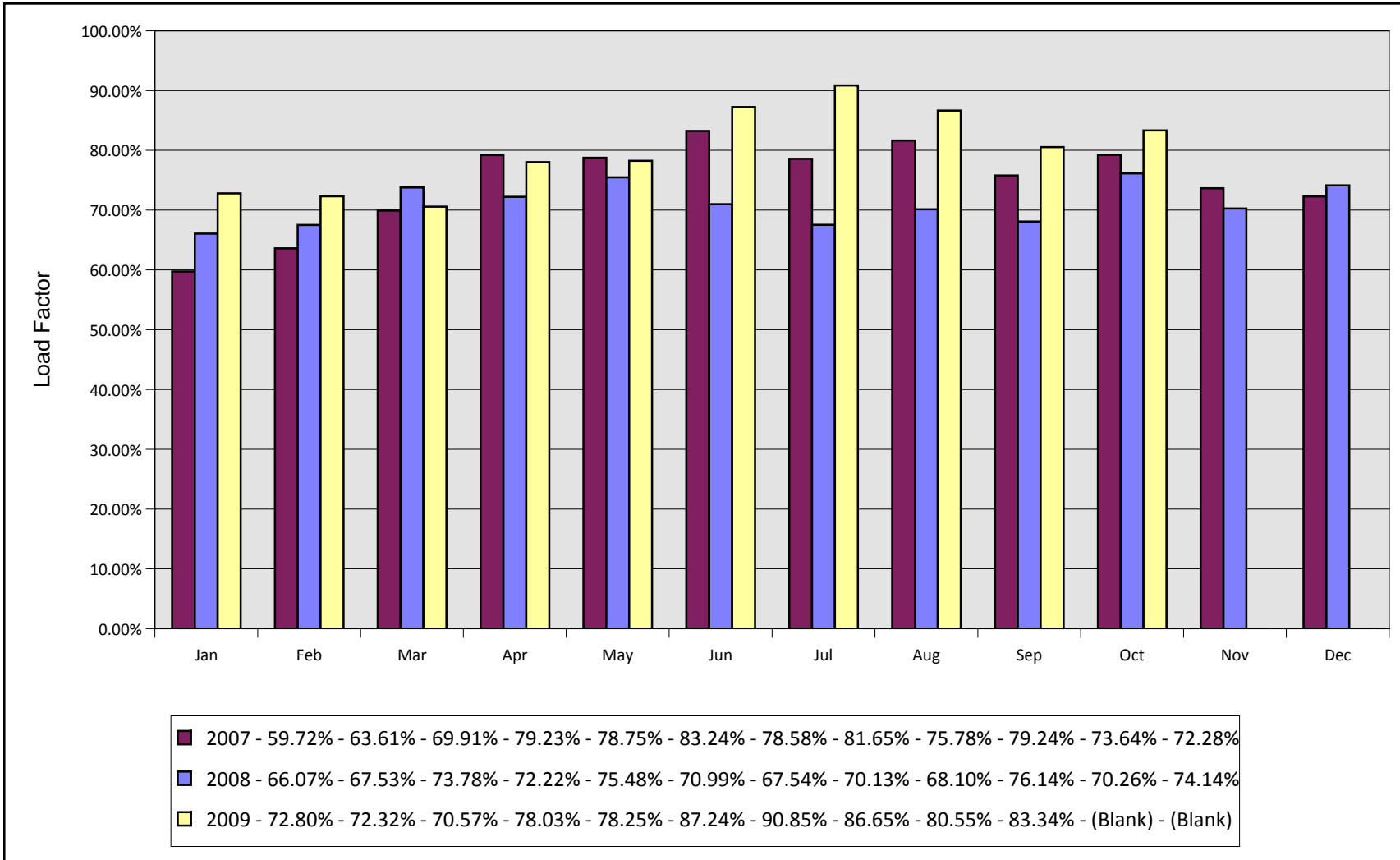
# Monthly Enplanements By Year Asheville Regional Airport



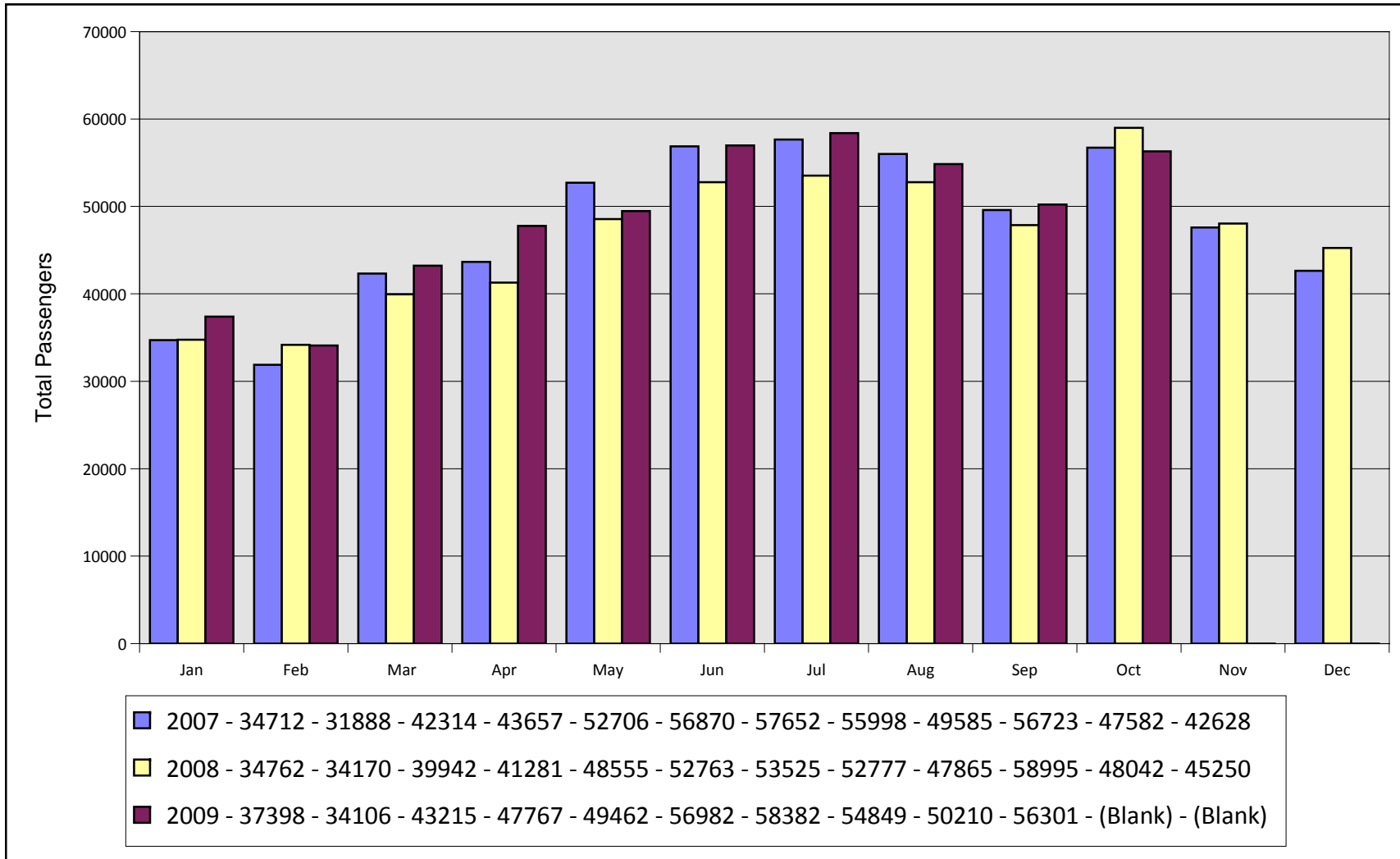
# Monthly Seats By Year Asheville Regional Airport



# Monthly Load Factors By Year Asheville Regional Airport

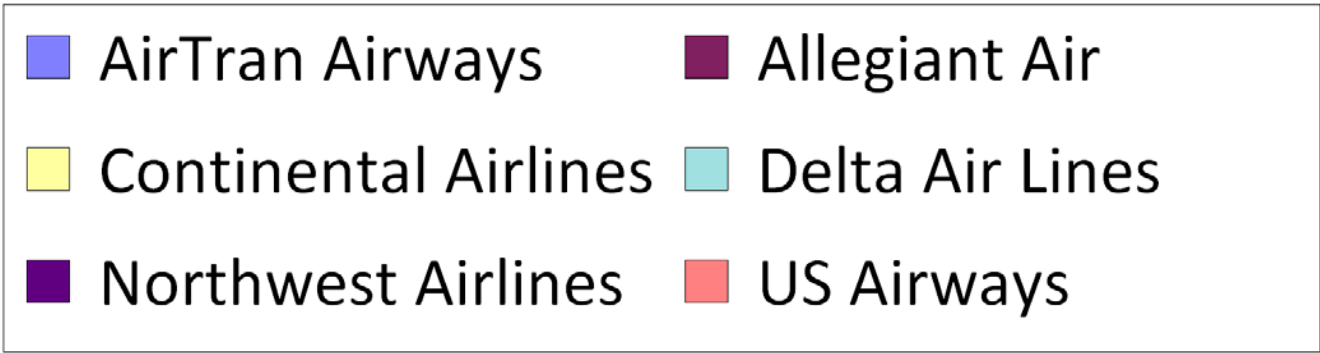
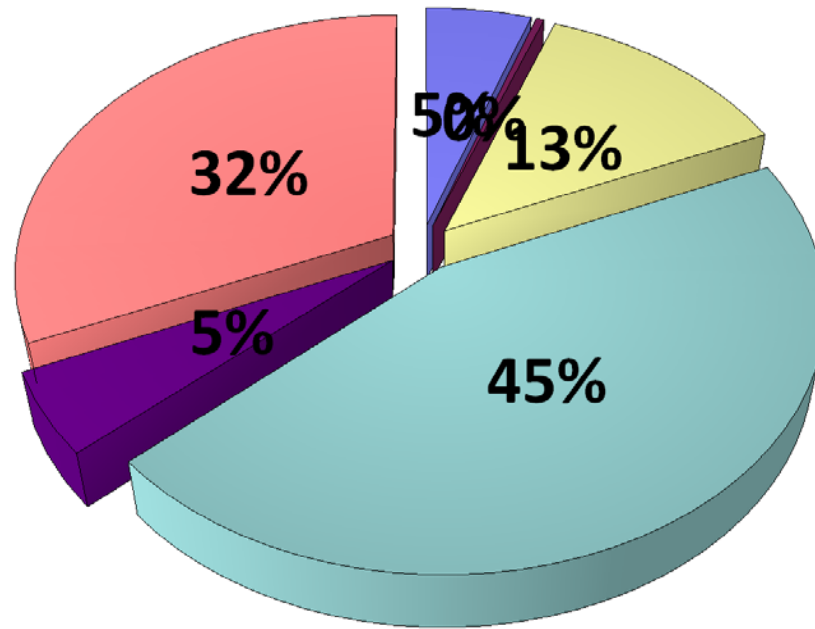


# Total Monthly Passengers By Year Asheville Regional Airport

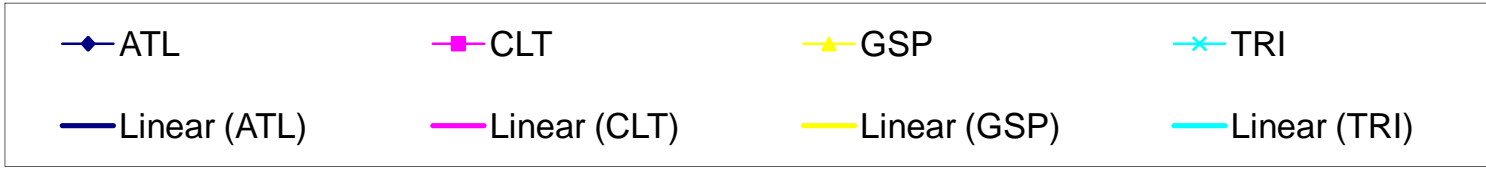
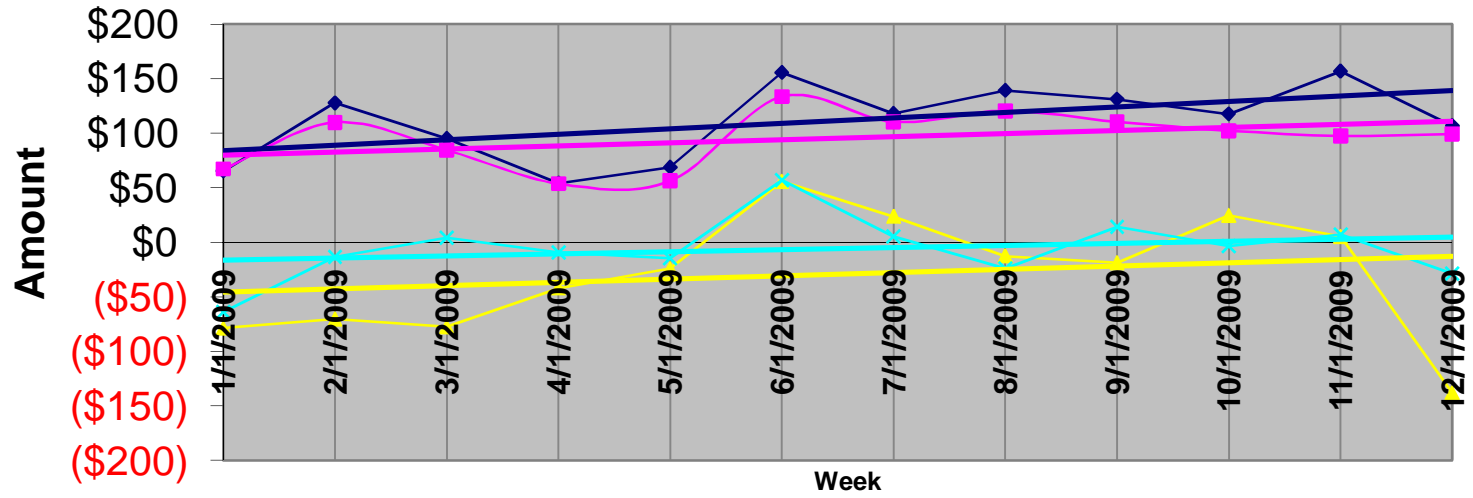


# Airline Market Share Analysis (Enplanements) Asheville Regional Airport

Report Period From October 2009 Through October 2009



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



**Asheville Regional Airport**  
**Sample airfares as of 12/1/09**  
**21 Day Advance Purchase, 3 day Stay**

							<b>Difference in Fares</b>			
		<u>ASHEVILLE</u>	<u>ATLANTA</u>	<u>CHARLOTTE</u>	<u>GREENVILLE</u>	<u>TRI-CITIES</u>	<u>ATLANTA</u>	<u>CHARLOTTE</u>	<u>GREENVILLE</u>	<u>TRI-CITIES</u>
ABQ	Albuquerque	\$732	\$827	\$762	\$1,195	\$810	(\$95)	(\$30)	(\$463)	(\$78)
ATL	Atlanta	\$495		\$547	\$450	\$487	\$495	(\$52)	\$45	\$8
AUS	Austin	\$565		\$364	\$544	\$582	\$565	\$201	\$21	(\$17)
BWI	Baltimore	\$537	\$394	\$352	\$822	\$487	\$143	\$185	(\$285)	\$50
BOS	Boston	\$543	\$583	\$368	\$468	\$489	(\$40)	\$175	\$75	\$54
ORD	Chicago	\$466	\$461	\$622	\$693	\$489	\$5	(\$156)	(\$227)	(\$23)
CVG	Cincinnati	\$535	\$587	\$835	\$459	\$481	(\$52)	(\$300)	\$76	\$54
CLE	Cleveland	\$720	\$547		\$494	\$843	\$173	\$720	\$226	(\$123)
DFW	Dallas	\$759	\$583	\$541	\$710	\$553	\$176	\$218	\$49	\$206
DEN	Denver	\$567	\$530	\$509	\$908	\$801	\$37	\$58	(\$341)	(\$234)
DTW	Detroit	\$573	\$567	\$700	\$364	\$787	\$6	(\$127)	\$209	(\$214)
FLL	Fort Lauderdale	\$609	\$341	\$408	\$810	\$468	\$268	\$201	(\$201)	\$141
RSW	Ft. Myers	\$780	\$509	\$458	\$729	\$635	\$271	\$322	\$51	\$145
BDL	Hartford	\$827	\$597	\$469	\$484	\$489	\$230	\$358	\$343	\$338
IAH	Houston	\$1,045	\$547	\$996	\$657	\$789	\$498	\$49	\$388	\$256
IND	Indianapolis		\$325	\$365	\$524	\$738	(\$325)	(\$365)	(\$524)	(\$738)
JAX	Jacksonville	\$1,016	\$382	\$346	\$969	\$487	\$634	\$670	\$47	\$529
MCI	Kansas City	\$493	\$377	\$322	\$879	\$493	\$116	\$171	(\$386)	\$0
LAS	Las Vegas	\$517	\$718	\$346	\$558	\$488	(\$201)	\$171	(\$41)	\$29
LAX	Los Angeles	\$653	\$608	\$620	\$1,030	\$571	\$45	\$33	(\$377)	\$82
MHT	Manchester	\$683	\$458	\$490	\$901	\$489	\$225	\$193	(\$218)	\$194
MEM	Memphis	\$930	\$522	\$886	\$358	\$980	\$408	\$44	\$572	(\$50)
MIA	Miami	\$565	\$349	\$438	\$622	\$635	\$216	\$127	(\$57)	(\$70)
MKE	Milwaukee	\$537	\$500	\$295	\$457	\$687	\$37	\$242	\$80	(\$150)
MSP	Minneapolis/Saint Paul	\$587	\$584	\$707	\$883	\$832	\$3	(\$120)	(\$296)	(\$245)
BNA	Nashville			\$671	\$799		\$0	(\$671)	(\$799)	\$0
MSY	New Orleans	\$904	\$444	\$389	\$974	\$871	\$460	\$515	(\$70)	\$33
LGA	New York	\$433	\$504	\$378	\$455	\$579	(\$71)	\$55	(\$22)	(\$146)
EWR	Newark	\$590	\$573	\$591	\$848	\$1,088	\$17	(\$1)	(\$258)	(\$498)
MCO	Orlando	\$205	\$217	\$324	\$872	\$635	(\$12)	(\$119)	(\$667)	(\$430)
PHL	Philadelphia	\$433	\$756	\$440	\$533	\$489	(\$323)	(\$7)	(\$100)	(\$56)
PHX	Phoenix	\$517	\$745	\$455	\$860	\$477	(\$228)	\$62	(\$343)	\$40
PIT	Pittsburgh	\$466	\$567	\$332	\$410	\$487	(\$101)	\$134	\$56	(\$21)
PDX	Portland	\$689	\$712	\$521	\$1,080	\$840	(\$23)	\$168	(\$391)	(\$151)
PVD	Providence	\$763	\$463	\$456	\$488	\$489	\$300	\$307	\$275	\$274
RDU	Raleigh/Durham	\$947	\$518	\$784	\$798	\$947	\$429	\$163	\$149	\$0
RIC	Richmond	\$737	\$552	\$610	\$684	\$806	\$185	\$127	\$53	(\$69)
STL	Saint Louis	\$796	\$553	\$620	\$816	\$627	\$243	\$176	(\$20)	\$169
SLC	Salt Lake City	\$780	\$798	\$578	\$1,227	\$879	(\$18)	\$202	(\$447)	(\$99)
SAT	San Antonio	\$627	\$697	\$358	\$572	\$630	(\$70)	\$269	\$55	(\$3)



SAN	San Diego	\$713	\$644	\$662	\$1,116	\$752	\$69	\$51	(\$403)	(\$39)	
SFO	San Francisco	\$557	\$618	\$539	\$919	\$578	(\$61)	\$18	(\$362)	(\$21)	
SRQ	Sarasota/Bradenton	\$988	\$387	\$556	\$834	\$635	\$601	\$432	\$154	\$353	
SEA	Seattle	\$725	\$711	\$789	\$1,260	\$749	\$14	(\$64)	(\$535)	(\$24)	
SYR	Syracuse	\$543	\$442	\$463	\$476	\$759	\$101	\$80	\$67	(\$216)	
TPA	Tampa		\$517	\$318	\$888	\$489	(\$517)	(\$318)	(\$888)	(\$489)	
YYZ	Toronto	\$806	\$660	\$389	\$651	\$839	\$146	\$417	\$155	(\$33)	
DCA	Washington DC	\$298	\$367	\$641	\$884	\$543	(\$69)	(\$343)	(\$586)	(\$245)	
IAD	Washington DC	\$412	\$464	\$478	\$1,005	\$543	(\$52)	(\$66)	(\$593)	(\$131)	
PBI	West Palm Beach	\$850	\$369	\$470	\$984	\$635	\$481	\$380	(\$134)	\$215	
							\$107	\$99	(\$138)	(\$29)	<b>Average Fare difference</b>

\*These sample airfares were available 12/1/09, based on a 21-day advance purchase and a 3 day stay. . Other restrictions may apply. To obtain the most up-to-date pricing information for your travel needs, please contact your travel agent or visit the following web sites: [www.airtran.com](http://www.airtran.com); [www.continental.com](http://www.continental.com); [www.delta.com](http://www.delta.com); [www.nwa.com](http://www.nwa.com); [www.united.com](http://www.united.com); [www.usairways.com](http://www.usairways.com); [www.travelocity.com](http://www.travelocity.com); [www.orbitz.com](http://www.orbitz.com); or [www.expedia.com](http://www.expedia.com). Airfares are subject to change without notice - and lower airfares are often not available on all dates. Please see our "special airfares" section on our web site for any last minute airfare specials. Sample airfares will be updated each Tuesday.

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

**Asheville Regional Airport**  
**Sample airfares as of 12/1/09**  
**0 Day Advance Purchase, 3 day Stay**

							<b>Difference in Fares</b>			
		<u>ASHEVILLE</u>	<u>ATLANTA</u>	<u>CHARLOTTE</u>	<u>GREENVILLE</u>	<u>TRI-CITIES</u>	<u>ATLANTA</u>	<u>CHARLOTTE</u>	<u>GREENVILLE</u>	<u>TRI-CITIES</u>
ABQ	Albuquerque	\$427	\$452	\$306	\$376	\$610	(\$25)	\$121	\$51	(\$183)
ATL	Atlanta	\$325		\$209	\$280	\$317	\$325	\$116	\$45	\$8
AUS	Austin	\$367	\$351	\$306	\$400	\$473	\$16	\$61	(\$33)	(\$106)
BWI	Baltimore	\$326	\$287	\$251	\$482	\$355	\$39	\$75	(\$156)	(\$29)
BOS	Boston	\$383	\$383	\$329	\$450	\$406	\$0	\$54	(\$67)	(\$23)
ORD	Chicago	\$271	\$274	\$313	\$428	\$313	(\$3)	(\$42)	(\$157)	(\$42)
CVG	Cincinnati	\$285	\$267	\$483	\$349	\$321	\$18	(\$198)	(\$64)	(\$36)
CLE	Cleveland	\$313	\$317	\$367	\$272	\$297	(\$4)	(\$54)	\$41	\$16
DFW	Dallas	\$469	\$302	\$355	\$422	\$380	\$167	\$114	\$47	\$89
DEN	Denver	\$467	\$355	\$527	\$447	\$426	\$112	(\$60)	\$20	\$41
DTW	Detroit	\$399	\$291	\$393	\$302	\$347	\$108	\$6	\$97	\$52
FLL	Fort Lauderdale	\$349	\$218	\$222	\$500	\$318	\$131	\$127	(\$151)	\$31
RSW	Ft. Myers	\$582	\$250	\$318	\$400	\$318	\$332	\$264	\$182	\$264
BDL	Hartford	\$384	\$440	\$328	\$325	\$330	(\$56)	\$56	\$59	\$54
IAH	Houston	\$357	\$292	\$357	\$353	\$374	\$65	\$0	\$4	(\$17)
IND	Indianapolis	\$287	\$237	\$228	\$320	\$367	\$50	\$59	(\$33)	(\$80)
JAX	Jacksonville	\$548	\$217	\$288	\$477	\$311	\$331	\$260	\$71	\$237
MCI	Kansas City	\$364	\$239	\$305	\$442	\$391	\$125	\$59	(\$78)	(\$27)
LAS	Las Vegas	\$366	\$391	\$369	\$345	\$427	(\$25)	(\$3)	\$21	(\$61)
LAX	Los Angeles	\$438	\$416	\$518	\$498	\$495	\$22	(\$80)	(\$60)	(\$57)
MHT	Manchester	\$373	\$378	\$397	\$466	\$335	(\$5)	(\$24)	(\$93)	\$38
MEM	Memphis	\$516	\$222	\$410	\$318	\$550	\$294	\$106	\$198	(\$34)
MIA	Miami	\$409	\$216	\$267	\$490	\$318	\$193	\$142	(\$81)	\$91
MKE	Milwaukee	\$399	\$252	\$273	\$383	\$544	\$147	\$126	\$16	(\$145)
MSP	Minneapolis/Saint Paul	\$426	\$283	\$436	\$347	\$479	\$143	(\$10)	\$79	(\$53)
BNA	Nashville	\$424		\$390	\$457	\$548	\$424	\$34	(\$33)	(\$124)
MSY	New Orleans	\$357	\$256	\$258	\$354	\$532	\$101	\$99	\$3	(\$175)
LGA	New York	\$454	\$322	\$302	\$445	\$473	\$132	\$152	\$9	(\$19)
EWR	Newark	\$433	\$370	\$381	\$342	\$474	\$63	\$52	\$91	(\$41)
MCO	Orlando	\$278	\$212	\$277	\$382	\$327	\$66	\$1	(\$104)	(\$49)
PHL	Philadelphia	\$331	\$295	\$276	\$386	\$319	\$36	\$55	(\$55)	\$12
PHX	Phoenix	\$485	\$361	\$336	\$434	\$418	\$124	\$149	\$51	\$67
PIT	Pittsburgh	\$310	\$252	\$281	\$352	\$451	\$58	\$29	(\$42)	(\$141)
PDX	Portland	\$740	\$655	\$583	\$593	\$654	\$85	\$157	\$147	\$86
PVD	Providence	\$381	\$342	\$397	\$310	\$406	\$39	(\$16)	\$71	(\$25)
RDU	Raleigh/Durham	\$475	\$188	\$371	\$456	\$331	\$287	\$104	\$19	\$144
RIC	Richmond	\$361	\$247	\$311	\$440	\$483	\$114	\$50	(\$79)	(\$122)
STL	Saint Louis	\$425	\$252	\$250	\$384	\$356	\$173	\$175	\$41	\$69
SLC	Salt Lake City	\$420	\$488	\$398	\$340	\$521	(\$68)	\$22	\$80	(\$101)
SAT	San Antonio	\$361	\$327	\$287	\$438	\$372	\$34	\$74	(\$77)	(\$11)

SAN	San Diego	\$520	\$528	\$374	\$592	\$546	(\$8)	\$146	(\$72)	(\$26)	
SFO	San Francisco	\$562	\$501	\$627	\$495	\$554	\$61	(\$65)	\$67	\$8	
SRQ	Sarasota/Bradenton	\$578	\$247	\$308	\$384	\$318	\$331	\$270	\$194	\$260	
SEA	Seattle	\$600	\$591	\$507	\$644	\$741	\$9	\$93	(\$44)	(\$141)	
SYR	Syracuse	\$447	\$417	\$408	\$396	\$445	\$30	\$39	\$51	\$2	
TPA	Tampa	\$515	\$217	\$314	\$398	\$308	\$298	\$201	\$117	\$207	
YYZ	Toronto	\$506	\$565	\$444	\$536	\$522	(\$59)	\$62	(\$30)	(\$16)	
DCA	Washington DC	\$392	\$317	\$351	\$538	\$350	\$75	\$41	(\$146)	\$42	
IAD	Washington DC	\$392	\$292	\$308	\$538	\$400	\$100	\$84	(\$146)	(\$8)	
PBI	West Palm Beach	\$546	\$216	\$288	\$482	\$318	\$330	\$258	\$64	\$228	
							\$107	\$71	\$3	\$3	<b>Average Fare difference</b>

\*These sample airfares were available 12/1/09, based on a 0 day advance purchase and a 3 day stay. Other restrictions may apply. To obtain the most up-to-date pricing information for your travel needs, please contact your travel agent or visit the following web sites: [www.airtran.com](http://www.airtran.com); [www.continental.com](http://www.continental.com); [www.delta.com](http://www.delta.com); [www.nwa.com](http://www.nwa.com); [www.united.com](http://www.united.com); [www.usairways.com](http://www.usairways.com); [www.travelocity.com](http://www.travelocity.com); [www.orbitz.com](http://www.orbitz.com); or [www.expedia.com](http://www.expedia.com). Airfares are subject to change without notice - and lower airfares are often not available on all dates. Please see our "special airfares" section on our web site for any last minute airfare specials. Sample airfares will be updated each Tuesday.

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

**Schedule Compare Report for all Airlines for Passenger flights between AVL and ALL for Dec09 vs. Dec08**

AI	Ops/Week				Seats/Week			
	Dec09	Dec08	Diff	Pct Chg	Dec09	Dec08	Diff	Pct Chg
UA	16	0	16	100.00	800	0	800	100.00
FL	6	0	6	100.00	702	0	702	100.00
US	98	98	0	0.00	4,900	4,758	142	2.98
DL	124	125	-1	-0.80	6,200	6,250	-50	-0.80
CO	26	28	-2	-7.14	1,300	1,400	-100	-7.14
NW	14	42	-28	-66.67	700	2,100	-1,400	-66.67
TOTAL	284	293	-9	-3.07	14,602	14,508	94	0.65

**Schedule Compare Report for all Airlines for Passenger flights between AVL and ALL for Jan10 vs. Jan09**

AI	Ops/Week				Seats/Week			
	Jan10	Jan09	Diff	Pct Chg	Jan10	Jan09	Diff	Pct Chg
DL	136	81	55	67.90	6,800	4,050	2,750	67.90
UA	28	0	28	100.00	1,400	0	1,400	100.00
FL	6	0	6	100.00	702	0	702	100.00
US	94	96	-2	-2.08	4,674	4,462	212	4.75
CO	26	28	-2	-7.14	1,300	1,400	-100	-7.14
NW	14	40	-26	-65.00	700	2,000	-1,300	-65.00
TOTAL	304	245	59	24.08	15,576	11,912	3,664	30.76

**Schedule Compare Report for all Airlines for Passenger flights between AVL and ALL for Feb10 vs. Feb09**

AI	Ops/Week				Seats/Week			
	Feb10	Feb09	Diff	Pct Chg	Feb10	Feb09	Diff	Pct Chg
DL	136	90	46	51.11	6,800	4,500	2,300	51.11
UA	28	0	28	100.00	1,400	0	1,400	100.00
FL	6	0	6	100.00	702	0	702	100.00
CO	26	28	-2	-7.14	1,300	1,400	-100	-7.14
US	94	98	-4	-4.08	4,648	4,562	86	1.89
NW	14	26	-12	-46.15	700	1,300	-600	-46.15
TOTAL	304	242	62	25.62	15,550	11,762	3,788	32.21



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## MEMORANDUM

TO: Members of the Airport Authority

FROM: Vickie Thomas, Director of Finance & Accounting

DATE: December 11, 2009

### ITEM DESCRIPTION – Information Section Item B

Asheville Regional Airport – Explanation of Extraordinary Variances  
Month Ended October, 2009 (Month 4 of FY-2010)

#### SUMMARY

Operating Revenues for the month of October were \$599,227, .57% over budget. Operating Expenses for the month were \$469,739, 14.74% below budget. As a result, Net Operating Revenues before Depreciation were \$84,557 over budget. Net Non-Operating Revenues were \$159,610, 15.10% over budget.

Year-to-date Operating Revenues were \$2,360,795 .28% under budget. Year-to-date Operating Expenses were \$1,865,605, 18.10% below budget. Net Operating Revenues before Depreciation were \$405,773 over budget. Net Non-Operating Revenues for the year were \$654,689, 18.23% over budget.

#### REVENUES

Significant variations to budget for October were:

Terminal Space – Airline Concessions	18.11% (65.28%)	Airline Preferred Use Space not budgeted Advertising decreased due to waiver of Departure Media's MAG until A-Gates open & lower than budgeted guest services sales & ATM rental fees
Commercial Ground Transportation	(58.98%)	Timing of GT permit sales
Landing Fees	(19.13%)	Effect of economic downturn more than budgeted
Other Leases/Fees	25.00%	Higher than budgeted airline security fees
PFC Revenue	38.02%	Higher than budgeted PFC's due to monthly traffic
Interest Revenue	(85.79%)	Lower than budgeted cash balances & interest rates

Information Section – Item B



## **EXPENSES**

Significant variations to budget for October were:

Personnel Services	(9.31%)	No Deputy Airport Director & lower than budgeted benefits more than offset higher than budgeted DPS overtime
Professional Services	(29.13%)	Timing of professional services partially offset by higher than budgeted legal costs
Accounting & Auditing	127.16%	Auditors billed remainder of their contracted fee which had been budgeted for September
Other Contractual Services	18.85%	Timing of contractual services
Travel & Training	(24.07%)	Timing of conferences and training events
Communications & Freight	(18.07%)	Timing of telecommunications
Utilities & Services	(15.36%)	Lower than budgeted water & sewer
Insurance	(19.65%)	Premiums lower than budgeted
Printing and Binding	(21.52%)	Timing of printing purchases
Promotional Activities	(30.02%)	Timing of promotions, sponsorships & tenant appreciation costs
Other Current Charges & Obligations	(29.43%)	Bank fees budgeted lower than actual charges more than offset by legal notices budgeted but not spent
Office Supplies	(69.24%)	Timing of purchases
Operating Supplies	(13.22%)	Timing of purchases
Books, Publications, Subscriptions	(79.94%)	Timing of purchases
Contingency	(97.30%)	Spending on United IT startup costs
Business Dev/Agreement Obligations	(51.39%)	Timing of AirTran ground handling fees & advertising

## **STATEMENT OF NET ASSETS**

Significant variations to prior month were:

Cash – Cash increased \$561k from prior month mainly due to Contributed Capital from AIP drawdowns more than offsetting payments for capital spending.

Accounts Receivable – Accounts Receivable decreased \$115k from prior month mainly due to payments of past due invoices by Delta.

Accounts Payable – Accounts Payable increased by \$549k mainly due to invoices from Charah for structural fill on the North General Aviation Expansion project.

**ASHEVILLE REGIONAL AIRPORT  
INVESTMENT AND INTEREST INCOME SUMMARY  
For the Month Ended October 2009**

<u>Institution:</u>	<u>Date of Purchase</u>	<u>Date of Maturity</u>	<u>Interest Rate</u>	<u>Investment Amount</u>	<u>Monthly Interest</u>
Bank of America			0.30%	\$ 1,751,667	342
Petty Cash				100	
NC Capital Management Trust (Unrestricted Portion)				2,404,766	685
Wachovia-Gov. Advantage Acct.			0.10%	609,150	50
PFC Revenue Account			0.30%	1,655,206	405
<u>Restricted Cash:</u>					
CFC Revenue			0.10%	554,705	48
NC Capital Management Trust (Restricted Portion)				2,084,062	
<u>Commercial Paper:</u>				0	
<b>Total</b>				<b>\$ 9,059,656</b>	<b>\$ 1,530</b>

Investment Diversification:

1.BANKS	43.73%
2.CAP.TRUST	49.55%
3.GOV.ADV.ACCT.	6.72%
4.COM.PAPER	0.00%
5. FED. AGY	0%
	100.00%

**ASHEVILLE REGIONAL AIRPORT**  
**STATEMENT OF CHANGES IN FINANCIAL POSITION**  
**For the Month Ended October 2009**

	<u>Month</u>	<u>Prior Period</u>
<b>Cash and Investments Beginning of Period (Month 10-01-2009, Prior Period 9-01-09)</b>	<b>\$ 8,498,308</b>	<b>\$ 8,822,696</b>
Net Income before Contributions	12,503	(31,829)
Depreciation	276,595	277,845
Decrease/(Increase) in Receivables	114,731	62,903
Increase/(Decrease) in Payables	548,642	(74,581)
Decrease/(Increase) in Prepaid Expenses	(20,553)	19,210
Decrease/(Increase) in Long Term Assets	(1,422,006)	(546,120)
Principal Payments of Bond Maturities	(31,970)	(31,816)
Contributed Capital	1,083,406	-
<b>Increase(Decrease) in Cash</b>	<b><u>561,348</u></b>	<b><u>(324,388)</u></b>
<b>Cash and Investments End of Period (10/31/2009)</b>	<b><u>\$ 9,059,656</u></b>	<b><u>\$ 8,498,308</u></b>



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

For the Month Ending October 31, 2009

	<u>October Actual</u>	<u>October Budget</u>	<u>Variance %</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance %</u>	<u>Annual Budget</u>
<b>Operating Revenue:</b>							
Terminal	\$265,615	\$264,241	0.52%	\$1,059,268	\$1,040,985	1.76%	\$3,154,910
Airfield	67,858	68,304	(0.65%)	246,944	273,217	(9.62%)	819,650
Hangar	69,690	72,816	(4.29%)	267,877	291,263	(8.03%)	873,790
Parking Lot/Roadway	184,621	179,508	2.85%	740,193	718,033	3.09%	2,154,100
Land Use Fees	11,443	10,989	4.13%	46,513	43,946	5.84%	140,940
<b>Total Operating Revenue</b>	<b>\$599,227</b>	<b>\$595,858</b>	<b>0.57%</b>	<b>\$2,360,795</b>	<b>\$2,367,444</b>	<b>(0.28%)</b>	<b>\$7,143,390</b>
<b>Operating Expenses:</b>							
Administrative	\$190,820	\$254,869	(25.13%)	\$756,159	\$1,102,291	(31.40%)	\$3,032,575
Terminal	159,928	172,857	(7.48%)	648,809	670,682	(3.26%)	2,033,790
Airfield	106,828	112,971	(5.44%)	428,313	465,062	(7.90%)	1,399,045
Hangar	1,633	4,768	(65.75%)	6,533	18,865	(65.37%)	57,565
Parking Lot	5,903	3,323	77.64%	9,008	12,781	(29.52%)	40,770
Rental Car Service Facility	3,811	-	0.00%	13,514	-	0.00%	-
Land Use Expenses	816	2,139	(61.85%)	3,269	8,346	(60.83%)	26,015
<b>Total Operating Expenses</b>	<b>\$469,739</b>	<b>\$550,927</b>	<b>(14.74%)</b>	<b>\$1,865,605</b>	<b>\$2,278,027</b>	<b>(18.10%)</b>	<b>\$6,589,760</b>
<b>Operating Revenue before Depreciation</b>							
	\$129,488	\$44,931	188.19%	\$495,190	\$89,417	453.80%	\$553,630
Depreciation	276,595	291,667	(5.17%)	1,110,202	1,166,667	(4.84%)	3,500,000
<b>Operating Income(Loss) Before Non-Operating Revenue and Expenses</b>							
	(\$147,107)	(\$246,736)	(40.38%)	(\$615,012)	(\$1,077,250)	(42.91%)	(\$2,946,370)
<b>Non-Operating Revenue and Expense</b>							
Customer Facility Charges	80,252	75,000	7.00%	306,536	300,000	2.18%	900,000
Passenger Facility Charges	97,761	70,833	38.02%	421,873	283,333	48.90%	850,000
Interest Revenue	1,862	13,100	(85.79%)	8,260	52,400	(84.24%)	157,200
Interest Expense	(20,265)	(20,265)	0.00%	(81,980)	(81,980)	0.00%	(238,488)
Sale of Assets	-	-	0.00%	-	-	0.00%	-
<b>Non-Operating Revenue-Net</b>	<b>\$159,610</b>	<b>\$138,668</b>	<b>15.10%</b>	<b>\$654,689</b>	<b>\$553,753</b>	<b>18.23%</b>	<b>\$1,668,712</b>

<b>Income (Loss) Before Capital Contributions</b>	<u>\$12,503</u>	<u>(\$108,068)</u>	<u>(111.57%)</u>	<u>\$39,677</u>	<u>(\$523,497)</u>	<u>(107.58%)</u>	<u>(\$1,277,658)</u>
<b>Capital Contributions</b>	<u>\$1,083,406</u>	<u>\$0</u>	<u>0.00%</u>	<u>\$1,083,406</u>	<u>\$0</u>	<u>0.00%</u>	<u>\$0</u>
<b>Increase in Net Assets</b>	<u><u>\$1,095,909</u></u>	<u><u>(\$108,068)</u></u>	<u><u>(1,114.09%)</u></u>	<u><u>\$1,123,083</u></u>	<u><u>(\$523,497)</u></u>	<u><u>(314.53%)</u></u>	<u><u>(\$1,277,658)</u></u>

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

For the Month Ending October 31, 2009

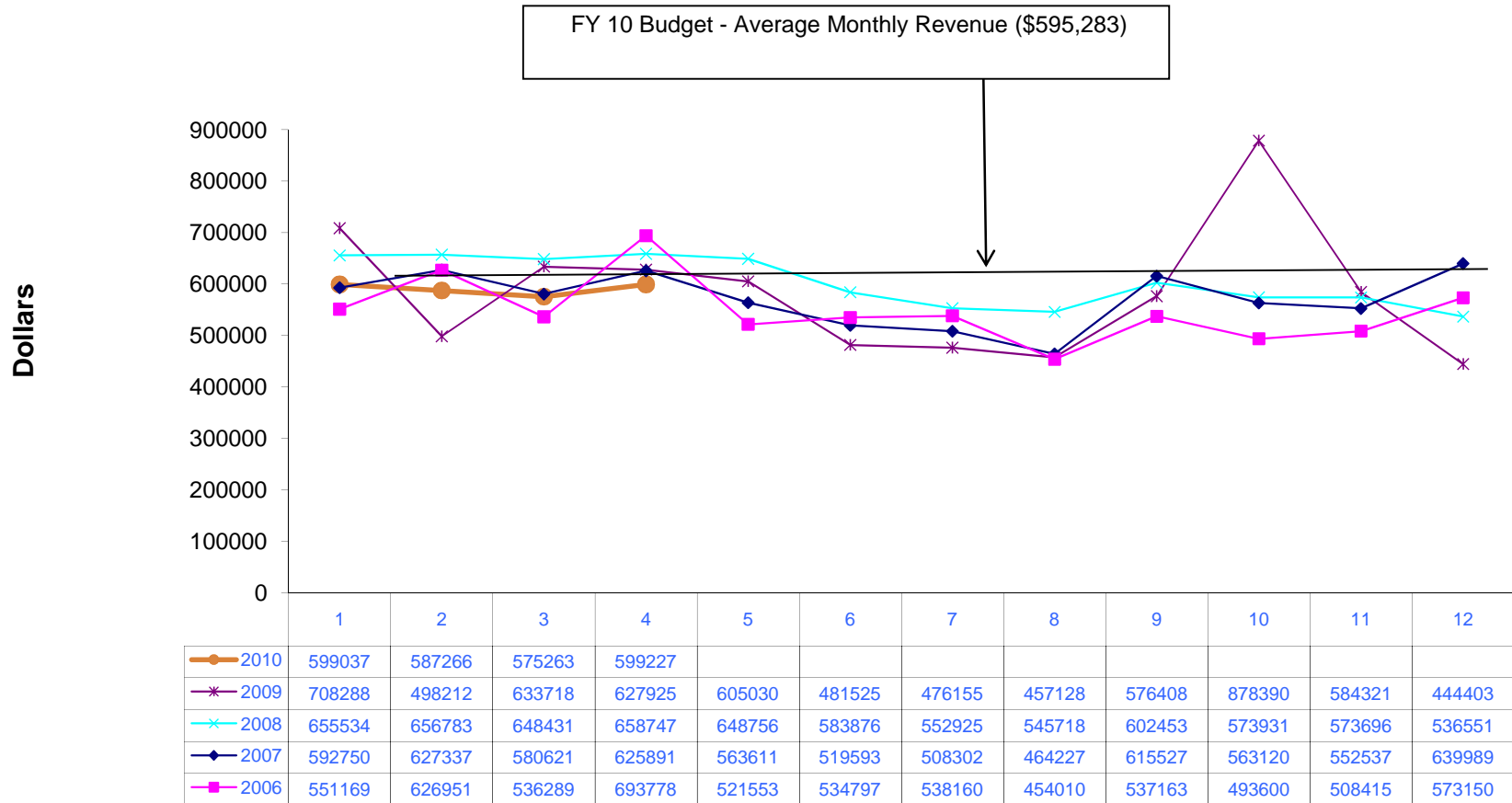
	October Actual	October Budget	Variance %	YTD Actual	YTD Budget	Variance %	Annual Budget
<b>Operating Revenue:</b>							
Terminal Space Rentals - Non Airline	\$15,660	\$14,988	4.48%	\$61,845	\$59,950	3.16%	\$179,850
Terminal Space Rentals - Airline	101,503	85,943	18.11%	401,462	343,770	16.78%	1,031,310
Concessions	8,858	25,513	(65.28%)	39,739	87,263	(54.46%)	291,370
Auto Parking	183,826	177,571	3.52%	727,873	710,283	2.48%	2,130,850
Rental Car - Car Rentals	99,244	96,348	3.01%	394,081	385,390	2.26%	1,156,170
Rental Car - Facility Rent	42,582	42,980	(0.93%)	168,265	170,731	(1.44%)	514,570
Commercial Ground Transportation	795	1,938	(58.98%)	12,320	7,750	58.97%	23,250
Landing Fees	33,199	41,054	(19.13%)	127,936	164,217	(22.09%)	492,650
FBO'S/SASO'S	69,690	72,816	(4.29%)	267,877	291,263	(8.03%)	873,790
Building Leases	9,304	8,625	7.87%	37,367	34,500	8.31%	103,500
Land Leases	1,895	1,945	(2.57%)	7,603	7,780	(2.28%)	32,440
Other Leases/Fees	32,671	26,137	25.00%	114,427	104,547	9.45%	313,640
<b>Total Operating Revenue</b>	<b>\$599,227</b>	<b>\$595,858</b>	<b>0.57%</b>	<b>\$2,360,795</b>	<b>\$2,367,444</b>	<b>(0.28%)</b>	<b>\$7,143,390</b>
<b>Operating Expenses:</b>							
Personnel Services	\$276,254	\$304,601	(9.31%)	\$1,106,791	\$1,218,348	(9.16%)	\$3,661,630
Professional Services	12,079	17,043	(29.13%)	43,597	77,048	(43.42%)	176,150
Accounting & Auditing	4,750	2,091	127.16%	13,183	15,274	(13.69%)	32,000
Other Contractual Services	36,329	37,594	(3.36%)	163,262	176,896	(7.71%)	441,560
Travel & Training	17,128	22,558	(24.07%)	30,221	65,391	(53.78%)	191,930
Communications & Freight	4,407	5,379	(18.07%)	18,470	21,517	(14.16%)	64,750
Utility Services	28,712	33,923	(15.36%)	118,326	125,462	(5.69%)	425,000
Rentals & Leases	1,012	1,018	(0.59%)	4,562	4,073	12.01%	12,220
Insurance	15,401	19,167	(19.65%)	64,402	76,667	(16.00%)	230,000
Repairs & Maintenance	22,716	22,258	2.06%	65,280	110,453	(40.90%)	293,570
Printing & Binding	12,563	16,008	(21.52%)	62,004	68,497	(9.48%)	206,120
Promotional Activities	3,123	4,463	(30.02%)	19,559	31,503	(37.91%)	65,400
Other Current Charges & Obligations	4,261	6,038	(29.43%)	17,578	20,575	(14.57%)	59,050
Office Supplies	692	2,250	(69.24%)	1,842	9,000	(79.53%)	27,000
Operating Supplies	16,332	18,819	(13.22%)	51,635	95,755	(46.08%)	284,790
Books, Publications, Subscriptions & Mem	1,043	5,200	(79.94%)	6,187	21,501	(71.22%)	43,590
Contingency	169	6,250	(97.30%)	10,705	25,000	(57.18%)	75,000
Business Development/Agreement Obliga	12,768	26,267	(51.39%)	68,001	115,067	(40.90%)	300,000
<b>Total Operating Expenses</b>	<b>\$469,739</b>	<b>\$550,927</b>	<b>(14.74%)</b>	<b>\$1,865,605</b>	<b>\$2,278,027</b>	<b>(18.10%)</b>	<b>\$6,589,760</b>

<b>Operating Revenue before Depreciation</b>	\$129,488	\$44,931	188.19%	\$495,190	\$89,417	453.80%	\$553,630
Depreciation	<u>276,595</u>	<u>291,667</u>	<u>(5.17%)</u>	<u>1,110,202</u>	<u>1,166,667</u>	<u>(4.84%)</u>	<u>3,500,000</u>
<b>Operating Income(Loss) Before Non-Operating Revenue and Expenses</b>	(\$147,107)	(\$246,736)	(40.38%)	(\$615,012)	(\$1,077,250)	(42.91%)	(\$2,946,370)
<b>Non-Operating Revenue and Expense</b>							
Customer Facility Charges	80,252	75,000	7.00%	306,536	300,000	2.18%	900,000
Passenger Facility Charges	97,761	70,833	38.02%	421,873	283,333	48.90%	850,000
Interest Revenue	1,862	13,100	(85.79%)	8,260	52,400	(84.24%)	157,200
Interest Expense	(20,265)	(20,265)	0.00%	(81,980)	(81,980)	0.00%	(238,488)
Sale of Assets	-	-	-	-	-	0.00%	-
<b>Non-Operating Revenue-Net</b>	<u>\$159,610</u>	<u>\$138,668</u>	<u>15.10%</u>	<u>\$654,689</u>	<u>\$553,753</u>	<u>18.23%</u>	<u>\$1,668,712</u>
<b>Income (Loss) Before Capital Contributions</b>	<u>\$12,503</u>	<u>(\$108,068)</u>	<u>(111.57%)</u>	<u>\$39,677</u>	<u>(\$523,497)</u>	<u>(107.58%)</u>	<u>(\$1,277,658)</u>
<b>Capital Contributions</b>	<u>\$1,083,406</u>	<u>\$0</u>	<u>0.00%</u>	<u>\$1,083,406</u>	<u>\$0</u>	<u>0.00%</u>	<u>\$0</u>
<b>Increase in Net Assets</b>	<u><u>\$1,095,909</u></u>	<u><u>(\$108,068)</u></u>	<u><u>(1,114.09%)</u></u>	<u><u>\$1,123,083</u></u>	<u><u>(\$523,497)</u></u>	<u><u>(314.53%)</u></u>	<u><u>(\$1,277,658)</u></u>

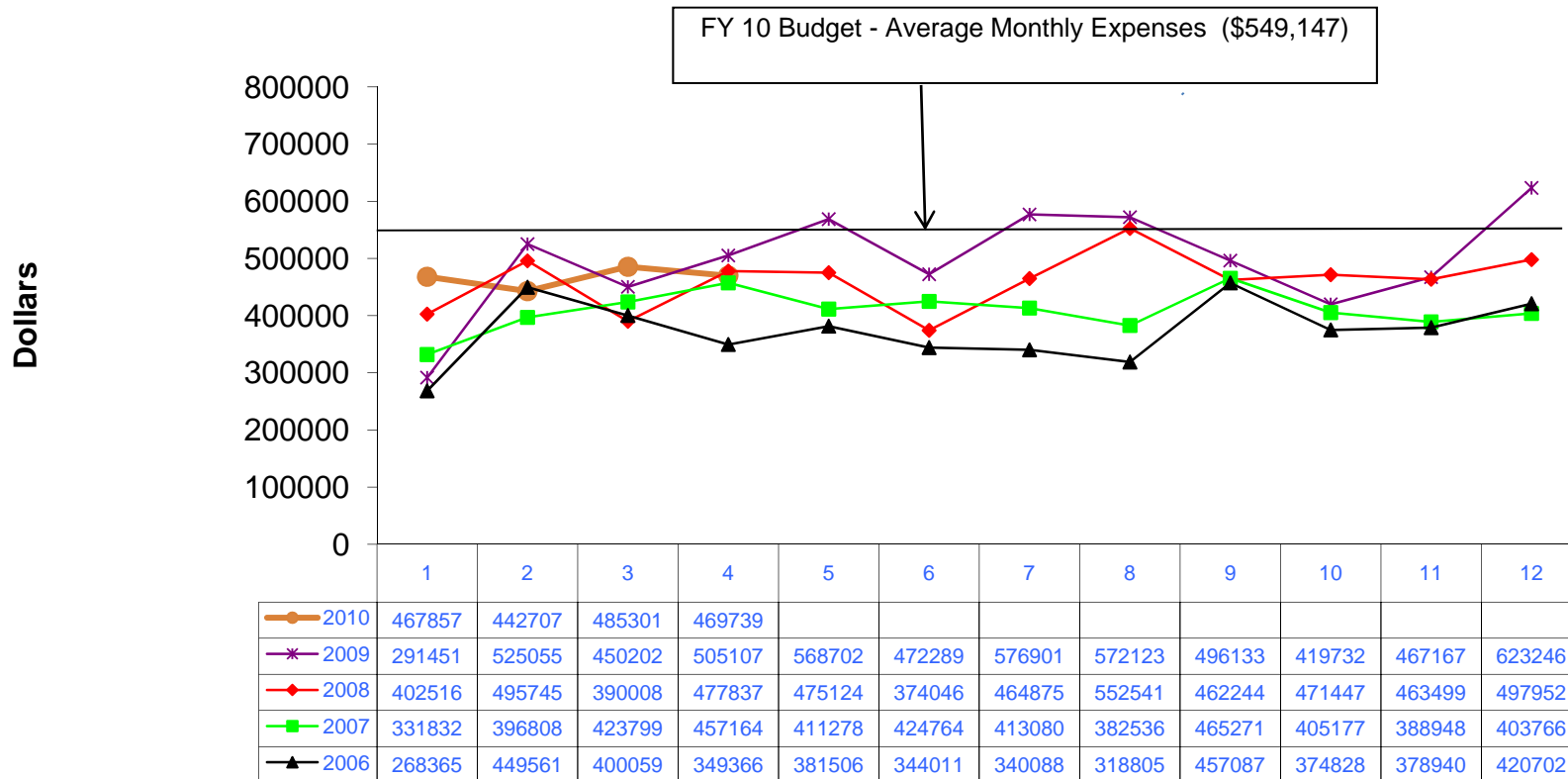
**ASHEVILLE REGIONAL AIRPORT AUTHORITY**  
**STATEMENT OF FINANCIAL POSITION**  
**October 31, 2009**

	<u>October</u>	<u>Last Month</u>
<b><u>ASSETS</u></b>		
<b>Current Assets:</b>		
<b>Unrestricted Net Assets:</b>		
Cash and Cash Equivalents	\$6,420,889	\$5,791,369
Investments	0	0
Accounts Receivable	462,308	577,039
Prepaid Expenses	71,823	51,270
Total Unrestricted Assets	<u>6,955,020</u>	<u>6,419,678</u>
<b>Restricted Assets:</b>		
Cash and Cash Equivalents	2,638,767	2,706,939
Total Restricted Assets	<u>2,638,767</u>	<u>2,706,939</u>
Total Current Assets	<u>9,593,787</u>	<u>9,126,617</u>
<b>Noncurrent Assets:</b>		
Construction in Progress	18,698,482	17,276,477
Property and Equipment - Net	44,342,006	44,618,601
Total Noncurrent Assets	<u>63,040,488</u>	<u>61,895,078</u>
	<u>\$72,634,275</u>	<u>\$71,021,695</u>
<b><u>LIABILITIES AND NET ASSETS</u></b>		
<b>Current Liabilities:</b>		
<b>Payable from Unrestricted Assets:</b>		
Accounts Payable	\$2,014,559	\$1,481,165
Accrued Liabilities	161,015	145,766
Construction Contracts Payable	0	0
Construction Contract Retainages	0	0
Total Payable from Unrestricted Assets	<u>2,175,574</u>	<u>1,626,931</u>
<b>Payable from Restricted Assets:</b>		
Revenue Bond Payable - Current	395,884	393,983
Total Payable From Restricted Assets	<u>395,884</u>	<u>393,983</u>
Total Current Liabilities	<u>2,571,458</u>	<u>2,020,914</u>
<b>Noncurrent Liabilities:</b>		
Other Postemployment Benefits	380,310	380,310
Revenue Bond Payable - Noncurrent	3,772,240	3,806,111
Total Noncurrent Liabilities	<u>4,152,550</u>	<u>4,186,421</u>
Total Liabilities	<u>6,724,008</u>	<u>6,207,335</u>
<b>Net Assets:</b>		
Invested in Capital Assets	58,872,364	57,694,984
Restricted	2,638,767	2,706,939
Unrestricted	4,399,136	4,412,437
Total Net Assets	<u>65,910,267</u>	<u>64,814,360</u>
	<u>\$72,634,275</u>	<u>\$71,021,695</u>

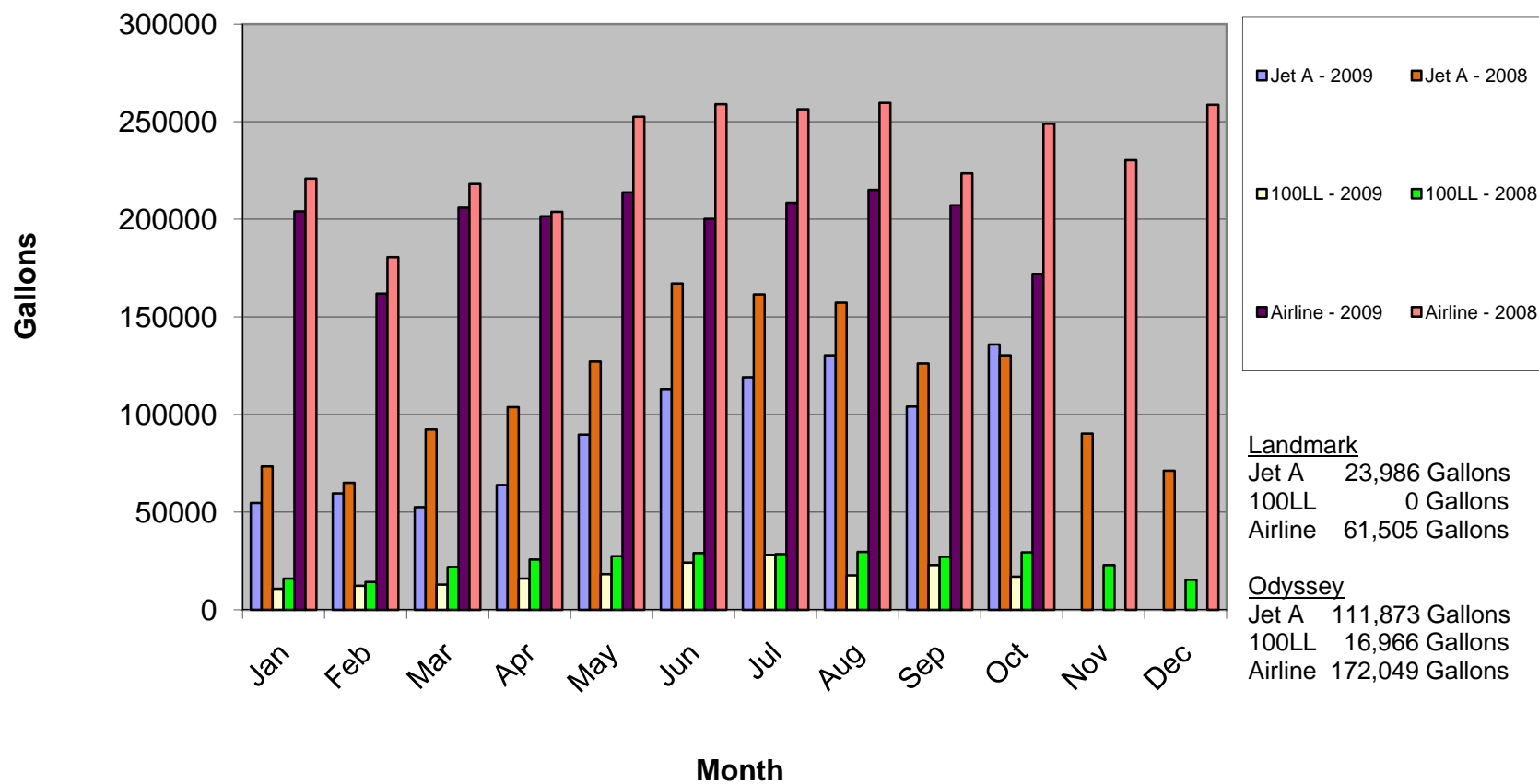
# ASHEVILLE REGIONAL AIRPORT Annual Operating Revenue by Month October 2009



# ASHEVILLE REGIONAL AIRPORT Annual Operating Expenses by Month October 2009



## AVL Fuels Sales - Gallons October 2009

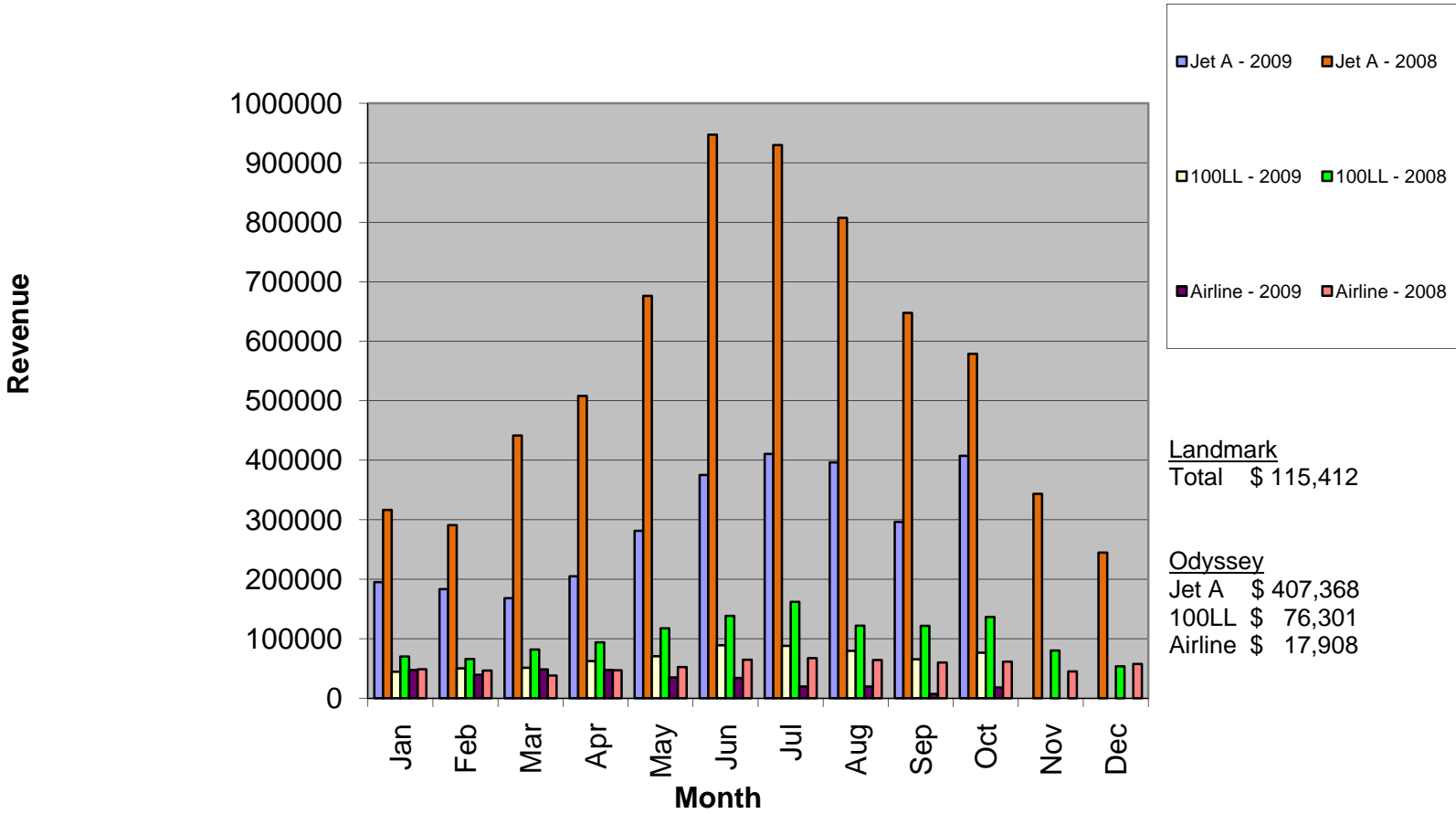


Landmark  
 Jet A 23,986 Gallons  
 100LL 0 Gallons  
 Airline 61,505 Gallons

Odyssey  
 Jet A 111,873 Gallons  
 100LL 16,966 Gallons  
 Airline 172,049 Gallons



# AVL Fuels Sales - Revenue October 2009





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## MEMORANDUM

TO: Members of the Airport Authority

FROM: Patti L. Michel, Director of Marketing and Public Relations

DATE: December 11, 2009

### ITEM DESCRIPTION – Information Section Item C

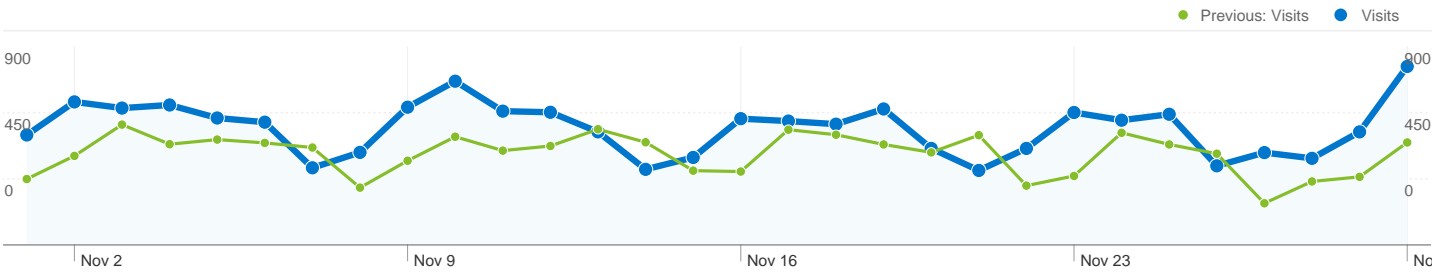
December, 2009 Marketing and Public Relations Report

- Met with Charter media, WLOS, WOXL, Asheville Symphony, Sophie Magazine, WCQS, Lamar, Asheville CVB and Park Ridge Hospital regarding partnerships and ad buys.
- Spoke to Weaverville Rotary club; taped public affairs show with WHKP and WOXL.
- Welcomed 12 holiday decorating contest sponsors this year. AVL will help raise \$2100 for area charities.
- Art in the Airport opened exhibit 10 featuring 12 artists and 42 pieces of art.
- Completed artwork/creative for WNC Magazine; Holiday Display Contest-LCD Graphic, Billboard, Website placards; Ground Transportation Cards.
- Social media – Facebook fans, 121 Twitter followers, 95; Blog mentions, 4.
- Guest Services provided assistance to 3217 passengers in November, a 54% increase over November 2008.
- Guest Services implemented Biltmore Estate discount vouchers; they have been received very well by passengers.
- Guest Services posted \$18.25 in gross revenue of business services.
- Guest Services renewed three brochure ad spaces.

Information Section – Item C



- Received/responded to 93 Southern Living leads for November.
- Received/responded to 13 media calls during the month of November.
- Website Statistics - Google Analytics: See attached data regarding November activity at [www.flyavl.com](http://www.flyavl.com)
- Booking Engine Statistics – Since November 1, AVL has had 47 reservations for a total of \$336.00 in booking fees collected. 542 new people signed up to be booking engine members.



**Site Usage**

 **15,905 Visits**


Previous: 12,369 (28.59%)

 **41.91% Bounce Rate**

Previous: 34.64% (20.98%)

 **51,794 Pageviews**

Previous: 48,323 (7.18%)

 **00:03:37 Avg. Time on Site**

Previous: 00:05:25 (-33.23%)

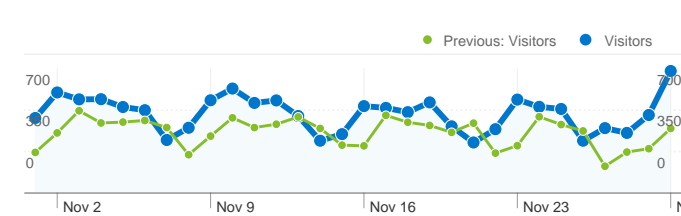
 **3.26 Pages/Visit**

Previous: 3.91 (-16.65%)

 **65.03% % New Visits**

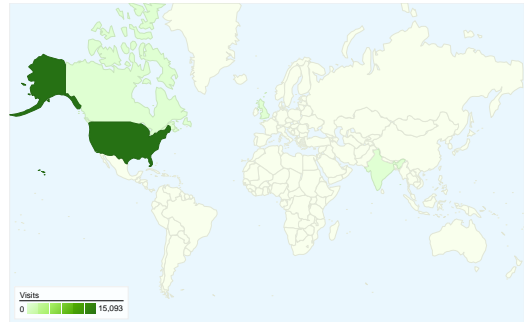
Previous: 65.21% (-0.28%)

**Visitors Overview**

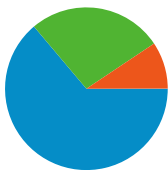


**Visitors**  
**11,873**

**Map Overlay world**



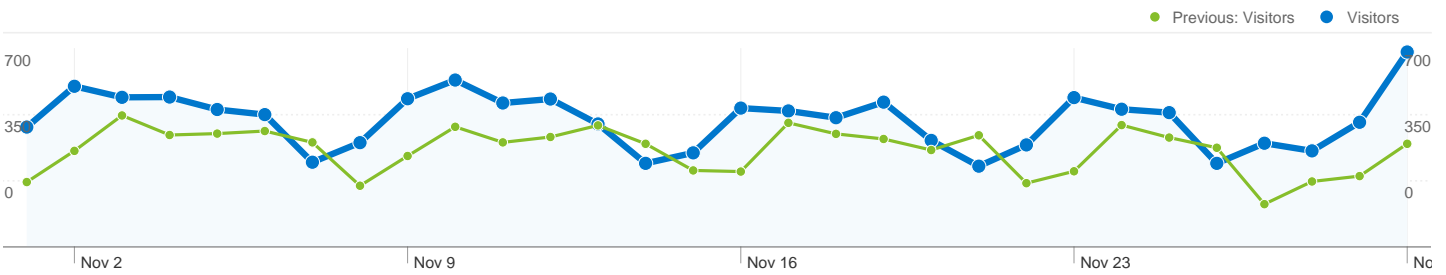
**Traffic Sources Overview**



- **Search Engines**  
10,155.00 (63.85%)
- **Direct Traffic**  
4,260.00 (26.78%)
- **Referring Sites**  
1,487.00 (9.35%)
- **Other**  
3 (0.02%)


Referring Sites		
Source	Visits	% visits
biltmore.com		
Nov 1, 2009 - Nov 30, 2009	109	7.33%
Nov 1, 2008 - Nov 30, 2008	96	6.42%
% Change	13.54%	14.23%
google.com		
Nov 1, 2009 - Nov 30, 2009	71	4.77%
Nov 1, 2008 - Nov 30, 2008	24	1.60%
% Change	195.83%	197.62%
en.wikipedia.org		
Nov 1, 2009 - Nov 30, 2009	62	4.17%
Nov 1, 2008 - Nov 30, 2008	49	3.28%
% Change	26.53%	27.30%
flyavl.com		
Nov 1, 2009 - Nov 30, 2009	56	3.77%
Nov 1, 2008 - Nov 30, 2008	193	12.90%
% Change	-70.98%	-70.81%
willowwinds.com		
Nov 1, 2009 - Nov 30, 2009	43	2.89%
Nov 1, 2008 - Nov 30, 2008	57	3.81%
% Change	-24.56%	-24.10%


Content Overview		
Pages	Pageviews	% Pageviews
/		
Nov 1, 2009 - Nov 30, 2009	14,762	28.50%
Nov 1, 2008 - Nov 30, 2008	12,190	25.23%
% Change	21.10%	12.98%
/flights/flight-view---real-time.html		
Nov 1, 2009 - Nov 30, 2009	5,548	10.71%
Nov 1, 2008 - Nov 30, 2008	7,684	15.90%
% Change	-27.80%	-32.64%
/flights/arrivals---real-time.html		
Nov 1, 2009 - Nov 30, 2009	2,816	5.44%
Nov 1, 2008 - Nov 30, 2008	2,856	5.91%
% Change	-1.40%	-8.01%
/airlines/airtran.html		
Nov 1, 2009 - Nov 30, 2009	1,776	3.43%
Nov 1, 2008 - Nov 30, 2008	0	0.00%
% Change	100.00%	100.00%
/airlines/delta.html		
Nov 1, 2009 - Nov 30, 2009	1,302	2.51%
Nov 1, 2008 - Nov 30, 2008	908	1.88%
% Change	43.39%	33.78%





## 11,873 people visited this site

 **15,905 Visits**  
Previous: 12,369 (28.59%)

 **11,873 Absolute Unique Visitors**  
Previous: 9,001 (31.91%)

 **51,794 Pageviews**  
Previous: 48,323 (7.18%)

 **3.26 Average Pageviews**  
Previous: 3.91 (-16.65%)

 **00:03:37 Time on Site**  
Previous: 00:05:25 (-33.23%)

 **41.91% Bounce Rate**  
Previous: 34.64% (20.98%)

 **65.03% New Visits**  
Previous: 65.21% (-0.28%)

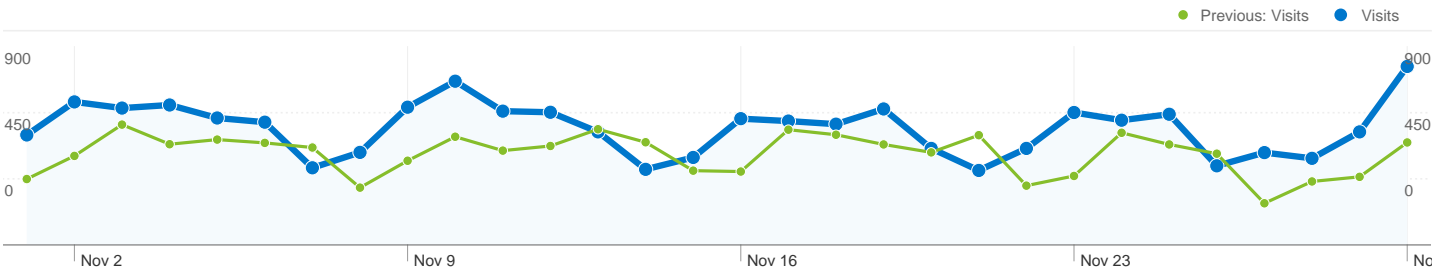
## Technical Profile

Browser	Visits	% visits
Internet Explorer		
Nov 1, 2009 - Nov 30, 2009	10,229	64.31%
Nov 1, 2008 - Nov 30, 2008	9,128	73.80%
% Change	12.06%	-12.85%
Firefox		
Nov 1, 2009 - Nov 30, 2009	3,372	21.20%
Nov 1, 2008 - Nov 30, 2008	2,331	18.85%
% Change	44.66%	12.50%

Connection Speed	Visits	% visits
Cable		
Nov 1, 2009 - Nov 30, 2009	5,828	36.64%
Nov 1, 2008 - Nov 30, 2008	4,295	34.72%
% Change	35.69%	5.53%
Unknown		
Nov 1, 2009 - Nov 30, 2009	4,234	26.62%
Nov 1, 2008 - Nov 30, 2008	3,157	25.52%
% Change	34.11%	4.30%

Safari		
Nov 1, 2009 - Nov 30, 2009	1,671	10.51%
Nov 1, 2008 - Nov 30, 2008	691	5.59%
% Change	141.82%	88.06%
Chrome		
Nov 1, 2009 - Nov 30, 2009	324	2.04%
Nov 1, 2008 - Nov 30, 2008	56	0.45%
% Change	478.57%	349.94%
Mozilla Compatible Agent		
Nov 1, 2009 - Nov 30, 2009	161	1.01%
Nov 1, 2008 - Nov 30, 2008	10	0.08%
% Change	1,510.00%	1,152.06%

DSL		
Nov 1, 2009 - Nov 30, 2009	4,096	25.75%
Nov 1, 2008 - Nov 30, 2008	3,344	27.04%
% Change	22.49%	-4.74%
T1		
Nov 1, 2009 - Nov 30, 2009	1,232	7.75%
Nov 1, 2008 - Nov 30, 2008	1,041	8.42%
% Change	18.35%	-7.96%
Dialup		
Nov 1, 2009 - Nov 30, 2009	342	2.15%
Nov 1, 2008 - Nov 30, 2008	380	3.07%
% Change	-10.00%	-30.01%



## All traffic sources sent a total of 15,905 visits

### 26.78% Direct Traffic

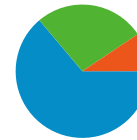
Previous: 26.02% (2.92%)

### 9.35% Referring Sites

Previous: 12.09% (-22.70%)

### 63.85% Search Engines

Previous: 61.87% (3.19%)



- Search Engines  
10,155.00 (63.85%)
- Direct Traffic  
4,260.00 (26.78%)
- Referring Sites  
1,487.00 (9.35%)
- Other  
3 (0.02%)

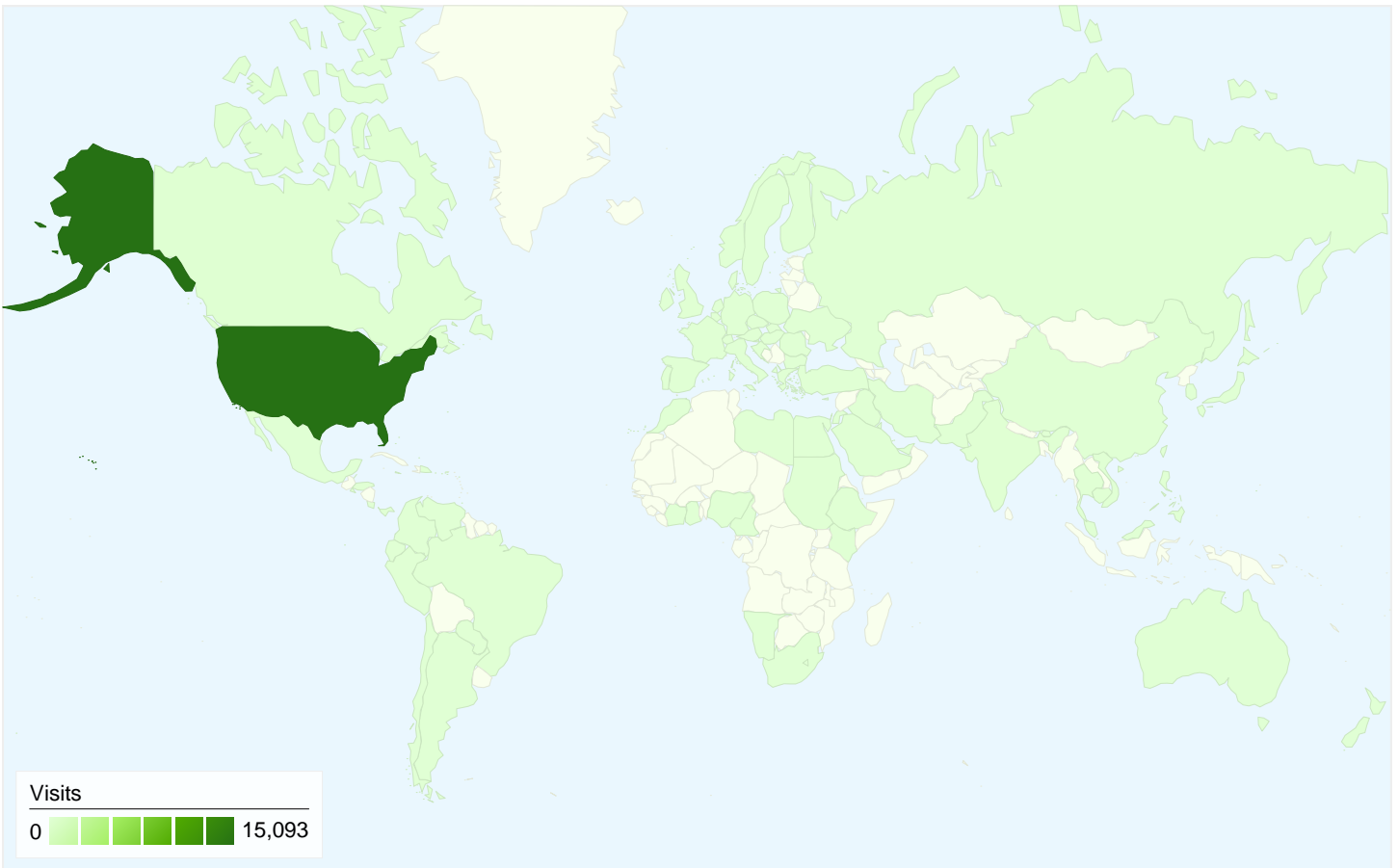
## Top Traffic Sources

Sources	Visits	% visits
google (organic)		
Nov 1, 2009 - Nov 30, 2009	8,089	50.86%
Nov 1, 2008 - Nov 30, 2008	5,972	48.28%
% Change	35.45%	5.34%
(direct) ((none))		
Nov 1, 2009 - Nov 30, 2009	4,260	26.78%
Nov 1, 2008 - Nov 30, 2008	3,219	26.02%
% Change	32.34%	2.92%
yahoo (organic)		
Nov 1, 2009 - Nov 30, 2009	977	6.14%
Nov 1, 2008 - Nov 30, 2008	921	7.45%
% Change	6.08%	-17.50%
bing (organic)		
Nov 1, 2009 - Nov 30, 2009	703	4.42%
Nov 1, 2008 - Nov 30, 2008	0	0.00%
% Change	100.00%	100.00%
aol (organic)		

Keywords	Visits	% visits
asheville airport		
Nov 1, 2009 - Nov 30, 2009	3,501	34.48%
Nov 1, 2008 - Nov 30, 2008	2,596	33.92%
% Change	34.86%	1.63%
asheville regional airport		
Nov 1, 2009 - Nov 30, 2009	842	8.29%
Nov 1, 2008 - Nov 30, 2008	874	11.42%
% Change	-3.66%	-27.40%
asheville nc airport		
Nov 1, 2009 - Nov 30, 2009	822	8.09%
Nov 1, 2008 - Nov 30, 2008	570	7.45%
% Change	44.21%	8.68%
avl		
Nov 1, 2009 - Nov 30, 2009	442	4.35%
Nov 1, 2008 - Nov 30, 2008	291	3.80%
% Change	51.89%	14.47%
avl airport		



Nov 1, 2009 - Nov 30, 2009	249	1.57%	Nov 1, 2009 - Nov 30, 2009	319	3.14%
Nov 1, 2008 - Nov 30, 2008	190	1.54%	Nov 1, 2008 - Nov 30, 2008	280	3.66%
% Change	31.05%	1.92%	% Change	13.93%	-14.14%

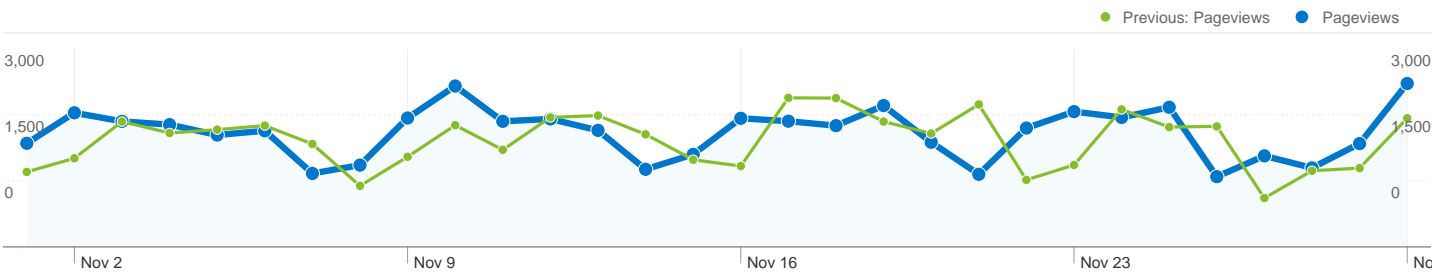


## 15,905 visits came from 97 countries/territories


### Site Usage


Visits	Pages/Visit	Avg. Time on Site	% New Visits	Bounce Rate	
<b>15,905</b> Previous: 12,369 (28.59%)	<b>3.26</b> Previous: 3.91 (-16.65%)	<b>00:03:37</b> Previous: 00:05:25 (-33.23%)	<b>65.05%</b> Previous: 65.24% (-0.29%)	<b>41.91%</b> Previous: 34.64% (20.98%)	
Country/Territory	Visits	Pages/Visit	Avg. Time on Site	% New Visits	Bounce Rate
United States					
November 1, 2009 - November 30, 2009	<b>15,093</b>	3.27	00:03:39	64.75%	41.43%
November 1, 2008 - November 30, 2008	<b>11,996</b>	3.92	00:05:29	64.67%	34.30%
% Change	<b>25.82%</b>	<b>-16.59%</b>	<b>-33.21%</b>	<b>0.11%</b>	<b>20.78%</b>
(not set)					
November 1, 2009 - November 30, 2009	<b>274</b>	3.32	00:04:41	57.30%	41.61%
November 1, 2008 - November 30, 2008	<b>17</b>	6.59	00:07:45	64.71%	11.76%
% Change	<b>1,511.76%</b>	<b>-49.59%</b>	<b>-39.49%</b>	<b>-11.45%</b>	<b>253.65%</b>
Canada					
November 1, 2009 - November 30, 2009	<b>129</b>	2.73	00:02:27	82.95%	57.36%


November 1, 2008 - November 30, 2008	52	3.58	00:02:40	88.46%	34.62%
% Change	148.08%	-23.71%	-7.78%	-6.24%	65.72%
United Kingdom					
November 1, 2009 - November 30, 2009	75	4.27	00:02:10	80.00%	38.67%
November 1, 2008 - November 30, 2008	56	3.39	00:01:41	78.57%	48.21%
% Change	33.93%	25.75%	29.49%	1.82%	-19.80%
India					
November 1, 2009 - November 30, 2009	62	1.56	00:00:15	27.42%	83.87%
November 1, 2008 - November 30, 2008	15	4.87	00:01:49	80.00%	53.33%
% Change	313.33%	-67.85%	-86.66%	-65.73%	57.26%
Germany					
November 1, 2009 - November 30, 2009	32	3.94	00:02:40	87.50%	50.00%
November 1, 2008 - November 30, 2008	31	4.03	00:02:10	80.65%	25.81%
% Change	3.23%	-2.35%	22.99%	8.50%	93.75%
Australia					
November 1, 2009 - November 30, 2009	18	3.06	00:01:49	94.44%	38.89%
November 1, 2008 - November 30, 2008	8	2.12	00:01:05	100.00%	75.00%
% Change	125.00%	43.79%	68.85%	-5.56%	-48.15%
France					
November 1, 2009 - November 30, 2009	17	3.88	00:02:15	94.12%	35.29%
November 1, 2008 - November 30, 2008	15	3.40	00:01:17	93.33%	60.00%
% Change	13.33%	14.19%	76.85%	0.84%	-41.18%
South Korea					
November 1, 2009 - November 30, 2009	15	4.93	00:04:50	66.67%	33.33%
November 1, 2008 - November 30, 2008	5	4.40	00:05:29	80.00%	40.00%
% Change	200.00%	12.12%	-11.72%	-16.67%	-16.67%
Japan					
November 1, 2009 - November 30, 2009	9	5.56	00:03:27	77.78%	33.33%
November 1, 2008 - November 30, 2008	13	5.54	00:07:48	46.15%	23.08%
% Change	-30.77%	0.31%	-55.88%	68.52%	44.44%
1 - 10 of 97					



## Pages on this site were viewed a total of 51,794 times

 **51,794 Pageviews**  
Previous: 48,323 (7.18%)

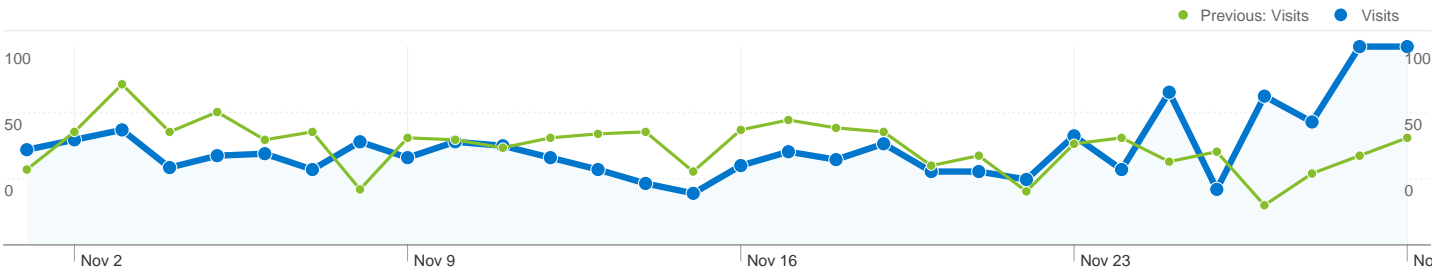
 **36,732 Unique Views**  
Previous: 31,785 (15.56%)

 **41.91% Bounce Rate**  
Previous: 34.64% (20.98%)

## Top Content

Pages	Pageviews	% Pageviews
/		
Nov 1, 2009 - Nov 30, 2009	14,762	28.50%
Nov 1, 2008 - Nov 30, 2008	12,190	25.23%
% Change	21.10%	12.98%
/flights/flight-view---real-time.html		
Nov 1, 2009 - Nov 30, 2009	5,548	10.71%
Nov 1, 2008 - Nov 30, 2008	7,684	15.90%
% Change	-27.80%	-32.64%
/flights/arrivals---real-time.html		
Nov 1, 2009 - Nov 30, 2009	2,816	5.44%
Nov 1, 2008 - Nov 30, 2008	2,856	5.91%
% Change	-1.40%	-8.01%
/airlines/airtran.html		
Nov 1, 2009 - Nov 30, 2009	1,776	3.43%
Nov 1, 2008 - Nov 30, 2008	0	0.00%
% Change	100.00%	100.00%
/airlines/delta.html		

Nov 1, 2009 - Nov 30, 2009	1,302	2.51%
Nov 1, 2008 - Nov 30, 2008	908	1.88%
% Change	43.39%	33.78%



## Referring sites sent 1,487 visits via 484 sources

### Site Usage

Visits	Pages/Visit	Avg. Time on Site	% New Visits	Bounce Rate	
<b>1,487</b> Previous: 1,496 (-0.60%)	<b>2.98</b> Previous: 3.02 (-1.16%)	<b>00:02:47</b> Previous: 00:02:35 (8.26%)	<b>75.39%</b> Previous: 69.92% (7.82%)	<b>50.71%</b> Previous: 46.66% (8.68%)	
Source	Visits	Pages/Visit	Avg. Time on Site	% New Visits	Bounce Rate
<b>biltmore.com</b>					
November 1, 2009 - November 30, 2009	109	1.59	00:00:44	92.66%	77.98%
November 1, 2008 - November 30, 2008	96	1.69	00:00:41	97.92%	78.12%
% Change	13.54%	-5.95%	7.25%	-5.37%	-0.18%
<b>google.com</b>					
November 1, 2009 - November 30, 2009	71	5.11	00:12:59	61.97%	33.80%
November 1, 2008 - November 30, 2008	24	2.46	00:00:55	70.83%	37.50%
% Change	195.83%	107.97%	1,316.16%	-12.51%	-9.86%
<b>en.wikipedia.org</b>					
November 1, 2009 - November 30, 2009	62	5.05	00:03:07	91.94%	22.58%
November 1, 2008 - November 30, 2008	49	5.76	00:02:12	89.80%	30.61%
% Change	26.53%	-12.28%	41.47%	2.38%	-26.24%
<b>flyavl.com</b>					
November 1, 2009 - November 30, 2009	56	4.09	00:09:40	3.57%	12.50%
November 1, 2008 - November 30, 2008	193	2.49	00:05:53	0.52%	21.76%
% Change	-70.98%	64.08%	64.21%	589.29%	-42.56%
<b>willowwinds.com</b>					
November 1, 2009 - November 30, 2009	43	2.12	00:01:39	90.70%	55.81%
November 1, 2008 - November 30, 2008	57	2.02	00:00:39	94.74%	59.65%
% Change	-24.56%	4.89%	153.05%	-4.26%	-6.43%
<b>facebook.com</b>					
November 1, 2009 - November 30, 2009	35	1.34	00:01:19	77.14%	74.29%

November 1, 2008 - November 30, 2008	0	0.00	00:00:00	0.00%	0.00%
% Change	100.00%	100.00%	100.00%	100.00%	100.00%
charter.net					
November 1, 2009 - November 30, 2009	33	3.58	00:04:29	72.73%	30.30%
November 1, 2008 - November 30, 2008	22	3.00	00:03:13	90.91%	31.82%
% Change	50.00%	19.19%	39.68%	-20.00%	-4.76%
groveparkinn.com					
November 1, 2009 - November 30, 2009	33	2.48	00:01:38	90.91%	54.55%
November 1, 2008 - November 30, 2008	44	2.39	00:01:15	84.09%	63.64%
% Change	-25.00%	4.13%	31.15%	8.11%	-14.29%
ashevillenc.com					
November 1, 2009 - November 30, 2009	29	3.52	00:03:06	72.41%	27.59%
November 1, 2008 - November 30, 2008	23	3.00	00:03:39	91.30%	43.48%
% Change	26.09%	17.24%	-15.13%	-20.69%	-36.55%
mapquest.com					
November 1, 2009 - November 30, 2009	28	2.82	00:02:24	85.71%	50.00%
November 1, 2008 - November 30, 2008	17	2.88	00:02:26	88.24%	52.94%
% Change	64.71%	-2.11%	-1.15%	-2.86%	-5.56%
					1 - 10 of 484

**Asheville Regional Airport Authority  
Project Report - December 2009**

Project Number	Project Name	Project Description	Professional Services Consultant	Professional Services Contract	General Contractor	Original Construction Contract	Change Orders (thru 12/01/09)	Percent of Original Contract	Total Project Cost	Percent Complete	Expensed to Date (thru 12/01/09)	Start Date	End Date	Current Project Status (as of 12/01/09)
<b><u>Planning Phase</u></b>														
None														
<b><u>Design Phase</u></b>														
None														
<b><u>Construction Phase</u></b>														
1	A Gates - Terminal Renovation & Improvements Project	Renovation & Improvements to the A Gates hold room area.	RS&H	\$1,697,298.00	Shelco Inc.	\$7,849,000.00	na	na	\$10,486,704.00	15%	\$1,577,466.27	July '09	Aug-10	The Contractor is working on Phase 1. Demolition of the atrium area is underway, Mechanical, electrical and plumbing rough-in for the passenger waiting areas is underway.
1a		2 Passenger Boarding Bridges	RS&H	(included above)	ThyssenKrupp Airport Systems	\$940,406.00	na	na	(included above)	30%	\$209,075.00	Jul-09	Aug-10	The passenger boarding bridges are in production.
2	Landside Parking and Roadway Access Project	The Landside Parking and Roadway Access Project includes 3 components of work: public parking lots, terminal access roadway, general aviation access roadway, and expansion of the toll plaza facility.	LPA Group	\$729,044.00	(see below)	na	na	na	\$4,539,898.45	80%	\$578,208.26	Jul-09	Jan-10	The Authority Board approved the award of all contracts related to the Landside Roadway and Parking Improvements Project. All components of the project have started. For more information, see individual components below.
2a		Parking Lot and Terminal Drive	LPA Group	(included above)	APAC	\$1,614,092.45	na	na	(included above)	40%	\$385,394.65	Jul-09	Jan-10	The contractor is currently working on phase 3E of the parking lot and terminal drive project.
2b		Toll Plaza Expansion	LPA Group	(included above)	Patton Construction	\$495,840.00	na	na	(included above)	25%	\$104,604.29	Jul-09	Mar-10	Site work for the expanded toll plaza is underway. The building slab is scheduled to be poured by December 1, weather pending.
2c		Wright Brothers Way Improvements Project	LPA Group	(included above)	Moore and Sons Construction Co.	\$1,700,922.00	na	na	(included above)	40%	\$606,660.71	Jul-09	Jan-10	The contractor continues work on underground utilities and the stormwater drainage systems.
3	North General Aviation Expansion Project	The North GA project includes multiple phases; phase one consisted of tree harvesting and logging operations, phase two included clearing and grubbing of the site and phase three involves the placement and compaction of structural fill material for the site.	AVCON	\$99,100.00	Charah	\$352,690.50	\$25,494.00	7.23%	\$3,700,000.00	90%	\$ 3,319,147.08	Nov-07	Spring 2010	The final phase of fill placement is underway.
4	Triturator Facility	Construction and installation of a dump site to support airline waste disposal and a facility to protect staff from weather elements.	RS&H	\$48,147.00	Perry Bartsch Jr.	\$198,800.00	na	na	\$246,947.00	30%	\$64,383.73	Jul-09	Jan-10	Sewer line installation is underway for this project.



**Asheville Regional Airport Authority**  
**Project Report - December 2009**

Project Number	Project Name	Project Description	Professional Services Consultant	Professional Services Contract	General Contractor	Original Construction Contract	Change Orders (thru 12/01/09)	Percent of Original Contract	Total Project Cost	Percent Complete	Expensed to Date (thru 12/01/09)	Start Date	End Date	Current Project Status (as of 12/01/09)
5	Pre-Conditioned Air and Fixed Ground Power	Pre-Conditioned Air and Fixed Ground Power will be added to all boarding bridges for customer comfort and functionality	RS&H	\$8,000.00	INET Airport System Inc.	\$502,800.00	na	na	\$510,800.00	10%	\$7,402.71	Jul-09	Jan-10	Equipment is on order and we are awaiting a delivery schedule.
<b><u>Close-Out Phase</u></b>														
None														



Law Offices

Gum,  
Hillier &  
McCroskey

A Professional Association

Howard L. Gum  
Board Certified Specialist  
Family Law  
hgum@gumandhillier.com

December 2, 2009

David R. Hillier  
Board Certified Specialist  
Bankruptcy Law  
dhillier@gumandhillier.com

Via email:

ARAA Board

cc: Vic Buchanan and Lew Bleiweis

Patrick S. McCroskey  
Board Certified Specialist  
Family Law  
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RE: Airport Director Evaluation

Dear Friends:

If memory serves, last spring, when we were discussing evaluation of the Airport Director, I was charged with putting together a package of material from which we might base our further discussions as to our protocol for such evaluation.

To refresh your memory, we all seemed to like the Sarasota Manatee Airport Authority evaluation instrument, and such is attached (in shamelessly plagiarized form, applying same to the Asheville Regional Airport). This instrument has the advantage of being comprehensive and allowing for ample Board comment.

There was also considerable discussion about making the evaluation of Airport Director more objective.

After struggling with the application of the word "objective" when human beings are evaluating other human beings, I have tentatively come to the conclusion that perhaps a two pronged approach to our evaluation procedure might be an improvement over what we have done in the past.

In other words, we can use the general evaluation as attached hereto, along with specific evaluation of Lew's performance as compared to his Goals, which document, along with his Interim Report, is attached hereto for your ready reference.

I present these documents to you, along with the thought that we might consider having all Board members complete the evaluation form, and have the results tabulated, by Vic, or otherwise, as we have done in the past. Then, we can look at

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Lew's progress as compared to his goals. Together, these two mechanisms might jointly result in a more satisfactory evaluation procedure, both from the point of view of the Board and the Airport Director.

It seems as if no formal decision needs to be made at our meeting this month, but I did want to share with you my thoughts thus far in connection with my assignment (as I understand it) given during our spring discussions on this topic.

Very truly yours,



David R. Hillier

DRH/ijd  
Enclosure

ASHEVILLE REGIONAL AIRPORT AUTHORITY  
Airport Director – Appraisal Criteria

Category One: Business Development

Endeavors to maximize business revenues of both aviation and non-aviation assets. Proposes viable and well researched alternatives and business propositions to the Board. Oversees the management of Authority assets exercising sound business principles and develops infrastructure priorities taking into consideration fiscal concerns.

Category Two: Relationship with Board

Apprises Board members, in a timely manner, of developments, issues, needs, and operations at the airport. Provides professional advice and alternatives when needed. Responds to Authority requests for information. Develops and explains alternatives. Acts impartially toward the Board. Reacts positively and constructively to appropriate criticism. Strives to maintain a harmonious relationship with the Board. Responds positively to Board directions.

Category Three: Financial Management

Directs and manages staff and advisors to ensure Authority funds are invested in accordance with Authority Policy. Monitors financial performance of the organization to ensure efficient and effective performance. Prepares budget that is responsive to the goals of the Authority and presents it in an easily comprehensible manner. Evaluates financial controls for regulatory compliance.

Category Four: Public Image

Initiates and fosters a positive image of the Authority and the airport. Builds rapport with the community and the media through pro-active communications and development of relationships. Participates in speaking engagements to promote the image of the airport. Represents the Authority with aviation-related organizations to reflect the professionalism of the staff.

Category Five: Staff Development

Sets the example and creates a superior performance environment for the organization. Develops and implements sound personnel policies and procedures, and fosters good morale. Treats all personnel fairly and without favoritism or discrimination. Delegates authority as appropriate and sets high standards for all personnel. Endeavors to maintain positive and cordial relationships with all employee groups and representatives. Takes an active role in development of compensation policy, and makes recommendations to the Board within the budgetary limitations that best serve the organization.

Category Six: Community Relations

Strengthens working relationships with appointed and elected officials of other governmental entities. Develops joint approaches to issues of mutual interest. Communicates with business, civic and neighborhood organizations, and works to solve airport-related issues as they arise with the affected parties. Develops a cooperative relationship with the media and achieves the status as a community leader and expert in aviation issues.

#### Category seven: Strategic Planning and Goals

Assists the Board in establishing short and long term objectives for the Authority. Develops challenging goals and objectives for his/herself and staff that lead to the accomplishment of the objectives. Monitors, evaluates, and communicates the results to the Board on a regular basis.

#### Category Eight: Leadership

Establishes his/her leadership in all areas of the organization. Sets an example for others to follow, and earns respect and support of subordinates. Takes overall responsibility for projects and obtaining and using resources. Participates in aviation, business and community organizations demonstrating leadership and knowledge that earns confidence in the ability of the Director.

#### Category Nine: Job and Industry Knowledge

Effectively applies a high degree of knowledge and expertise relating to the developments in the aviation industry and the implications for aviation as a whole, and the airport in particular. Organizes the responsibilities of the Authority departments, reviews the administration and operation of the airport, and demonstrates a wide breadth of knowledge in various areas including, finance, legal matters, leasing and business development, regulatory affairs, facility maintenance, labor relations, budgeting, and legislative affairs.

#### Category Ten: Regulatory Compliance

Ensures airport compliance with Federal, State and Local laws and regulations including applicable Federal Aviation Regulations (FAR's), FAA Grant Assurances, North Carolina DOT regulations and grant requirements, Passenger Facility Charge requirements, Development of Regional Impact conditions, noise mitigation rules, security regulations and emergency procedures, personnel laws and regulations, audit and financial management requirements, and Open Record Law requirements.

ASHEVILLE REGIONAL AIRPORT AUTHORITY  
Performance Appraisal of the Director

Instructions:

The Asheville Regional Airport Authority evaluates the Director in ten primary categories. Each category has a rating scale between one and five. The number 1 is the lowest score and is equivalent to unsatisfactory performance; the number 3 is equivalent to satisfactory performance, and the number 5 is equivalent to excellent performance. Utilize the numbers 2 and 4 to indicate performance somewhere between the various levels.

Please rate the performance of the Director in each of the ten categories taking into consideration the description provided. Each category is weighted the same. Comments on performance in any of the categories or his/her overall performance are encouraged and may be made at the end of the evaluation form.

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Rating \_\_\_\_\_

**Category Two: Relationship with Board**

Apprises Board members, in a timely manner, of developments, issues, needs, and operations at the airport. Provides professional advice and alternatives when needed. Responds to Authority requests for information. Develops and explains alternatives. Acts impartially toward the Board. Reacts positively and constructively to appropriate criticism. Strives to maintain a harmonious relationship with the Board. Responds positively to Board directions.

Rating \_\_\_\_\_

**Category Three: Financial Management**

Directs and manages staff and advisors to ensure Authority funds are invested in accordance with Authority Policy. Monitors financial performance of the organization to ensure efficient and effective performance. Prepares budget that is responsive to the goals of the Authority and presents it in an easily comprehensible manner. Evaluates financial controls for regulatory compliance.

Rating \_\_\_\_\_

#### **Category Four: Public Image**

Initiates and fosters a positive image of the Authority and the airport. Builds rapport with the community and the media through pro-active communications and development of relationships. Participates in speaking engagements to promote the image of the airport. Represents the Authority with aviation-related organizations to reflect the professionalism of the staff.

Rating \_\_\_\_\_

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Rating \_\_\_\_\_

#### **Category Seven: Strategic Planning and Goals**

Assists the Board in establishing short and long term objectives for the Authority. Develops challenging goals and objectives for his/herself and staff that lead to the accomplishment of the objectives. Monitors, evaluates, and communicates the results to the Board on a regular basis.

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Rating \_\_\_\_\_

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Effectively applies a high degree of knowledge and expertise relating to the developments in the aviation industry and the implications for aviation as a whole, and the airport in particular. Organizes the responsibilities of the Authority departments, reviews the administration and operation of the airport, and demonstrates a wide breadth of knowledge in various areas including, finance, legal matters, leasing and business development, regulatory affairs, facility maintenance, labor relations, budgeting, and legislative affairs.

Rating \_\_\_\_\_

**Category Ten: Regulatory Compliance**

Ensures airport compliance with Federal, State and Local laws and regulations including applicable Federal Aviation Regulations (FAR's), FAA Grant Assurances, North Carolina DOT regulations and grant requirements, Passenger Facility Charge requirements, Development of Regional Impact conditions, noise mitigation rules, security regulations and emergency procedures, personnel laws and regulations, audit and financial management requirements, and Open Record Law requirements.

Rating \_\_\_\_\_

TOTAL RATING \_\_\_\_\_  
(Maximum rating of 50)

AVERAGE RATING \_\_\_\_\_  
(Total rating divided by number  
of categories rated)

DATE OF APPRAISAL \_\_\_\_\_

Comments:

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## Airport Director Goals 2009/2010

1. Bring the Finance Dept up to date in terms of accuracy and timeliness
2. Establish working relationships with community leaders and adjacent property owners
3. Establish relationships with FAA personnel and the appropriate airline route and fare personnel
4. Work towards new air service:
  - a. Chicago
  - b. South Florida
5. To assist with proper department management and revenue/expense control, I plan on establishing new benchmarking standards
  - a. Revenue Reports – Concessions, Parking, Airline
  - b. Project Status Reports
6. Follow through with current construction projects:
  - a. Wright Brothers Way
  - b. Parking Lot & Roadway
  - c. A Gates Project
  - d. Installation of Trituator
  - e. Installation of PC Air and Ground Power
7. Implementation of Diesel Reduction Grant for Ground Service Equipment. Should be receiving the State grant that was awarded in the spring. Once documentation is completed, staff will bid, purchase, and implement new electric ground service equipment for the airlines.
8. Update and establish Primary Guiding Documents for General Aviation at the airport. Primary Guiding documents are a set of documents that establish policies, standards, guidelines, rules, and regulations that govern the operation, management, and development of the airport. Such documents include: General provisions for General Aviation, Leasing/Rents and Fees Policy, Minimum Standards, Rules and Regulations, Development Guidelines for construction, and standard lease agreements.
9. Develop a community partnership team for air service development. When visiting airlines to solicit for air service, it's essential to show community support. I plan on creating a team of community business leaders that will participate in these airline meetings to show community solidarity for new service.
10. Implementation of a single point work order tracking system. Currently, tenants call multiple staff to report maintenance needs. To improve customer service, I plan on implementing a single point of contact with a computerized tracking system to issue work requests and track status of such request.
11. Develop a multi-year business strategic plan for the airport, to include aviation and non-aviation business.

Status of 12/1/2009

1. New Director of Finance hired July 2009, accuracy and timeliness has been completed.
2. Completed, with the exception of the newly elected City Council members. Will be meeting with them after they take office.
3. FAA completed, airline folks in process.
4. Chicago service starts Dec 17. Possible DC service – meeting with airline Dec 8. South Fl service possible in late spring/early summer
5. Not started yet, 2<sup>nd</sup> half of fiscal year project.
6. (a – e) All in process and proceeding
7. On hold. Still have not received grant from the State. Was supposed to receive in November but still waiting for funds.
8. Not started yet, 2<sup>nd</sup> half of fiscal year project.
9. In preliminary stages. Have spoken to several key community/business leaders. Involved in the DC service process.
10. In process, Ops & Maintenance is testing new system before official launch with all tenants.
11. Draft to be presented at Dec Board Mtg.