



AGENDA

Asheville Regional Airport Authority Regular Meeting
Friday, February 12, 2010, 8:30 a.m.
Ballroom at Holiday Inn Asheville Airport

*** 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. Proposed FY 2010/2011 Budget Presentation ([document](#))
- IV. CONSENT AGENDA:
 - A. Approval of the Asheville Regional Airport Authority December 11, 2009 Regular Meeting Minutes ([document](#))
 - B. Approval of the Asheville Regional Airport Authority December 11, 2009 Closed Session Minutes
- V. OLD BUSINESS:
 - A. Authorize the Budget Officer to Transfer Certain Budget Appropriations ([document](#))
 - B. Approval of Amendment to the FY 2009/2010 Budget ([document](#))



VI. NEW BUSINESS:

- A. Discussion of Response to Congressman Shuler's January 17th Letter ([document](#))
- B. Discussion and Adoption of Travel Policy ([document](#))
- C. Approval of Scope of Services and Fees for Design Services for the Westside Site Preparation Project ([document](#))

VII. DIRECTOR'S REPORT:

- A. Airline Passenger Bill of Rights
- B. AIP Update
- C. CNN Airport News Replacement
- D. New Reporting Procedures

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. December, 2009 Traffic Report ([document](#))
- B. December, 2009 Monthly Financial Report ([document](#))
- C. February, 2010 Marketing and Public Relations Report ([document](#))
- D. February, 2010 Development/Project Status Report ([document](#))
- E. Airport Facilities Review for Fourth Quarter 2009 ([document](#))
- F. Potential Board Items for the Next Regular Scheduled Meeting:
 - Preliminary FY2010/2011 Budget
 - Fee and Scope for Stormwater Regulation Compliance



IX. AUTHORITY MEMBERS' REPORTS:

- A. Aviation Issues Conference Briefing
- B. Presentation of Draft Authority Environmental Policy

X. PUBLIC AND TENANTS' COMMENTS:

XI. CLOSED SESSION:

Pursuant to Subsections 143-318.11 (a) (3) and (4) of the General Statutes of North Carolina in order to consult with the Authority's Legal Counsel in order to preserve the attorney-client privilege and to discuss matters relating to the location or expansion of industries or other businesses in the area served by the Authority, including agreement on a tentative list of economic development incentives that may be offered by the Authority in negotiations.

XII. ADJOURNMENT.

Respectfully submitted,

Lew Bleiweis, A.A.E.
Airport Director

Approved:

David Hillier
Chairman

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





PROPOSED FY 2010-2011 BUDGET


ASHEVILLE REGIONAL AIRPORT
AUTHORITY BOARD MEETING
FEBRUARY 12, 2010




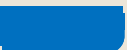
Agenda


-  **General Statistics**


-  **Proposed FY 2010/2011 O&M Budget**

-  **Proposed FY 2010/2011 Capital Budget**

-  **Proposed FY 2010/2011 Reserve Funds**

-  **Proposed FY 2010/2011 Estimated Cash Balance**

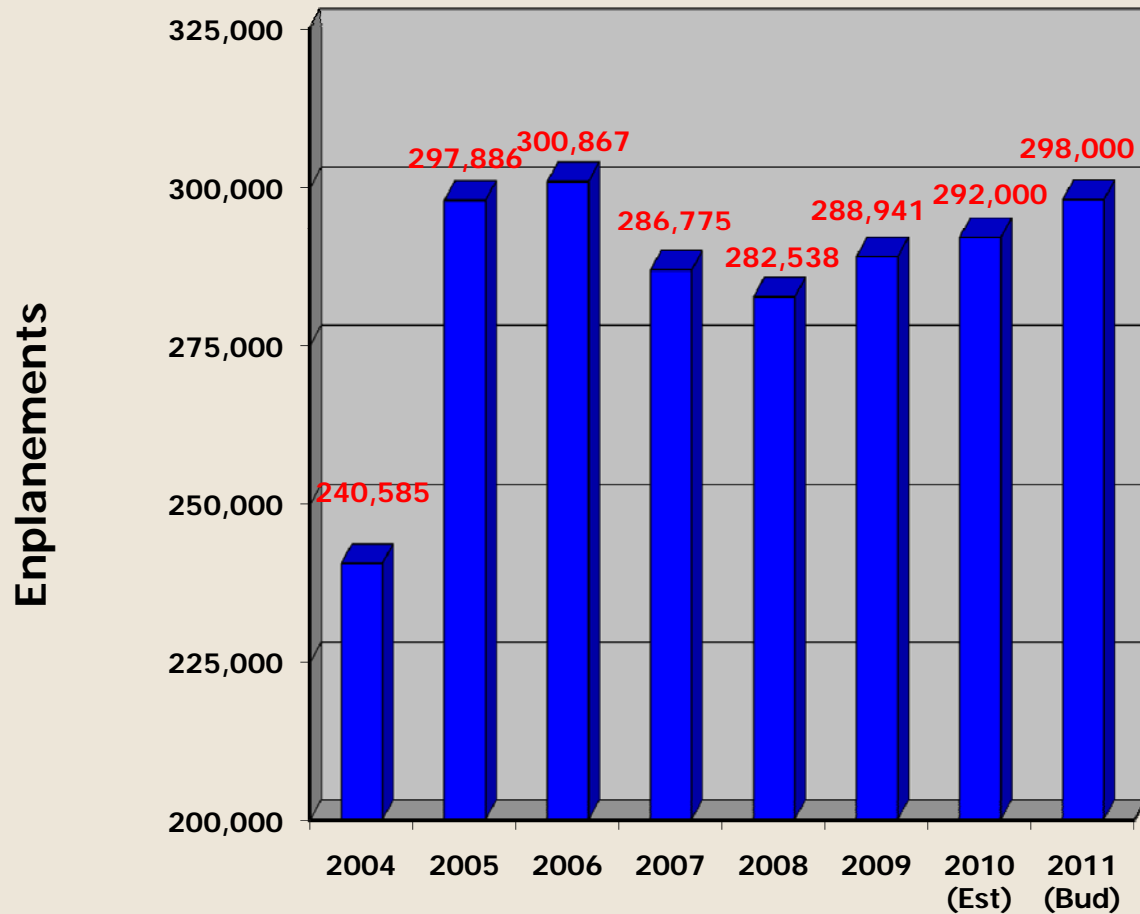
-  **Proposed FY 2010/2011 Supplemental Fees**

-  **Questions and Comments**

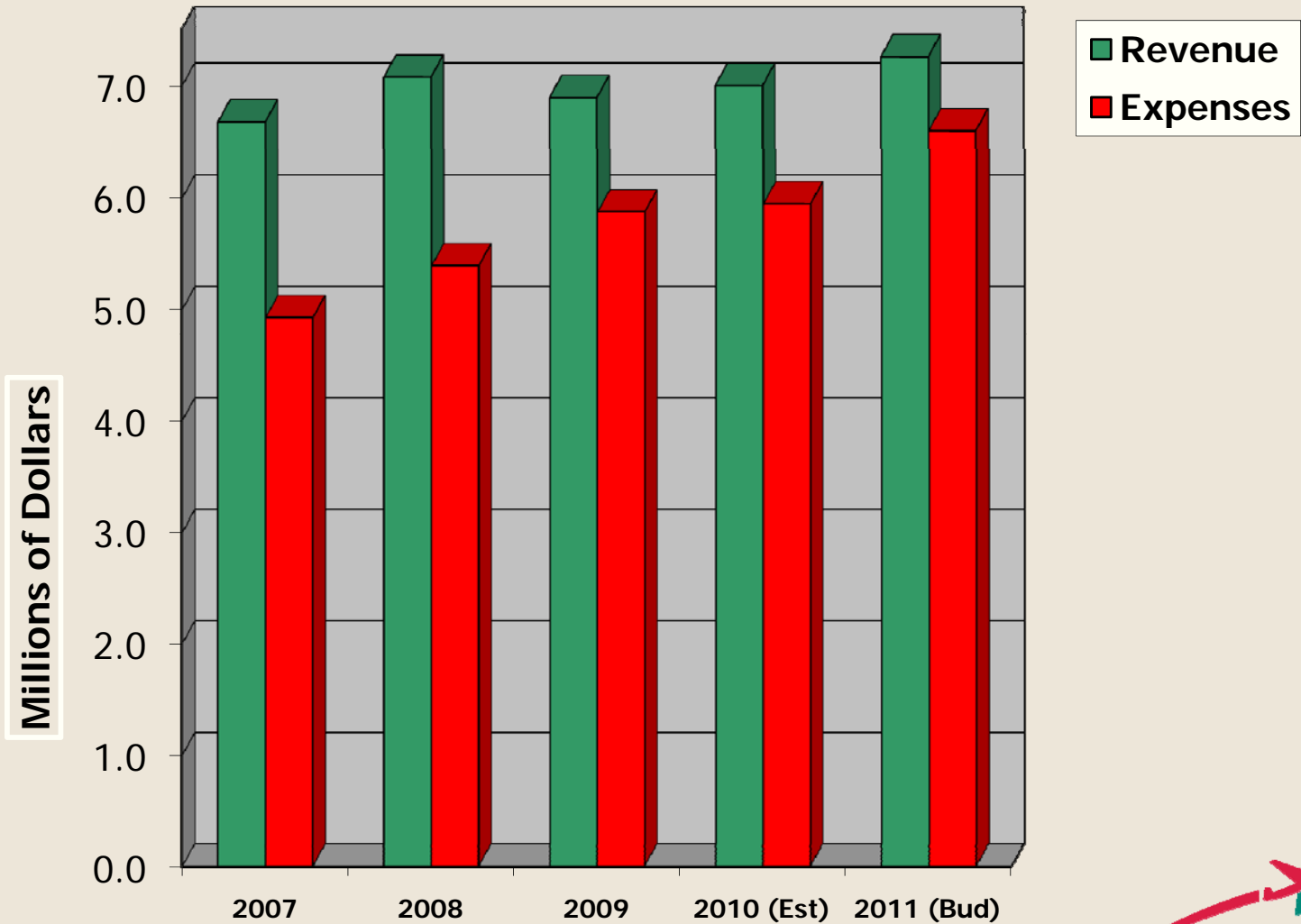


Passenger Traffic Growth

Fiscal Years 2004-2011 Passenger Traffic



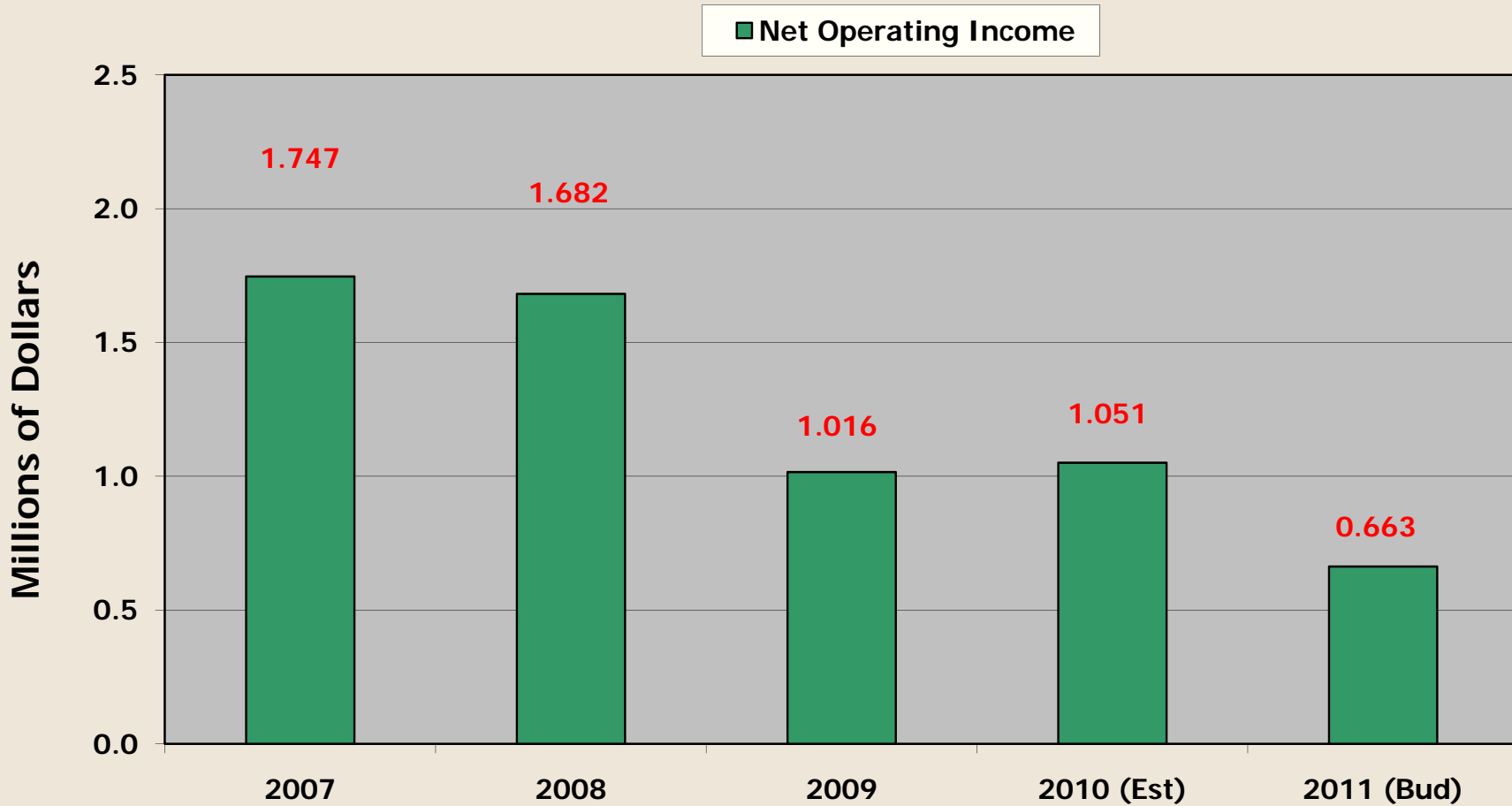
Operating Revenue/Expenses FY 2007 through 2011 (a)



a. Includes operating revenues and expenses



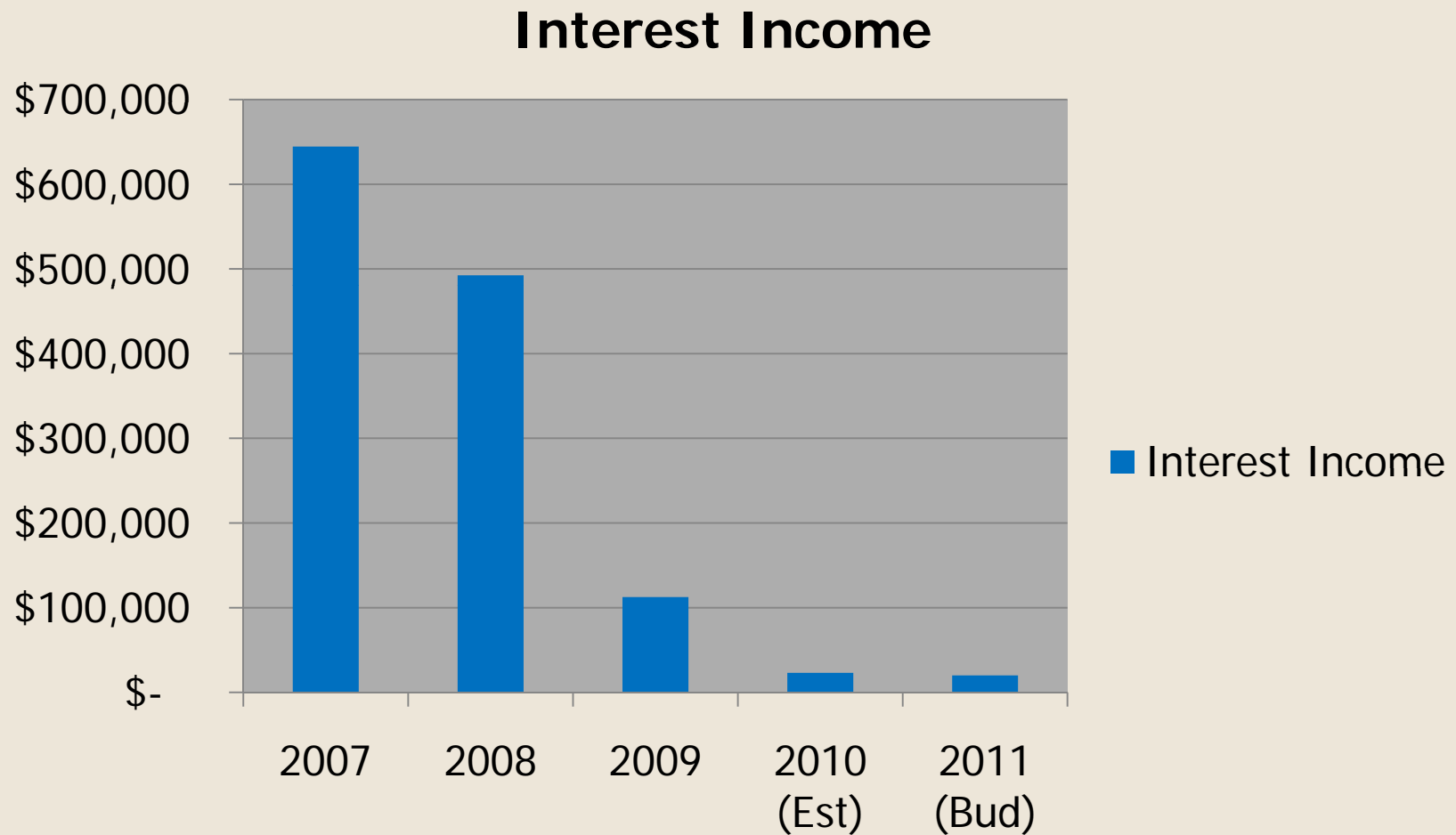
Net Operating Income FY 2007 through 2011 (a)

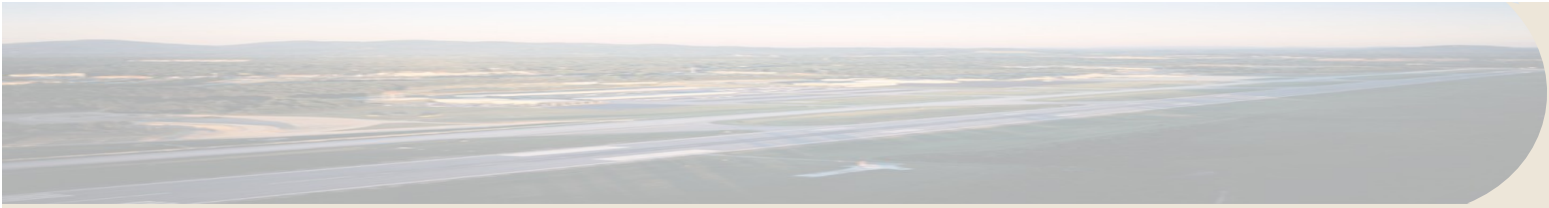


a. Includes operating revenues and expenses



Interest Income





Proposed O & M Budget

Basic O&M Budget Assumptions

- **Passenger Enplanements – 298,000**
- **Airline Rates & Charges Flat to FY 2009/2010**
- **Public Parking Reduced by \$30,000 for Frequent Parking Program**
- **Advertising Revenue Down to Match Actual Experience**
- **Odyssey Percentage Fee Down to Match Actual Experience**



Basic O&M Budget Assumptions (cont'd)

- **Full Year Revenue From Air Tran and half year from United Express**
- **New Shared Terminal Services Revenue**
- **New Rental From Lacy Griffin Building**
- **No Increases in Existing Supplemental Fees and Charges**



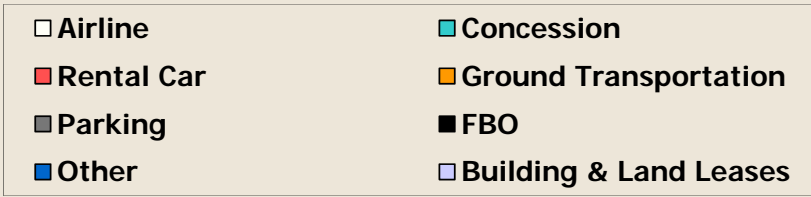
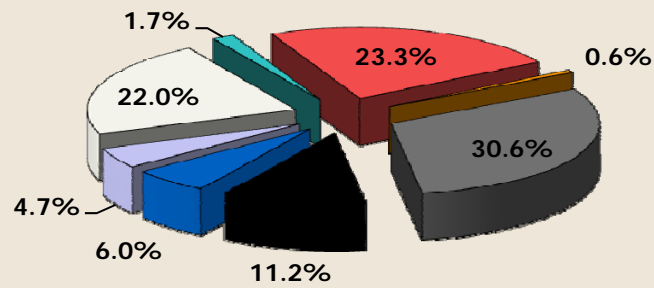
Proposed Budget

	Budget Amounts			Percent Change
	FY 09/10	FY 10/11	Difference	
<u>Revenues</u>				
Operating Revenues	\$ 7,143,390	\$ 7,251,587	\$ 108,197	1.5%
Investment Income	157,200	20,000	(137,200)	-87.3%
Total Operating & Investment Revenues	7,300,590	7,271,587	(29,003)	-0.4%
<u>Expenses</u>				
Operating Expenses	6,289,760	6,588,188	298,428	4.7%
Total Operating Expenses	6,289,760	6,588,188	298,428	4.7%
Net Operating & Investment Income	\$ 1,010,830	\$ 683,399	\$ (327,431)	-32.4%

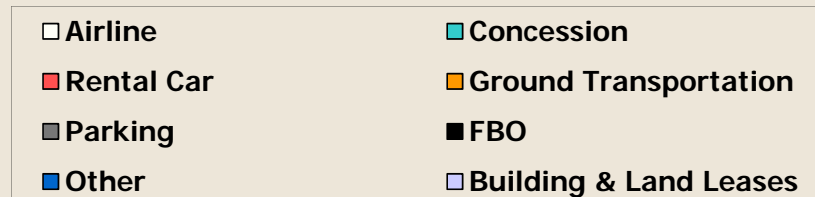
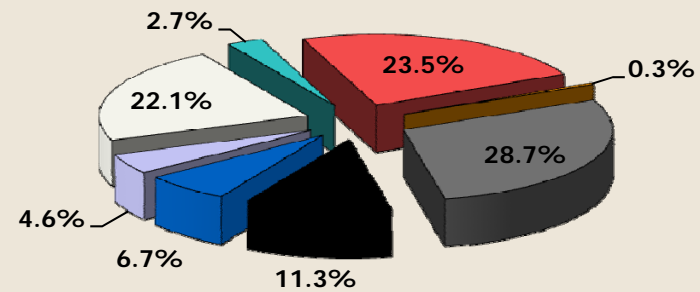


Sources of Operating Revenue

FY 2010 (Est)

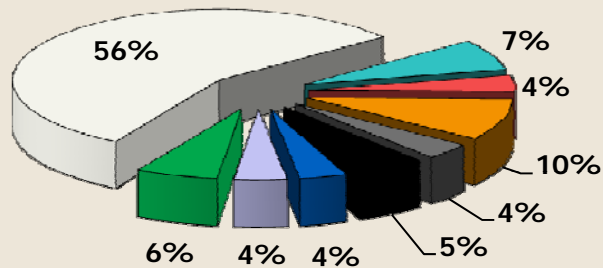


FY 2011 (Bud)

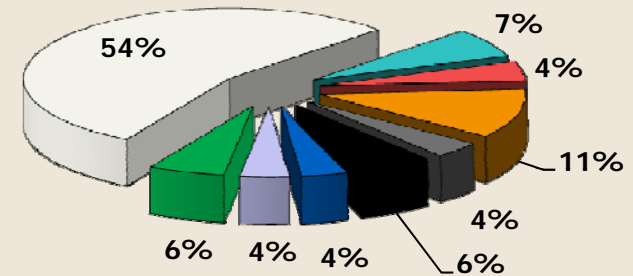


Operating Expenses by Category

FY 2010 (Est)



FY 2011 (Bud)



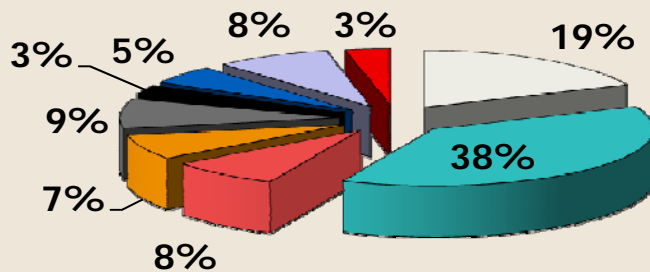
- Salaries & Benefits
- Professional Services
- Maintenance & Repair
- Insurance
- Other/Contingency
- Utilities
- Contractual Services
- Supplies
- Promotional Activities

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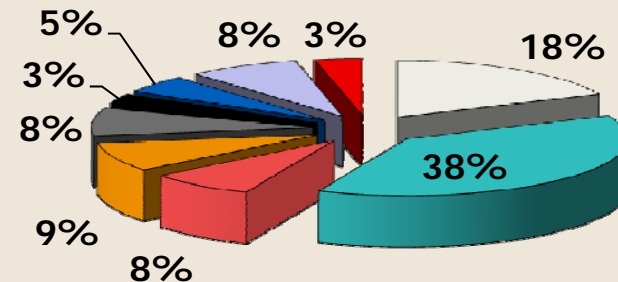
Operating Expenses By Department

FY 2010 (Est)



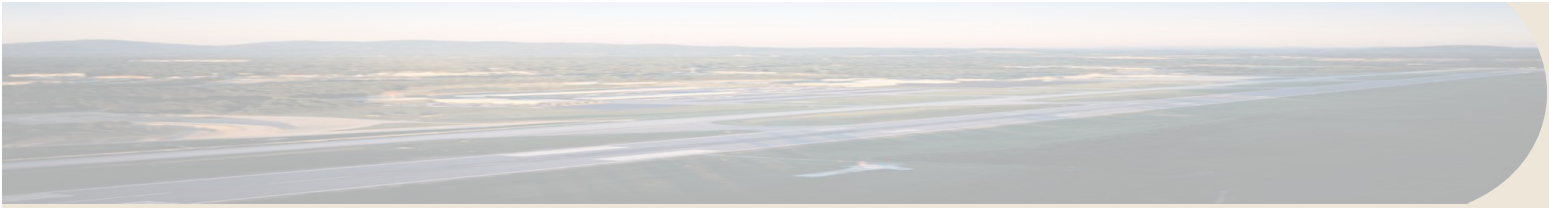
- Public Safety
- Operations & Maintenance
- Executive
- Information Technology
- Marketing and Public Affairs
- Guest Services
- Finance
- Administration
- Development

FY 2011 (Bud)



- Public Safety
- Operations & Maintenance
- Executive
- Information Technology
- Marketing and Public Affairs
- Guest Services
- Finance
- Administration
- Development





Proposed Capital Budget

Proposed Capital Budget

DESCRIPTION	TOTAL	Funding Source			
		FAA- AIP ENTITLEMENTS	FAA- AIP DISCRETIONARY	NCDOT	AIRPORT AUTHORITY
Capital Improvements					
Airfield Improvements - Phase I	\$ 350,000		\$ 332,500		\$ 17,500
Airfield Improvements - Phase II	880,800	94,432	500,000		286,368
Master Plan Update	500,000	475,000			25,000
General Aviation Ramp Expansion	825,000			750,000	75,000
ARFF Equipment	475,000	451,250			23,750
Total Capital Improvements	3,030,800	1,020,682	832,500	750,000	427,618



Proposed Capital Budget (cont'd)

DESCRIPTION	TOTAL	Funding Source			
		FAA- AIP ENTITLEMENTS	FAA- AIP DISCRETIONARY	NCDOT	AIRPORT AUTHORITY
Equipment and Small Capital Outlay					
A Gates Boarding Technology	109,530				109,530
Mass Casualty Incident Mangement Equipment	15,000				15,000
Financial Software Upgrade	26,875				26,875
Total Equipment and Small Capital Outlay	151,405				151,405



Proposed Capital Budget (cont'd)

DESCRIPTION	TOTAL	Funding Source			
		FAA- AIP ENTITLEMENTS	FAA- AIP DISCRETIONARY	NCDOT	AIRPORT AUTHORITY
<u>Renewal and Replacement</u>					
Roadway Sweeper	175,000				175,000
800 MHZ Interface	55,000				55,000
Shop Rollup Door	15,000				15,000
Shop Lighting Upgrade	6,444				6,444
Fingerprint Scanner System	11,000				11,000
Total Renewal and Replacement	262,444				262,444



Proposed Capital Budget (cont'd)

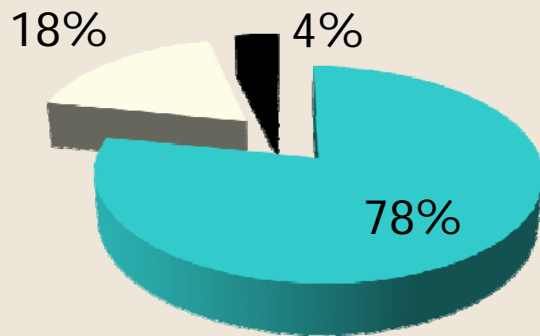
DESCRIPTION	TOTAL	Funding Source			
		FAA- AIP ENTITLEMENTS	FAA- AIP DISCRETIONARY	NCDOT	AIRPORT AUTHORITY
<u>Business Development</u>					
Air Service Business Incentives	300,000				300,000
Total Business Development	300,000				300,000
<u>Debt Service</u>					
Debt Service - Rental Car Facility	626,823				626,823
Total Debt Service	626,823				626,823
Total	\$ 4,371,472	\$ 1,020,682	\$ 832,500	\$ 750,000	\$ 1,768,290

Note: All purchases over \$50,000 will be presented to the Authority Board for final approval before implementation unless otherwise authorized by the Authority Board.



Capital Program Funding Sources

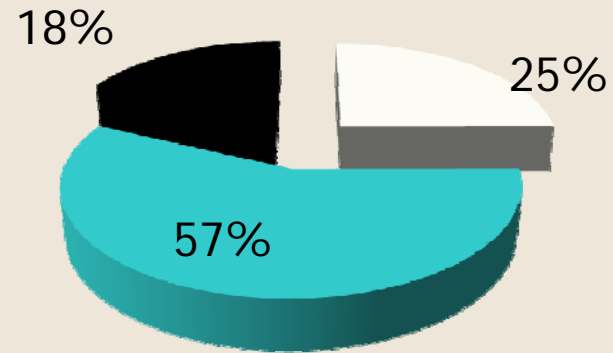
FY 2010 (Est)



■ Federal ■ Authority ■ PFC

Authority's Contribution - \$2,877,862

FY 2011 (Bud)



■ Authority ■ Federal ■ State

Authority's Contribution - \$1,038,576



Carry-Over Capital Projects

Description	AMOUNT AUTHORIZED	ESTIMATED	ESTIMATED	FAA- AIP ENTITLEMENT	AIRPORT AUTHORITY FUNDS
		TO SPEND THROUGH 6/30/2010	BALANCE TO CARRYOVER		
A Gates - Terminal Renovation & Improvements	10,486,704	9,936,704	550,000	522,500	27,500
Point of Sale-Guest Services	8,000		8,000		8,000
Sharepoint/Business Portal	28,440		28,440		28,440
Art Program FF&E	27,175	8,284	18,891		18,891
Access Control System Addition	28,000		28,000		28,000
Vehicle Replacements	67,277	35,999	31,278		31,278
3 Channel Trunking Radio Net	55,000		55,000		55,000
TOTAL CARRY-OVER TO FY-2010/2011	10,700,596	9,980,987	719,609	522,500	197,109



Memorandum to Members of the Airport Authority

From Kevin E. Howell, Director of Properties & Development

Proposed Airport Deicing Effluent Limitation Guidelines (ELG) and Potential Fiscal Impact

BACKGROUND

On August 28, 2009, the U.S. Environmental Protection Agency (EPA) published the proposed "Effluent Limitation Guidelines and New Source Performance Standards for the Airport Deicing Category." This regulation would require the Authority to change the type of pavement deicer it currently uses to a non-urea based product resulting in a considerable cost increase to the Authority. This regulation would also require the Authority to collect and properly dispose of the aircraft deicing fluid used at AVL. ARAA Staff have continued to follow the development of these new regulatory standards as it will have a significant impact on the airport and aviation industry. Comments on the proposed rule were originally due on December 28, 2009. Through the work of industry representatives such as ACI-NA and AAE, the comment deadline was extended to February 26, 2010.



Memorandum to Members of the Airport Authority

From Kevin E. Howell, Director of Properties & Development (cont'd)

ISSUES

The proposed overall scope of the regulations is limited to primary commercial airports that conduct deicing operations and have more than 1,000 annual scheduled commercial jet departures.

The technical requirements can be further divided into 3 classes of airports:

- **Class 1. Airports with less than 10,000 annual departures – certify use of non-urea-based pavement deicers or meet a daily ammonia effluent limit of 14.7 mg/L.**
- **Class 2. Airports with equal to or more than 10,000 annual departures AND less than 460,000 gallons of aircraft deicing fluid (ADF) applied annually –**
 - collect 20% of available ADF*, AND
 - treat collected runoff to meet a daily COD effluent limit of 271 mg/L and a weekly average of 154 mg/L, AND
 - certify use of non-urea-based pavement deicers OR meet a daily ammonia effluent limit of 14.7 mg/L.



Memorandum to Members of the Airport Authority From Kevin E. Howell, Director of Properties & Development (cont'd)

- 3. Airports with equal to or more than 10,000 annual departures AND equal to or more than 460,000 gallons of aircraft deicing fluid (ADF) applied annually –
 - collect 60% of available ADF*, AND
 - treat collected runoff to meet a daily COD effluent limit of 271 mg/L and a weekly average of 154 mg/L, AND
 - certify use of non-urea-based pavement deicers OR meet a daily ammonia effluent limit of 14.7 mg/L.

*EPA defines “available ADF” as “80 percent of the sprayed deicing fluid and 10 percent of the sprayed anti-icing fluid.” The 60% collection efficiency is based on the use of centralized deicing pads, and 20% efficiency is based on the use of glycol recovery vehicles (GRVs).

In the proposed regulations, AVL would fall into the second airport classification.



Memorandum to Members of the Airport Authority

From Kevin E. Howell, Director of Properties & Development (cont'd)

FISCAL IMPACT

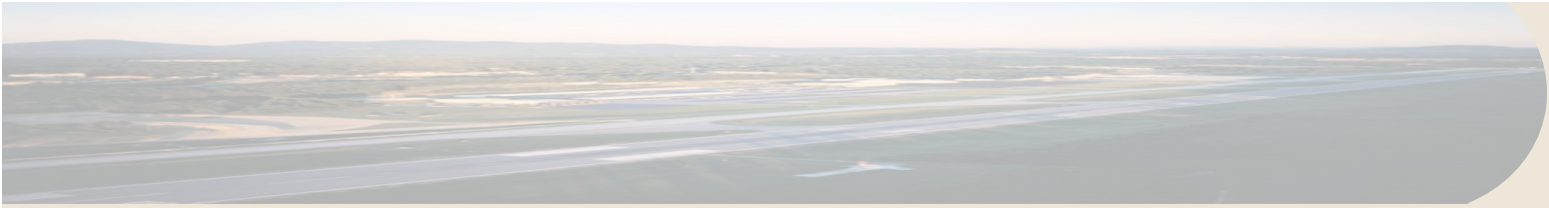
At this time, the entire fiscal impact is unknown until the regulations are finalized. Furthermore, it is unknown when the regulations will be initiated.

In order to assist the Board in understanding the potential fiscal impact of this proposed regulation, ARAA Staff have prepared the following summary of potential costs that may be required when this regulation is finalized.

– Glycol Recovery Vehicle (GRV)	\$400,000
– Liquid Deicing Equipment	\$75,000
– NAC & E-36	\$289,404
– Replace Shop Roll-up Doors	\$16,358
– Glycol Disposal	\$cost unknown

TOTAL	\$780,762
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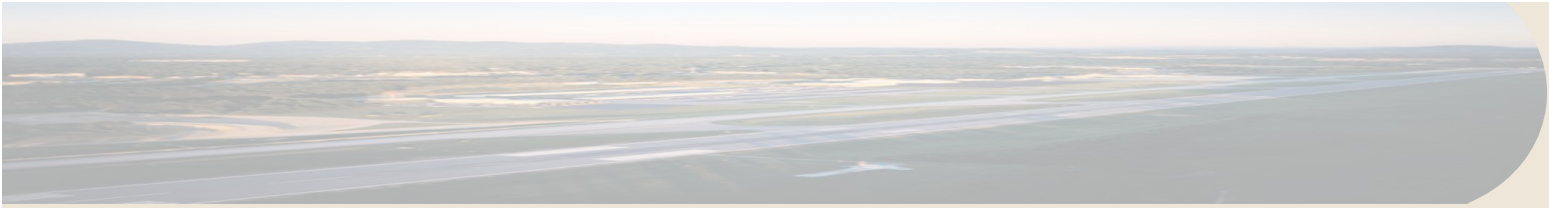


Reserve Funds

Operations & Maintenance Reserve

- **Description and Justification**
 - Established to cover fluctuations in cash flow and provide quick access to additional operational cash.
- **Equivalent to 6 months of budget FY 2010/2011 operations and maintenance expense.**
 - \$3,294,094 for FY 2010/2011





Estimated Cash Balance



Cash Balance

**ASHEVILLE REGIONAL AIRPORT AUTHORITY
ESTIMATED CASH BALANCE
As of June 30, 2011**

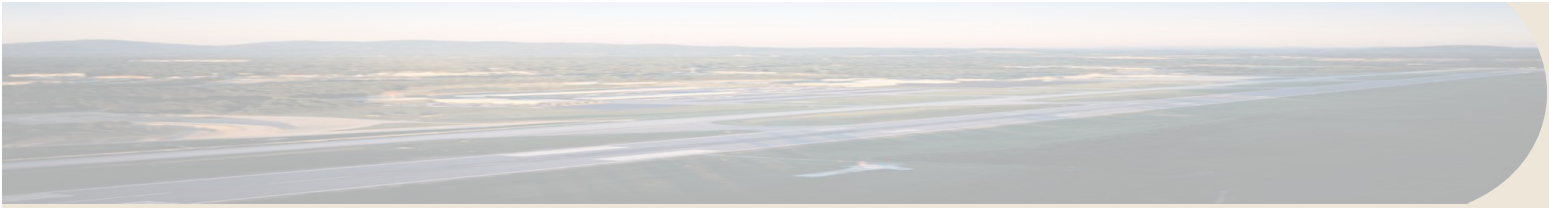
	<u>Amount</u>	
Estimated Cash Balance as of June 30, 2010		\$ 7,863,865
Plus: Net Operating & Investment Revenues		683,399
Less Other Costs:		
Business Development Costs	(300,000)	
Emergency Repair Costs	(750,000)	
Debt Service (Rental Car Facility)	<u>(626,823)</u>	<u>(1,676,823)</u>
Plus Non-Operating Revenues:		
Passenger Facility Charges	1,192,000	
Customer Facility Charges	<u>840,000</u>	<u>2,032,000</u>



Cash Balance (cont'd)

Plus Capital Contributions:		
Federal Grants - AIP Entitlements	1,543,182	
Federal Grants - AIP Discretionary Funds	832,500	
NC DOT Grants	<u>750,000</u>	3,125,682
Less Capital Costs:		
Capital Improvements	(3,030,800)	
Equipment and Small Capital Outlay Fund	(151,405)	
Renewal and Replacements	(262,444)	
Carryover projects from FY2010	<u>(719,609)</u>	(4,164,258)
Estimated Cash Balance at June 30, 2011		<u>7,863,865</u>
Estimated Restricted Cash at June 30, 2011		2,110,080
Operations & Maintenance Reserve (6 Months)		3,294,094
Estimated Unrestricted Undesignated Cash at June 30, 2011		<u><u>\$ 2,459,691</u></u>





Supplemental Fees

Proposed FY 2010/2011 Fees

	FY 2009/2010 Current Fees		FY 2010/2011 Proposed Fees	
	Cost	Per	Cost	Per
<u>Maintenance</u>				
Scissor Lift	\$ 100.00	use	\$ 100.00	use
ADA Ramp Rental	\$ 100.00	use	\$ 100.00	use
Air Stair Rental	\$ 100.00	use	\$ 100.00	use
Volvo Wheel Loader	\$ 100.00	use	\$ 100.00	use
Fork-lift	\$ 100.00	use	\$ 100.00	use
Tenant Sweeper	\$ 100.00	hour	\$ 100.00	hour
Service Truck	\$ 50.00	hour	\$ 50.00	hour
Backhoe	\$ 100.00	hour	\$ 100.00	hour
Lighted X	\$ 200.00	day	\$ 200.00	day
Light Tower	\$ 150.00	day	\$ 150.00	day
Paint Stripper	\$ 100.00	hour	\$ 100.00	hour
Large Aircraft Removal Dolly	\$ 200.00	day	\$ 200.00	day
Small Aircraft Removal Dolly	\$ 100.00	day	\$ 100.00	day
Aircraft Jack	\$ 75.00	use	\$ 75.00	use
Cores	\$ 30.00	each	\$ 30.00	each
Keys	\$ 5.00	each	\$ 5.00	each
Maintenance Labor Rate 1/	\$ 45.00	hour	\$ 45.00	hour
<u>Department of Public Safety</u>				
ARFF Apparatus for 1500 gal. or greater	\$ 250.00	hour	\$ 250.00	hour
ARFF Apparatus for less than 1500 gal.	\$ 150.00	hour	\$ 150.00	hour
Command, Police, and Ops support vehicles	\$ 100.00	hour	\$ 100.00	hour
Aircraft recover dolly	\$ 150.00	day	\$ 150.00	day
Maintenance Labor Rate 1/	\$ 40.00	hour	\$ 40.00	hour
Mutual Aid Agencies collected on their behalf		as incurred		as incurred
Replacement charges for AVL equipment/supplies		as incurred		as incurred

1/ Minimum of 3 hours charged after regular business hours.



Proposed FY 2010/2011 Fees (cont'd)

<u>Identification Badge Fees and Charges</u>	FY 2009/2010 Current Fees		FY 2010/2011 Proposed Fees	
	Cost	Per	Cost	Per
Initial Badge Issuance				
SIDA Badge (1)	\$	52.00	\$	52.00
Non-SIDA Badge (2)	\$	20.00	\$	20.00
Renewal of Badge				
SIDA Badge (2)	\$	20.00	\$	20.00
Non-SIDA Badge (2)	\$	20.00	\$	20.00
Lost Badge Replacement				
SIDA Badge (3)	\$	30.00	\$	30.00
Non-SIDA Badge (3)	\$	30.00	\$	30.00
Other Fees				
Finger Print Background Check Only	\$	42.00	\$	42.00
Finger Print Background Check Only	\$	10.00	\$	10.00

Notes:

1. Includes \$32.00 finger print background check, \$10.00 processing fee, and a \$10.00 media fee.
2. Includes \$10.00 processing fee and a \$10 Media Fee.
3. Includes \$10.00 processing fee, \$10 Media Fee, and a \$10.00 penalty fee.



Proposed FY 2010/2011 Fees (cont'd)

	FY 2009/2010 Current Fees		FY 2010/2011 Proposed Fees	
	Cost	Per	Cost	Per
<u>Parking</u>				
Long term	\$ 1.00	0 - 1 hour	\$ 1.00	0 - 1 hour
	\$ 1.00	each add'l hour	\$ 1.00	each add'l hour
	\$ 7.00	day	\$ 7.00	day
Short term	\$ -	0 - 20 mins	\$ -	0 - 20 mins
	\$ 1.50	20 - 40 mins	\$ 1.50	20 - 40 mins
	\$ 2.00	40 - 60 mins	\$ 2.00	40 - 60 mins
	\$ 2.75	60 - 80 mins	\$ 2.75	60 - 80 mins
	\$ 0.50	add every 20 mins	\$ 0.50	add every 20 mins
	\$ 12.00	day	\$ 12.00	day
Employee Parking Rate	\$ 40.00	annual	\$ 40.00	annual
Commuter Parking Rate	\$ 240.00	annual	\$ 240.00	annual
Fines	up to \$1,000	day	up to \$1,000	day
<u>Ground Transportation</u>				
Airport Ground Transportation Permit	\$ 150.00	annual	\$ 150.00	annual
Off-Airport Rental Car Fee	7.50%	of gross revenue	7.50%	of gross revenue



Thank You!



REGULAR MEETING
ASHEVILLE REGIONAL AIRPORT AUTHORITY
December 11, 2009
8:30 a.m.

The Asheville Regional Airport Authority ("Authority") met on Friday, December 11, 2009 at 8:30 a.m. in the Conference Room at the Authority's Administrative Offices, Asheville Regional Airport ("Airport"), 61 Terminal Drive, Suite 1, Asheville, NC 28732.

MEMBERS PRESENT: David R. Hillier, Chairman; Chuck McGrady, Secretary-Treasurer; Rhett Grotzinger; Brownie Newman; and Jeffrey A. Piccirillo.

MEMBERS ABSENT: David Gantt, Vice-Chairman; Susan C. Fisher

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; C. Jeffrey Augram, Chief of Public Safety; Suzie Baker, Administration Manager; Vickie Thomas, Director of Finance and Accounting; and Ellen Heywood, Recording Secretary.

ALSO PRESENT: Charles Thomas, WNC Aviation; Amy Thomas, WNC Aviation; Ken Holt, The LPA Group; Paul Wood, Landmark Aviation; Cindy Carter, WNC Pilots Association; Glenn W. Wilcox, Sr., Wilcox Travel; Sandeep Singh, AVCON; Mike Darcangelo, AVCON; L. Whitfield, Civil Air Patrol; William Sandifer, RS&H; Bill Hogan, RS&H; Nate Otto, RS&H; Patty Beaver, CIBO; Adam McAnulty, WLOS; Mark Barrett, Asheville Citizen-Times; Mason Sexton, Moore & Son; Kevin Frank, Odyssey Aviation; Sherrill Barber, WLOS-TV

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

APPEARANCES: None

PRESENTATIONS:

A. Information Technology: Royce Holden appeared before the Board and gave a presentation on the functions of the Information Technology Department. Mr. Holden gave examples of the services the IT staff provides and the customers that receive assistance. A summary of the accomplishments and goals for the department was also

presented along with an overview of the various types of equipment throughout the terminal and offices that are maintained by the IT staff.

There was a discussion of the common-use equipment used by the airlines and the plan for cameras and emergency call phones in the parking lot. The Board thanked Mr. Holden for his presentation.

B. Strategic Business Plan: The Director presented a draft of the Strategic Business Plan that was prepared at the request of the Board. The Director informed the Board that the Authority is reorganizing its priorities over the coming year and stated that operating revenues have been undergoing a transformation to maximize its potential however operating expenses have also been reduced. The Director pointed out the new service the airport has attracted as well as the demand for the general aviation services. The Director further reviewed external threats such as the economy, terrorism and the instability of the airline industry. A list of the goals the Director plans to accomplish as well as a review of capital projects to be completed was addressed.

A discussion of the Director's goals and establishing benchmarks for accomplishing these goals ensued with the Board requesting a copy of the Director's Strategic Business Plan for further input from the Board. It was the consensus of the Board to provide feedback to the Director on the plan and approve the final Strategic Business Plan at a future Board meeting.

CONSENT AGENDA:

A. Approval of the Asheville Regional Airport Authority October 9, 2009 Regular Meeting Minutes: Mr. Grotzinger requested a correction of the amounts in the Current AIP Status section of the Director's Report from \$1 million to \$1 billion as well as \$4 million to \$4 billion. Mr. Grotzinger moved to approve as corrected the regular meeting minutes of the October 9, 2009 Authority Board. Mr. McGrady seconded the motion and it carried by unanimous consent.

B. Ratification of the Appointment of Acting Secretary-Treasurer for the October 9, 2009 Regular Authority Board Meeting: Mr. McGrady moved to designate, and approve and ratify the designation of, Mr. Piccirillo as the Acting Secretary-Treasurer for the Authority's October 9, 2009, regular meeting and for the preparation of the minutes for such meeting. Mr. Grotzinger seconded the motion and it carried by unanimous consent.

C. Ratification of the Creation of an Environmental Policy Drafting Committee: Mr. McGrady moved to create, and approve and ratify the creation of, a

committee, to be known as the Environmental Policy Drafting Committee, for the purpose of preparing a draft of a proposed environmental policy for presentation to, and consideration by, the Authority and to designate and ratify the designation of, Mr. Grotzinger as the committee chairman. Mr. Newman seconded the motion and it carried by unanimous consent.

OLD BUSINESS: None

NEW BUSINESS:

A. Designation of the Airport Director as the Budget Officer: Vickie Thomas reported to the Board that North Carolina General Statutes require the appointment of a Budget Officer. Staff's recommendation was that the Authority Board designate the Airport Director as the Budget Officer.

Mr. Grotzinger questioned if this was a new statute and Mrs. Thomas responded that it was not.

The Chairman questioned the length of term the Airport Director would serve as the Budget Officer and Mrs. Thomas replied that it would be until the Authority Board appointed someone else.

Mr. Charles Thomas appeared before the Board to recommend the Board appoint someone other than the Airport Director as the Budget Officer or at the very least to delay voting on this item until after New Business Item C, Approval of Amendment to the FY 2009/2010 Budget, was discussed.

A discussion of the appointment of the Airport Director as the Budget Officer ensued. Mr. McGrady moved to authorize the Airport Director serve as the Budget Officer and Mr. Newman seconded the motion. The motion carried by a 4 to 1 vote with Mr. Grotzinger voting against.

B. Authorize the Budget Officer to Transfer Certain Budget Appropriations: Vickie Thomas informed the Board of the NC General Statute which allows the Authority Board to authorize the Budget Officer to transfer monies from one appropriation to another within the same fund. Transfers would then be reported to the Board at the next regular meeting. There have been no transfers in FY09/10, however, staff anticipates there will be a need to do so before the end of the year, particularly some cost centers related to contingency line items that would be used for IT costs related to the new United service for approximately \$12,000.00. Staff

requested the Authority Board resolve to authorize the Budget Officer to transfer appropriations as follows:

- a. Budget Officer may transfer amounts between line item expenditures within a budget ordinance line/cost center without limitation and without a report being required. These changes should not result in increased recurring obligations such as salaries.
- b. Budget Officer may transfer amounts up to \$50,000.00 between budget ordinance line items/cost centers, including contingency appropriations, within the same fund. Budget Officer must make an official report on such transfers at the next regular meeting of the Board.

Mr. Charles Thomas spoke to the Board to request the Board wait a month to take action on this agenda item. Mr. Thomas suggested it would be reckless of the Board to give that authority at this time as he felt there were accounting irregularities at the airport.

There were discussions on the transfer of funds and items within the cost centers with Mrs. Thomas stating that there is no change to the budget, overall revenue, or overall expenditures, just a transfer of funds within the cost center. The Director informed the Board that crossing cost centers would still require Board approval. The Chairman affirmed that transferring funds was not a change from past procedures but a change since there is now a Budget Officer to account for this. Mrs. Thomas replied that this was correct. Mr. Grotzinger stated that the Authority needs to have more, not less visibility in our budget and would like to see staff come before the Board to transfer funds. Mr. McGrady stated that as a practical matter decisions need to be made and not wait for two months for Board approval and did not see any basis not to approve this request.

Mr. McGrady moved to make a motion as completely stated by Mrs. Thomas to authorize the Budget Officer to transfer appropriations and Mr. Piccirillo seconded the motion. The motion did not pass due to lack of majority vote with the Chairman and Messrs. McGrady and Piccirillo voting for the motion and Messrs. Grotzinger and Newman voting against.

C. Approval of Amendment to the FY 2009/2010 Budget: Vickie Thomas reported to the Board that since the FY09/10 Budget was adopted, significant changes have occurred, primarily in the capital spending plan. There were a lot of estimates used for the budget as the budget is due to the County in early spring. The Authority

Board has approved changes to the capital spending plan but the budget was not amended to reflect those changes. Our auditors pointed out that this is a compliance violation and recommended that the Board adopt budget amendments as the capital spending changes. The Auditors also recommended the removal of the Operations and Maintenance Reserve from the operating budget since it is not budgeted expenditures expected to be spent. Staff has also proposed amendments 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.

Mrs. Thomas reviewed the Proposed Budget Amendment Detail as well as the FY09/10 Budget Projected Capital Carry-Over Schedule with the Board. There were discussions on the west side fill project, the decrease in the emergency repair reserve, and the runway rehabilitation project.

Mr. Charles Thomas appeared before the Board to request the Board look into the budget further, appoint a subcommittee of the Board to research the issue and not approve the amendment to the FY09/10 Budget.

The Director explained to the Board that staff is only trying to comply with the findings of the audit, to categorize accounts correctly, and to comply with the LGC moving forward with timely, accurate data. Mr. Newman recommended the Board wait until the next Board meeting to approve the amended budget in order for the information to be made available to the public. Mrs. Thomas assured the Board that all the capital projects had been approved by the Board and that budget amendments were not an unusual event in governmental entities but that it was not critical to have the budget amended at this time.

Mr. McGrady felt the need to be transparent was important and agreed it would be prudent to wait until the next Board meeting to approve the amendment to the budget.

Mr. Newman moved to table the Approval of Amendment to the FY09/10 Budget to the next meeting. Mr. McGrady seconded the motion and it carried by a 4 to 1 vote with the Chairman voting against the motion.

The Chairman called for a break at 10:12 a.m.

The Board reconvened at 10:25 a.m.

D. Adoption of Asheville Regional Airport Five-Year Capital Improvement Plan (CIP) for FY 2011-2015: Mr. Howell informed the Board that the Capital

Improvement Plan (CIP) comes before the Board annually. The CIP is submitted to the Federal Aviation Administration (FAA) to be used as a planning tool and is a requirement by the FAA to be eligible for discretionary funds. The CIP will be submitted to the FAA in January of 2010. The Board was also given an eight year CIP for information purposes only. Mr. Howell reviewed the projects included in the CIP and several projects were discussed.

Mr. McGrady questioned the funding for the runway reconstruction project from the FAA and staff's plans if the funding is not available. Mr. Howell reviewed the runway reconstruction option the Board approved at a previous Board meeting and the option of rehabilitating the runway if funding is not available from the FAA. Mr. Howell informed the Board of staff's plan to apply for a Letter of Intent (LOI) from the FAA in March of 2011 for funding of this project. A discussion on the timeframe of the application for the LOI took place with Mr. Howell stating that staff should have an answer regarding funding from the FAA by the end of September of 2011. The CIP will need to be adjusted if the funding for the runway reconstruction project is turned down by the FAA.

Mr. McGrady moved to adopt the Asheville Regional Airport Five-Year Capital Improvement Plan as presented for submission to the FAA. Mr. Grotzinger seconded the motion and it carried by unanimous consent.

DIRECTOR'S REPORT:

A. Proposed 2010 Board Meeting Dates: Proposed 2010 Board Meeting Dates were distributed to the Board. The Chairman requested the April meeting be moved to April 23, 2010 and the Board agreed.

B. US Airways Service Reduction Announcement: The Director informed the Board of US Airways' strategic plans to strengthen their airport network. They are scaling down their Los Angeles hub and concentrating on their Charlotte hub. There is a possibility of lay-offs of 1,000 people after the first of the year.

C. Broadmore Golf Course: The Director informed the Board of the negotiation for the sale of the Broadmore Golf Course and the fact that the lease between the Authority and the golf course allows for the assignment of the lease to the new owner.

D. United Bookings: The Director stated that United's bookings were at 80% for December with little advertising. January through the spring bookings are slowly increasing.

E. **AIP Extension:** The House approved another three month extension on Bill 4217. The Senate passed the same bill last night which allows for a 3 month extension of the AIP. Staff expects some kind of movement in early spring.

F. **Part 16:** The Part 16 case with Odyssey Aviation has been finalized with the FAA. Odyssey Aviation requested a 30-day extension to file the appeal. The FAA granted a 15-day extension. Odyssey did not submit an appeal within the 15 day extension. The result is that the ruling in our favor stands.

INFORMATION SECTION: None

AUTHORITY MEMBERS' REPORTS:

A. **Discussion of Draft Authority Environmental Policy:** Mr. Grotzinger presented a PowerPoint presentation on a Board environmental policy. He requested input from the Board to develop a draft policy for presentation at the next Board Meeting. He agreed to distribute his PowerPoint presentation to members of the Board so that all members could provide input to the Committee. The consensus of the Board was to keep the policy simple and allow staff the opportunity to develop a plan to carry out the policy.

B. **Discussion of Authority Smoking Policy:** The Director reported his findings to the Board concerning smoking policies in other airports in North Carolina and their plans regarding the new state statute that bans smoking in certain public places. The Chairman stated that the new state statute may or may not allow the Authority to ban all smoking on airport property. Mr. Buchanan suggested this discussion take place in Closed Session as it is an interpretation of the law. Mr. Buchanan further stated that the City of Asheville is revisiting their smoking policy but a new policy has not been approved by the City Council. The consensus of the Board was not to change the current policy.

C. **Discussion of Protocol for Evaluation of Airport Director:** The Chairman stated that the evaluation piece received from the Sarasota Manatee Airport Authority was tailored for use by the Asheville Regional Airport Authority to evaluate the Director. A discussion of the evaluation tool took place. The consensus of the Board was for the Airport Director to evaluate himself and for the Board to evaluate the Director at the Budget/Workshop Retreat Meeting. The Chairman was commended for his leadership in this area.

Mr. Grotzinger updated the Board on his recent trip to Austin for the ACI Annual Conference and Exhibition and shared some of the information he received at the conference.

PUBLIC AND TENANTS' COMMENT: No Comments

At 11:46 a.m. the Chairman called for a break.

CLOSED SESSION: At 11:55 a.m. Mr. Mr. McGrady made a motion to go into closed session pursuant to Subsections 143-318.11 (a) (3) and (4) of the General Statutes of North Carolina, to consult with the Asheville Regional Airport Authority's Legal Counsel in order to preserve the attorney-client privilege and to discuss matters relating to the location or expansion of industries or other businesses in the area served by the Authority, including agreement on a tentative list of economic development incentives that may be offered by the Authority in negotiations. Mr. Piccirillo seconded the motion and it carried by unanimous vote.

Open Session resumed at 12:52 p.m.

ADJOURNMENT: Mr. McGrady moved to adjourn the meeting at 12:53 p.m. Mr. Grotzinger seconded the motion and it carried by unanimous vote.

The next regular meeting of the Authority will be on Friday, February 12, 2010 at 8:30 a.m. in the Conference Room at the Authority's Administrative Offices, Asheville Regional Airport, 61 Terminal Drive, Suite 1, Asheville, NC 28732.

Respectfully submitted,

Charles W. McGrady
Secretary-Treasurer

Approved:

David R. Hillier
Chairman



MEMORANDUM

TO: Members of the Airport Authority

FROM: Vickie Thomas, Director of Finance and Accounting

DATE: February 12, 2010

ITEM DESCRIPTION – Old Business Item A

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.

Old Business – Item A



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: February 12, 2010

ITEM DESCRIPTION – Old Business Item B

Approval of Amendment to the FY09/10 Budget

BACKGROUND

For the fiscal year-ended June 30, 2008, our auditors had to make several significant corrections to our financial statements as part of their audit. As a result, they reported a significant deficiency in our internal controls over financial reporting related to improper reconciliation between the general ledger and supporting documentation. In their Management Letter, they identified the specific accounts which were not being properly reconciled during the year-end June 30, 2008.

When the Finance Manager position became vacant in May, 2009, the Authority upgraded the position to a Director level position and preferred that the position be filled by a CPA. One of Lew Bleiweis' first official acts as Airport Director was to hire me in July, 2009. During my first week of work, I met with the auditors and reviewed the prior year's Management Letter with them. As part of our closing of the year-ended June 30, 2009, my team and I addressed the reconciliation issues identified in the prior year's audit. As a result, the auditors did not find any corrections to our financial statements. The results of our audit were an unqualified opinion by our auditors and the clearing of the prior year's significant deficiency over financial reporting. On page 39 of our Basic Financial Statements, they reported "The Authority has reconciliation functions in place now between the subsidiary ledgers and the general ledger."

However, in their Management Letter which reports "opportunities for strengthening internal controls and operating efficiency," they identified certain issues that had occurred throughout the year-ended June 30, 2009 that could not be corrected after year-end. They noted that no budget amendments were made during the year, primarily related to capital project authorization changes, and recommended that

Old Business – Item B



periodic budget amendments be made as necessary. They also recommended that we evaluate our Reserve Funds policy because at year-end June 30, 2009, we reported our Reserve accounts as being funded with our beginning cash balance and also included the items in the next year's budget to be funded with the subsequent year's revenues. Specifically, they recommended that the Operations & Maintenance Reserve be reported as a designation of our cash balance and not included in our annual budget since we do not intend to have any annual expenditures for this item.

In response to the auditors' recommendations, we are presenting this proposed budget amendment to address capital authorization changes by the Board during the year-ended June 30, 2009 that were made after the current year's budget was approved. The most significant change was the authorization of the A Gates project when Federal stimulus funds became available. Another significant change was the removal of the runway rehabilitation project when it was decided to change the scope of the project to provide a better long-term solution that would be implemented in later years. As recommended by our auditors, the Operations and Maintenance Reserve is removed from our budget since it is really a designation of our cash balance.

In addition, the FY09/10 budget includes a \$6.6 million revenue line item titled "FY08/09 Capital Carryover Funds." Since that description does not specifically identify the sources of those funds, we have reclassified the \$6.6 million from this general line item to the budget line items that show the specific sources of those funds: \$2.6 million from Federal Grants and \$4.0 million from Authority funds.

We have also proposed amendments 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

Although there have been no capital authorization changes approved by the Board in the current fiscal year, we now have standard budget amendment language from the Local Government Commission to incorporate into any future capital authorization resolutions. This will ensure that going forward, budget amendments are made at the time any capital authorizations are approved.



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	\$6,933,591	\$7,588,062

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 12th day of February, 2010.

David 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	Specific Identification of Sources of Revenue Item	Revisions to 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
Expenditures												
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
	\$ 23,433,905	\$ 9,334,419	\$ (5,450,068)	\$ -	\$ -	\$ (3,144,880)	\$ 250,000	\$ -	\$ (335,000)	\$ -	\$ 654,471	\$ 24,088,376
Revenues												
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	9,829,527	(5,177,564)	2,650,938							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	(495,108)	(272,504)	3,974,720	(35,161)	(3,144,880)		134,200	(335,000)		(173,733)	2,270,108
	\$ 23,433,905	\$ 9,334,419	\$ (5,450,068)	\$ -	\$ -	\$ (3,144,880)	\$ 250,000	\$ -	\$ (335,000)	\$ -	\$ 654,471	\$ 24,088,376

**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
Original Budget Carry-over Projects:									
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)
								-	-
Projects Not Completed in FY08/09 as Expected:									
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
								-	-
New Projects Approved by Board After Budget Was Approved:									
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				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
TOTAL CARRY-OVER TO FY09/10	10,018,932	3,393,274	6,625,658	23,500,739	6,740,662	250,000	550,000	15,960,077	9,334,419

February 4, 2010

The Honorable Heath Shuler
United States House of Representatives
422 Cannon House Office Building
Washington, DC 20515

Dear Congressman Shuler:

I write on behalf of the Board of Directors of the Asheville Regional Airport in response to your letter of January 13, 2010 in which you express concerns regarding the financial condition of the Asheville Regional Airport, and the manner in which response to your letter of December 10, 2009 was handled.

The December 10, 2009 letter, addressed to Members of the Asheville Regional Airport Authority Board, was sent by telefax to Lew Bleiweis, Airport Director. Mr. Bleiweis delivered a copy of the letter to Board officers present at our Board Meeting held December 11, 2009. I, as Chairman, perceiving that timely response to your December 10, 2009 letter was critical, directed and coordinated the response from Mr. Bleiweis to your office. In hindsight, the letter should have been circulated to all Board Members before or at the time of transmittal to your office.

The following is responsive to your concerns about the financial condition of our Airport.

We received an unqualified audit for the fiscal year ending June 30, 2008. However, our auditors made several corrections to our financial statements as part of their audit. They reported a deficiency in our internal controls over financial reporting related to improper reconciliation between the general ledger and supporting documentation. In their Management Letter specific accounts were identified as not being properly reconciled.

The position of Finance Manager became vacant in May of 2009. The Authority upgraded the position from Manager to Director and preferred that the position be filled by a Certified Public Accountant. One of Mr. Bleiweis' first official acts was filling the vacant position. Ms. Vickie Thomas, CPA, was hired July 2009.

She immediately met with the auditors and reviewed the prior year's Management Letter with them. As part of the closing for the year-ended June 30, 2009, she and her team addressed the reconciliation issues identified in the prior year's audit.

As a result, the auditors found no deficiencies in our financial statements for the year ended June 30, 2009 and the result of our audit was an unqualified opinion clearing the prior year's deficiency.

Specifically, on Page 39 of our Basic Financial Statements, the auditors reported: "The Authority has reconciliation functions in place now between the subsidiary ledgers and the general ledger."

The auditors' Management Letter for year end June 30, 2009 reports opportunities for strengthening internal controls and operating efficiency. They specifically noted that no budget amendments were made during the fiscal year 2009, and recommended that periodic budget amendments be made as necessary. In response to these suggestions, Budget amendment was presented to the Board at our December 11, 2009 meeting, and approved at our February 12, 2010 meeting.

We also now have processes in place to ensure that authorizations and budget amendments are clearly documented in the Board minutes when the Board authorizes changes to budgeted capital expenditures.

The auditors also recommended that we evaluate our Reserve Funds policy. At year end June 30, 2009 we reported our reserve accounts as being funded with our beginning cash balance. We also included the items in next year's budget to be funded with the subsequent year's revenues. The auditors recommended that the Operations & Maintenance Reserve be reported as a designation of our cash balance and not be included in our annual budget, since we do not intend to have any annual expenditures for this item.

As the budget for the current fiscal year was being prepared, it was realized that \$6.6 million of capital projects would not be completed by June 30, 2009, and would have to be carried over to the current fiscal year. There is a "Carryover of Capital from FY09" line in our current expenditure budget for \$6.6 million for these expected costs. Because the Airport Authority is a governmental entity, it is required to have a balanced budget showing revenues to cover all expenditures. A "carryover of capital from FY09" line for \$6.6 million is included in our current revenue budget to cover these expected costs.

The budget amendment presented December 11, 2009 reclassified the general line item that did not specifically identify the source of such revenue to make clear that the source of the funds were as follows: \$2,650,938 in Federal Grant Revenue and \$3,974,720 in Airport Authority funds.

Your statement that the Runway Refurbishment Project is "currently being considered for cancellation" is not correct. Rather, this project has been postponed as result of recommendations made by our consultant at our April 2009 Board meeting. At that time, options for the runway project were presented, and it was decided to change

the scope of the project for a better long-term solution that would not be started in the fiscal year ending June 30, 2010. Thus, although the runway project was budgeted, it was never funded.

The auditors' Management Letter of September 15, 2009 recommended that we evaluate our Reserve Funds policy, because at year-end June 30, 2009 we reported our reserve accounts as being funded with our beginning unrestricted net assets. We have clarified that our Operations & Maintenance Reserve is a designation of our beginning unrestricted net assets and have included in our proposed budget amendment the removal of the item from our annual budget, since we do not intend to have any annual expenditures for this item.

We have left the other reserve items in our current budget since we do anticipate having current year expenditures for them, and are no longer considering them as reserves. We thus avoid the duplication of proposed funding for these items.

As of June 30, 2009, our unrestricted net assets were \$6,496,172. After subtracting the \$3,144,880 Operations & Maintenance Reserve (which is not restricted), we had \$3,351,292 in undesignated unrestricted net assets.

Finally, contrary to what has been reported in the media, neither the auditors' documents nor the December 11, 2009 board memo relating to the budget amendment identified any "accounting irregularities."

We hope this has addressed your concerns. We continue to make ourselves available to you and your staff should you have any more questions.

As always, we appreciate your support of the Asheville Regional Airport Authority. In particular, we would invite you or a representative of your office to call, write, or visit personally with Airport Director Lew Bleiweis or Vickie Thomas, our Chief Financial Officer, at any time.

Very truly yours,

David R. Hillier
Chairman

cc: Asheville Regional Airport
Board Members

Lew Bleiweis
Airport Director



MEMORANDUM

TO: Members of the Airport Authority

FROM: Lew Bleiweis, Airport Director

DATE: February 12, 2010

ITEM DESCRIPTION –New Business Item B

Approval of Amended Travel Policy

BACKGROUND

The current Travel Policy is being revised and updated to incorporate current and timely changes to the existing policy.

ISSUES

Staff is recommending that the current Travel Policy be amended, effective February 12, 2010 to reflect such changes as proposed.

ALTERNATIVES

The Authority Board could decide not to amend the current Travel Policy.

FISCAL IMPACT

There is no direct fiscal impact to the Authority by the adoption of this updated policy, but travel is a budgeted item.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approve the amended Travel Policy effective February 12, 2010; and (2) authorize the Airport Director to implement such changes effective February 12, 2010.

New Business – Item B

Travel Policy

Administration

OBJECTIVE

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

METHOD OF OPERATION

Statement

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

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

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

Definitions

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

Authorized Travelers

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

Business Client. Any person, other than an Authority member, employee, consultant, or other traveler, who receives the services of or is subject to solicitation by the Authority in connection with the performance of its lawful duties; persons or representatives of firms considering or being solicited for investment, or for location, relocation, or expansion of a business, in the Authority's airport system; and other business, financial, promotional, or other persons

affiliated with the Authority's airport system.

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

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

Domestic Travel. Travel within the 48 continental United States.

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

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

International Travel. Travel outside the ~~48 continental~~ United States (which includes Alaska, Hawaii and US possessions), or North America.

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

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

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

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

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

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

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

General Policy

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

Planning and Approving

1. Planning. At the beginning of the budget process, prior to either the November or December Board meeting, the Authority members will be presented with a list of conferences to be held during the upcoming fiscal year. Each Authority member, if they so desire, will select a conference or seminar he/she wishes to attend. A discussion shall take place between Authority members so all Authority members know which Authority members will be traveling and to which conferences or seminars. For preliminary budgeting purposes and if budgetary funds allow, each Authority member will be entitled to

attend one conference or seminar per fiscal year. If an Authority member wishes to attend a second conference or seminar, Chairman approval must be granted. If a third or more conference or seminar is requested, an action item will be incorporated in the Board Meeting Agenda at the next scheduled Board meeting. A formal discussion and vote by Authority members shall take place.

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

2. Travel Authorization. All requests for travel (domestic and international) must be submitted on the Travel Authorization & Expense Report (Report). It should contain the dates of travel, a total budget amount and all other pertinent information required to process the requested travel arrangements. The approving authority must ensure that funding is available in the appropriate line item budget. The Report must include a statement of purpose for the travel and indicate the benefits to the Authority. A copy of any printed program or agenda shall also be submitted. If none is available, a statement to that effect must be submitted. The Report must be signed by the traveler, and approvals obtained in advance of the proposed travel.

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

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

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

Special Conditions of Travel

1. Authorized Travelers Other Than Authority Members or Employees. The Airport Director or designee may approve travel by persons who are serving as consultants or advisors when such travel is on behalf of the Authority (excluding those consultants and advisors whose contract specifies the terms of travel). Travel

expense provisions may be made within the consulting agreement and approved as part of the agreement, subject to the maximum limits for reimbursement provided for in this policy. If no provision is reflected in the agreement, complete justification must be submitted prior to approval. Travel expenses for authorized persons shall adhere to the same rates and guidelines as those for Authority members, employees and other travelers.

2. Travel for Employment Interviews. Travel and transportation expenses of the Authority's employment applicants will be reimbursed in accordance with this policy.
3. Most Economical Method. Authorized Travelers are required to use the most economical method of travel. Refundable or nonrefundable airfares may be reserved as deemed appropriate under the circumstances. If an Authorized Traveler departs early or returns late to take advantage of reduced airfares, lodging and meals will be reimbursed in accordance with this Policy, provided that a net savings to the Authority is realized and such savings are documented in advance with the Travel Authorization & Expense Report.
4. Emergency Travel. The Airport Director or designee may authorize travel for any Authority employee, Authority member, or other traveler pursuant to emergency notice.
5. Election of Reimbursement Method. A consistent method of reimbursements for meals and/or lodging shall be elected for each travel request, as follows:

For domestic travel, a traveler ~~may elect to~~ **shall** receive either:

- 1) ~~A Per Diem of \$50.00 per day (inclusive of meals and lodging) or,~~
- 2) A Standard Meal Allowance plus lodging and incidentals (with receipts for lodging and applicable incidentals).

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

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

Rates of Payment

1. Per Diem:

- a. ~~\$50.00 Per Diem (Domestic only): An Authorized Traveler may elect to receive a Per Diem of \$50.00 per travel day while engaged in authorized travel in excess of one Travel Day. If a traveler elects the \$50.00 Per Diem, no lodging expense or meal allowance will be paid or reimbursed for such day. Receipts are not required if a traveler elects to receive a \$50.00 Per Diem instead of payment or reimbursement of lodging expense and a meal allowance.~~
- b. International: An Authorized Traveler may elect to receive the Per Diem for meals and incidentals as published in the Standardized Regulations, not to exceed 100% of published amounts at the time of travel. Receipts are not required if a traveler elects to receive a Per Diem in lieu of actual reimbursement of expenses for meals and incidentals.

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

- a. Domestic Lodging Rates. Reimbursement or payment for domestic lodging is limited to the group rate, if available. If a group rate is not available, lodging expenses are limited to reasonable amounts for the area traveled.
- b. International Lodging Rates. International lodging expenses are limited to reasonable amounts, not to exceed 150% of the amount published in the

Standardized Regulations for the area traveled at the time of travel, or the conference rate.

- c. Non-reimbursable Expenses. Additional amounts charged to the room, including but not limited to movies or alcoholic beverages will not be reimbursed. Snacks and non-alcoholic beverages from mini bars **will not** ~~can be~~ reimbursed ~~if included in the Per Diem reimbursement.~~
3. Meals. For the purposes of determining meal allowances, the Travel Day shall begin two hours before departure on domestic flights and three hours before departure on International flights. Travel involving ground transportation shall commence at point and time of departure. The following are the authorized meal allowances.
- a. Domestic Meals. Domestic City meals will be calculated at the maximum amount for cities as listed in the current CONUS guide.
 - b. Allocation of Meal Reimbursement. All meal reimbursements will be allocated 20% for breakfast, 30% for lunch, and 50% for dinner.

Reimbursements will be made for the following:

- Breakfast if departure is before 6:00 a.m. and return is after 8:00 a.m.
 - Lunch if departure is before 12 noon and return is after 2:00 p.m.
 - Dinner if departure is before 6:00 p.m. and return is after 8:00 p.m.
- c. International Meals. International Meals will be reimbursed in accordance with the Standardized Regulations, either at: (1) the Per Diem amounts for meals and incidentals at 100% of the current rate (without need for receipts) or (2) actual receipts not to exceed 150% of the current rate. Either method selected generally shall include any and all meal gratuities, unless documented in writing and approved in advance (Method for reimbursement shall be consistent for all meals on a trip).
 - d. Expenditure Amounts. Limitations on expenditures set forth above are applicable to Authorized Travelers when not accompanied by a Business Client or

authorized Guest.

- e. Complimentary Meals. If a complimentary meal is provided or is included in a registration fee paid by the Authority, it shall be the traveler's option to accept or decline these meals. However, if such meals are declined by the traveler no other meal allowance shall be provided. Continental breakfasts and snacks do not constitute complimentary meals.
- e. Meals for Daily Travel (No Overnight Stay). When attending a local conference, seminar, class or an Authority supported event, meal(s) will be reimbursed for the actual receipt amount, not to exceed the Per Diem amount for that location. One meal per each eight hour event will be eligible for reimbursement.

Transportation

- 1. General Requirement. All travel must normally be by the usually traveled direct route or method. If a person travels by an indirect route or any other method for his or her own convenience, any extra costs shall be borne by the traveler and reimbursement or payment of expenses shall be based only on such charges as would have been incurred by use of the usually traveled route or method.
- 2. Commercial Air Travel. Commercial air travel will be by the most economical class. First class rates may be authorized by the Airport Director or designee, (1) if a statement from the common carrier is included with the travel request stating that tourist, coach, or economy class (or business class for international travel) is not available for the date and time the travel is requested, or (2) for medical reasons, if substantiated in writing by a physician.
 - a. International Airfare. The Airport Director or designee, may authorize a traveler to use an airline's business class.
 - b. Personal Travel. Personal side trips combined with business trips are allowed when approved in advance. Side trips must be taken on one's own time and at no expense to the Authority. Any additional expense over the ticketed cost as determined by this policy for the business portion of the trip is the responsibility of the traveler. Personal

airfare must be reimbursed to the Authority in advance of the travel, if known. An Authorized Traveler who alters travel plans for personal reasons must pay any additional cost of transportation directly to the commercial carrier at the time of purchase, and will not charge such additional cost to the Authority nor request reimbursement of such additional cost.

3. Car Rentals. Use of a rental car must be included on the Travel Authorization & Expense Report and deemed to be more economical, efficient or appropriate than alternative forms of ground transportation. Rental cars must be approved in advance by the Airport Director or designee.
4. Privately Owned Vehicles. The approving authority may authorize the use of a privately-owned vehicle for travel on behalf of the Authority in lieu of Authority-owned or rented vehicles or common carriers.

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

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

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

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

Incidental Expenses

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

- Convention and conference registration fees. Additionally, a traveler may be reimbursed for the actual and reasonable fees for attending events which are not included in a basic registration fee that directly enhance the public purpose of the Authority's participation at the conference or convention, including, but not limited to, banquets and other meal functions. It shall be the traveler's responsibility, however, to substantiate that such charges are proper and necessary.
- Reasonable tips and gratuities, not to exceed 20% of the underlying expense. Gratuities for meal allowances shall not be separately reimbursed.
- Actual passport and visa fees required for authorized travel
- Actual and necessary fees charged to purchase traveler's checks for authorized travel expenses
- Actual fees charged for exchange of currency necessary to pay authorized travel expenses
- Actual fees for immunizations required or recommended for authorized travel.
- Actual cost of maps necessary for conducting official business
- Taxi, train, or shuttle bus fare
- Storage or parking fees
- Gasoline when using a rental car
- Tolls
- Communication expense incurred in the conduct of Authority business.
- Laundry and Pressing. When authorized travel extends beyond four (4) days, the traveler may be reimbursed for laundry, dry cleaning, and pressing

Travel Policy

Administration

costs when substantiated by receipts.

- In countries where a language barrier may exist, reimbursement for expenses such as taxi fare, currency exchange fees, or tolls may be made without receipts provided that a statement is attached to the travel report and detailing non-receipted expenses.

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

**Travel
Advances**

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

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

**Entertainment
Expenses**

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

1. Tangible Items. Hospitality in the form of tangible items, such as tie tacks, medallions, paperweights, and other non-consumable items are distributed by the appropriate Department. Non-consumable items shall be requisitioned through normal purchasing procedures.
2. Recreational Activities. Hospitality in the form of recreational activities may be provided and shall be requisitioned through normal purchasing procedures when possible.
3. Entertainment. Actual and reasonable entertainment expenses of Authority members, employees and other authorized persons are allowable under this policy only when in the presence of or when physically

accompanying a Business Client or authorized Guest. When incurred in the presence of a Business Client or authorized Guest, entertainment expenses shall be reimbursed for Authority members and Authorized Travelers, after approval by the approving authority. Under certain circumstances, with the approval of the Airport Director, alcoholic beverages may be an allowable entertainment expense.

Receipts

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

Reporting

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

effect on the Travel Authorization & Expense Report.

c. Significant Deviations from Estimated Expenses. Significant deviation from estimated expenses (i.e., more than the lesser of 20% or \$250) shall be explained in the Travel Authorization & Expense Report approved by the approving authority.

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

**APPROVAL AND
UPDATE HISTORY**

Approval
Supersedes

February 12, 2010
March 15, 2004



MEMORANDUM

TO: Members of the Airport Authority

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

DATE: December 12, 2010

ITEM DESCRIPTION – New Business Item C

Approval of Scope of Services and Fees for Design Services for the Westside Site Preparation Project with AVCON Engineers & Planners, Inc.

BACKGROUND

At the June 12, 2009 Board Meeting, Staff informed the Board of a proposed project with Charah, Inc. on the Westside of the airport at two possible locations. The proposed project would fill in low lying areas and allow for future development west of RW 16/34. At that meeting, the Board approved the addition of the two Westside sites through an amendment to the existing agreement with Charah and authorized the Airport Director to execute the necessary documents.

Since June 2009, Staff has worked with Charah and AVCON, to further evaluate the feasibility and constructability of these sites. To date, several preliminary tasks have been completed, including: an environmental due diligence audit (EDDA), site survey, geotechnical testing and investigation, wetlands and stream identification and delineation, conceptual site design, etc. Based upon these preliminary activities, Charah, AVCON and ARAA Staff believe the project is viable and are ready to proceed with full construction design with area #4 (see attached graphic).

Staff feels it is important to utilize AVCON, one of our current airport engineering consultants on this project and just as important that AVCON be under contract with the Authority in order to ensure the Authority's interests are supervised and the Authority remains directly involved in the project.

Staff has worked with AVCON to develop the attached scope of services and fee for the next phase of work on this project.

New Business – Item C



ISSUES

The proposed fee by AVCON is based on a not to exceed method. In accordance with Authority policy all professional consulting agreements greater than \$50,000 require the approval of the Airport Authority Board prior to execution. This professional service agreement requires such approval by the Airport Authority Board.

ALTERNATIVES

Although not recommended, the Board could decide to not approve the Scope of Services and Fee. As stated above Staff feels it is in the best interest of the Asheville Regional Airport and Authority for AVCON to be under direct contract with the Authority for this project.

FISCAL IMPACT

The agreement between the Authority and Charah, Inc. stipulates that Charah will reimburse the Authority for all project costs related to the Westside Site Preparation Project, including but not limited to: planning, engineering, design, testing, etc. There should be no net cost to the Authority.

In the event Charah, Inc. fails to reimburse the Authority for engineering work by AVCON, the Authority can suspend any further work limiting the Authority's liability only to that work completed prior to suspension.

RECOMMENDED ACTION

It is respectfully requested that the Authority Board resolve to (1) approve the Scope of Services and Fee Proposal with AVCON Engineers & Planners, Inc. not to exceed the amount of \$207,000.00; and (2) authorize the Airport Director to execute the necessary documents.

Attachments



Exhibit A



Consultant Scope of Services

Asheville Regional Airport Authority

Scope of Services Number 9 for Professional Consulting Services, as referenced in the Professional Consulting Agreement between the Asheville Regional Airport Authority and **AVCON Engineers & Planners, Inc.**, dated **August 26, 2008**.

Project: ARAA has engaged Charah, Inc. for a potential ash engineered fill project on ARAA property, west of Runway 16-34, in two areas designated as Area 3 (northwest side) and Area 4 (southwest side). An Environmental Due Diligence Audit (EDDA) was recently completed for Area 4 (approximately 80 acres), as well as wetlands delineation. The results of the EDDA and wetlands delineation indicated that Area 4 remains a viable and suitable site for an engineered fill project utilizing ash, with some constraints however. Area 4 is the subject of this Task Order; Area 3 is planned for future evaluation under a separate task order.

Provide Preliminary Design and Project Development for the ash engineered fill project within Area 4 (approximately 75 acres), as well as Final Design and Bid Phase Services for the Phase I Area (approximately 40 acres). As the ash engineered fill project lies within the "footprint" of a future parallel taxiway to Runway 16-34, consideration and planning for the various design and construction elements of that future parallel taxiway must be evaluated and integrated now into the preliminary design of this project. Inasmuch as the possibility exists that the parallel taxiway may first be used as a temporarily runway (while Runway 16-34 is rehabilitated), runway design criteria and standards must also be integrated into this project at this time. Furthermore, ARAA has the potential to develop sites along the southwest side of the runway, adjacent to, or as a part of, the engineered fill site. This area must also be factored in to the overall planning and design of this quadrant of the airport. The general limits included herein for preliminary design and project development considerations are from the approximate mid-point of Runway 16-34 south to New Airport Road and west of Runway 16-34 approximately 1,600 ft.±. Final design and bid phase services for the Phase I Area (approximately 40 acres) of Area 4 of the engineered ash fill site will be accomplished following the preliminary design, project development, investigations, evaluations and review process within this task order.

The attached Exhibit B illustrates the approximate general limits of Area 4 for this project. Exhibit C illustrates the approximate limits of Phase I of Area 4.

Scope of Services: For this project, the Consultant will utilize topographic field survey, mapping, and geotechnical investigations & soils testing information obtained by Charah, Inc. specifically for this project. The Consultant will provide preliminary engineering, short-term and long-range planning assistance, and project development evaluations and analyses for this project, as it may affect future and potential projects within or adjacent to this project area. ARAA will provide assistance in identifying criteria, locations and "footprints" for potential development in and around the project area.

In general, for the Preliminary Design and Project Development Phase, the Consultant will:

- assist Charah and ARAA with developing the scopes for aerial survey, mapping and the geotechnical investigation and testing program

- integrate the wetlands delineation information (Exhibit D), and the floodway and floodplain information (Exhibit E) previously obtained for the site into the planning and design of this, and potential future projects
- review, analyze and incorporate geotechnical data and results into the design of the project
- attend project meetings with representatives of ARAA and Charah; present findings of conceptual design phase
- develop conceptual alignments, plans, profiles, typical sections, grading and drainage requirements for the future parallel taxiway (including connector taxiways), as well as the potential ARAA development site in the project area; develop pipe profiles, cross-sections and earthworks for use in analyzing and planning out the site for short-term and long-range use
- evaluate the limits of embankment and other construction elements and the impacts on existing Airport Perimeter Rd. and Old Fanning Bridge Rd.
- evaluate and analyze existing site drainage systems, including basin delineation and peak flows
- conceptual design of proposed drainage patterns/flows, including new basin delineation, peak flows and pipe/culvert sizing for short-term and long-range considerations
- develop conceptual plans (and earthwork quantities) for Area 4 (south from the mid-point of the runway) to a 15% final design level; with final design plans and specifications for Phase I completed under a subsequent Task Order

In general, for the Final Design and Bid Phase Services for the Phase I Area, the Consultant will:

- conduct a records research of AVL of plans, reports, maps, and other site related documents that may be of assistance during the final design of the Phase I Area, and future Phase II Area
- research city and county requirements for development regulations, codes, storm water runoff, erosion and sediment control, and other related items
- along with AVL staff, meet with City of Asheville storm water management staff to determine specific requirements, constraints and guidance for storm water management of the Phase I Area, and AVL property in general
- meet with representatives of ARAA, Charah and interested agencies and parties relative to the project
- incorporate geotechnical data and results into the design of the project as related to undercut depths, suitability of backfill material, slope stability, consolidation and settlement, etc.
- finalize alignments, profiles, typical sections, grading and drainage requirements for the Phase I Area, keeping in mind the integration of specific design criteria and requirements for the potential future temporary runway / parallel taxiway projects, as well as the potential AVL development sites (Phase II Area) created via the ash engineered fill project of Phase I; develop pipe profiles, cross-sections and earthworks for use in analyzing and planning out the site for current, near-term and long-range use
- evaluate the limits of embankment and other construction elements and impacts on existing Airport Perimeter Rd. and develop new layout/alignment within the confines of the Phase I Area
- design proposed drainage systems, including new basin delineation, peak flows and pipe/culvert sizing for current, near-term and long-range considerations
- develop, layout and design erosion control plans and details for the Phase I Area, with consideration for near-term expansion for the Phase II Area

- prepare erosion control plans and NCDENR erosion control permit application for AVL submittal; incorporate agency review comments and resubmit updated erosion control plans for approval
- develop and prepare final construction plans, specs, quantities, estimate and Engineer's Report for the Phase I Area Project
- provide bid phase services for the Phase I Area Project, including conducting pre-bid conference and bid opening
- engage specialty environmental and permitting subconsultants to research, conduct field work, prepare reports, attend meetings, prepare and submit permit applications on behalf of AVL; all with the goal of obtaining the necessary approvals and permits from the interested agencies that will allow the planned construction of Area 4
- provide overall project management to AVL and Charah, and the coordination of subconsultants

Consultant Team: AVCON, Inc.; ClearWater Environmental Consultants, Inc. (and support 2nd tier specialty environmental subconsultants yet to be determined)

Schedule: November 30, 2009 through June 1, 2010

Project Budget: n/a

Fees: Fees for the scope of work will be charged on a time and materials basis and are not to exceed (NTE) a total of \$55,000 for the Preliminary Design and Project Development Phase of Area 4; and a not to exceed (NTE) total of \$152,000 for the Final Design and Bid Phase Services for the Phase I Area without prior approval from ARAA.

Authority:

Asheville Regional Airport Authority

By: _____
Airport Director

Date: _____

Consultant:

AVCON Engineers & Planners, Inc.

By: _____
President

Date: _____

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

Finance Manager

Asheville Regional Airport - West Side Runway 34

**ACTUAL Preliminary Design/Project Development - Design & Layout for Runway/Taxiway/Development Area, Drainage & Erosion Control
(to a level of 15% design ±; approx. limits: south half of runway including 40 acre site)**

From November 30, 2009 through January 20, 2010

Task / Description	Sr. CADD Designer (hrs)	Engineer / Planner (hrs)	Sr. Project Mgr. (hrs)	Comments / Notes
Scope Development Assistance for Special Services				
Aerial Photogrammetry & Base Mapping (w/1ft. Contours)			2	
Geotechnical Investigations & Testing Program	2		6	
Due Diligence:				
Site visit	0	0		Walk site w/existing base plan in hand
Record Research	0	0		AVL / FAA record plans, reports, related docs
City/County Requirements		0		Research municipal req'ts, submittals, etc.
Geotechnical Investigations & Testing Report/Recommendations				
Review/analyze and incorporate (as needed) into design tasks			6	
Meetings:				
Kick-off meeting with AVL & Charah			6	Nov. 18, 2009 at AVL
Project meetings with AVL / Charah / Agencies		0	8	Say 3 meetings at AVL; 1 meeting w/Agencies
Existing Basemap:				
Review/evaluate/comment (as needed) on base mapping	2			Provided by NOVA Digital Systems
Add Pipes & Structures	6			
Pipe Profiles	16	2		
Existing Surface Model	16	2		
Old Fanning Bridge Rd Profile	0			
Future Runway/Taxiway & Deveopment Elements; 40 acre site				
Parallel Taxiway/Runway Layout (incl. connector taxiways)				Per RS&H Study (April '09)
Horizontal Align. & Profiles	32	32	2	
Typical Sections	4	2		
Grading Fill Area	40	40		
Cross sections	16			
Earthworks	16	8		
Layout Pipes and Structures; Pipe Profiles	0	0	0	
Future Development "Footprint" / Alternatives Layouts				Up to 2 layouts
Horizontal Align. & Profiles	24	24	4	
Typical Sections	4			
Grading Fill Area	16	16		
Cross sections	6			
Earthworks	12	6		
Layout Pipes and Structures; Pipe Profiles	0	0	0	
Relocate A/P Perimeter Road:				
Horizontal Align. & Profile	0	0	0	
Grading	0	0		
Drainage		0		
Existing Drainage:				
Basin Delineation	12	4		
CN	8	2		
Time of Concentration		12		
Peak Flow (Q)		24		
Proposed Drainage:				
Basin Delineation	0	0		
CN	0	0		
Time of Concentration		0		
Peak Flow (Q)		0		
Size Pipe		0		
Erosion Control:				
Design and Locate (BMPs, Traps, Basins, etc.)		0	0	
Plans	0			
Notes & Details	0			
DENR Application		0		
Revisions	0	0		
Coordinate/Integrate Drainage with AVL's SWPPP & SPCCP				
Coordinate & integrate drainage with AVL's future SWPPP & SPCCP		0	0	
Project Management				
Overall project management and coordination w/AVL & Charah			69	

Total Man Hours:	232	174	103	
Total Labor Cost:				\$53,276
				<i>actual labor thru 1/20/10 - \$53,176</i>

DIRECT COSTS	UNIT	QUANTITY	UNIT COST	TOTAL
TRIPS/TRAVEL (round trip: CLT - AVL; 300 miles/trip avg.)	Trips	2	\$152.00	\$304
PER DIEM	Each	2	\$34.00	\$68
LODGING	Each	0	\$90.00	\$0
PRINTING/REPRODUCTIONS (Progress Plans)	LS	1	\$200.00	\$200
EXPRESS SHIPMENTS	Each	2	\$25.00	\$50
Total Direct Costs				\$622

Total Cost for Preliminary Design/Project Development				\$53,898
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Asheville Regional Airport - 40 Acre Site; West Side Runway 34
Final Design & Bidding (Site Prep. & Erosion Control) - 40 Acre Site (Phase I Area)
(Beginning January 21, 2010)

Task Description with specific efforts:	Admin / Support (hrs)	Sr. CAD/Designer (hrs)	Engineer/Planner (hrs)	Sr. Project Mgr. (hrs)	Principal (hrs)	Total Hours (hrs)
Due Diligence:						
Record Research			6			6
City/County Requirements			8			8
Project Meetings:						
5 meetings with AVL & Charah				40		40
1 meeting with AVL & City of Asheville - Storm Water Req'ts			8			8
Geometric/Horizontal/Vertical Control Design						
Phase I Fill Area (green area on conceptual exhibits)		6	4			10
Future Phase II Developable Area		6	4			10
"Construction Baseline" Profile			8			8
Undercut Area/Limits for Structural Ash Fill		8				8
Typical Sections & Details						
Phase I Area		4				4
Perimeter & Haul Roads		4				4
Misc. Details		16				16
Undercut Area/Limits for Structural Ash Fill		6				6
Develop/Layout/Design Surface Grading and Drainage - Phase I						
Grading Design			24			24
Drainage Design Scheme			16			16
Layout Pipe/Structure/System Drainage Network			40			40
Pipe Profiles		24				24
Undercut Area/Limits for Structural Ash Fill		16				16
Erosion & Sediment Control Layout and Design - Phase I Area						
Design and Locate (BMPs, Traps, Basins, etc.)			24			24
Develop Erosion & Sediment Control Plans, Details & Notes		40	16			56
Prepare DENR Application for AVL Submittal			4			4
Incorporate DENR Comments, Revise/Re-Submit Plans		8	8			16
Final Plans, Specs, Engineer's Report						
FAR Part 77 Surfaces/Clearances for Runway 16-34		8				8
Construction Phasing/Sequencing for Phase I Area		8	16	2		26
Safety and Security Plans and Details		8		2		10
Prepare Final Construction Plans for Bidding		120	80			200
Cross-Sections		16				16
Quality Assurance/Quality Control (QA/QC) Review of Plans & Specs					8	8
General Provisions	2			4		6
Technical Specifications	4		4	40		48
Special Provisions/Conditions			4	4		8
Estimate of Quantities		24	24			48
Opinion of Probable Construction Cost			8	4		12
Engineer's Design Report	2	4	24	2		32
Bid Phase Services						
Coordinate Bid Advertisement with Airport Staff/Charah				2		2
Print and Distribute Bid Documents	8					8
Arrange/Attend/Conduct Pre-Bid Meeting				8		8
Respond to Questions from Bidders/Issue Addenda		8	8	8		24
Arrange/Attend/Conduct Bid Opening				8		8
Tabulate Bids and Review Bidder Qualifications		4	4	6		14
Recommend Award to Airport Staff/Charah				2		2
Prepare/Review Construction Contract Documents for Airport Staff /Charah				6		6
Project Management						
Overall Project Management and Coordination w/AVL, Charah, Subs & Agencies				100		100
Environmental Permitting Services - Phase I & II Areas (by ClearWater Env. & other subs):						
see below for suggested NTE Budget						
Preliminary Threatened and Endangered Species Survey						
Permitting						
Cultural Resources						
Meetings (with Agencies, AVL, Charah and/or AVCON - say 5 mtgs.)						
Expenses						
Total Man Hours:	16	338	342	238	8	942
Total Labor Cost:						\$103,428

DIRECT COSTS	UNIT	QUANTITY	UNIT COST	TOTAL
TRIPS/TRAVEL (round trip: CLT - AVL; 300 miles/trip avg.)	Trips	9	\$152.00	\$1,368
PER DIEM	Each	10	\$34.00	\$340
LODGING	Each	2	\$90.00	\$180
PRINTING/REPRODUCTIONS (Progress Plans)	LS	1	\$400.00	\$400
EXPRESS SHIPMENTS	Each	8	\$25.00	\$200
Total Direct Costs				\$2,488

ENVIRONMENTAL PERMITTING SERVICES BY CLEARWATER & OTHER SUB(S): (NTE Proposal \$34,900 plus meetings, expenses and sub markup)	Suggested NTE Permitting Budget	\$46,000
Total Not To Exceed Cost for Final Design - Phase 1 Area (including Environmental Permitting)		\$151,916





MEMORANDUM

TO: Members of the Airport Authority

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

DATE: February 12, 2010

ITEM DESCRIPTION – Information Section Item A

December, 2009 Traffic Report – Asheville Regional Airport

SUMMARY

While overall passenger traffic has increased by 4.1% for the calendar year, December enplanements show a 2.0% decrease over the same period in 2008. December 2009 overall passenger traffic numbers were down 1.1%.

AIRLINE PERFORMANCE

Due to the snow storm in December, several of the airlines experienced an unusual number of flight cancellations.

Delta Airlines: Delta's December 2009 enplanements increased by 0.5% compared to December 2008. There were thirteen (13) flight cancellations for the month.

Continental Airlines: Continental's December 2009 passenger enplanements decreased by 8.4% compared to December 2008. There were five (5) flight cancellations for the month.

Northwest Airlines: Year over Year passenger enplanements for Northwest in December 2009 were down 64.9%. There was one flight cancellation for the month.

US Airways: US Airways' December 2009 passenger enplanements represent a 3.5% decrease. There were nine (9) flight cancellations for the month.

Monthly Traffic Report

Asheville Regional Airport

December 2009



Category	Dec 2009	Dec 2008	Percentage Change	*CYTD-2009	*CYTD-2008	Percentage Change	*MOV12-2009	*MOV12-2008	Percentage Change
Passenger Traffic									
Enplaned	22,599	23,061	-2.0%	291,950	279,479	4.5%	291,950	279,479	4.5%
Deplaned	<u>22,135</u>	<u>22,189</u>	-0.2%	<u>288,680</u>	<u>278,448</u>	3.7%	<u>288,680</u>	<u>278,448</u>	3.7%
Total	44,734	45,250	-1.1%	580,630	557,927	4.1%	580,630	557,927	4.1%
Aircraft Operations									
Airlines	41	13	215.4%	363	1,365	-73.4%	363	1,365	-73.4%
Commuter /Air Taxi	<u>1,327</u>	<u>1,427</u>	-7.0%	17,234	18,962	-9.1%	17,234	18,962	-9.1%
Subtotal	<u>1,368</u>	<u>1,440</u>	-5.0%	<u>17,597</u>	<u>20,327</u>	-13.4%	<u>17,597</u>	<u>20,327</u>	-13.4%
General Aviation	2,895	2,873	0.8%	45,125	53,319	-15.4%	45,125	53,319	-15.4%
Military	<u>320</u>	<u>159</u>	101.3%	<u>3,715</u>	<u>2,894</u>	28.4%	<u>3,715</u>	<u>2,894</u>	28.4%
Subtotal	<u>3,215</u>	<u>3,032</u>	6.0%	<u>48,840</u>	<u>56,213</u>	-13.1%	<u>48,840</u>	<u>56,213</u>	-13.1%
Total	4,583	4,472	2.5%	66,437	76,540	-13.2%	66,437	76,540	-13.2%
Fuel Gallons									
100LL	8,776	12,069	-27.3%	212,209	233,853	-9.3%	212,209	233,853	-9.3%
Jet A (GA)	72,267	71,265	1.4%	1,068,609	1,365,815	-21.8%	1,068,609	1,365,815	-21.8%
Subtotal	<u>81,043</u>	<u>83,334</u>	-2.7%	<u>1,280,818</u>	<u>1,599,668</u>	-19.9%	<u>1,280,818</u>	<u>1,599,668</u>	-19.9%
Jet A (A/L)	<u>230,151</u>	<u>246,755</u>	-6.7%	<u>2,499,258</u>	<u>2,888,384</u>	-13.5%	<u>2,499,258</u>	<u>2,888,384</u>	-13.5%
Total	311,194	330,089	-5.7%	3,780,076	4,488,052	-15.8%	3,780,076	4,488,052	-15.8%

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

Thursday, January 21, 2010

Airline Enplanements, Seats, and Load Factors

Asheville Regional Airport

December 2009



	Dec 2009	Dec 2008	Percentage Change	*CYTD-2009	*CYTD-2008	Percentage Change
AirTran Airways						
Enplanements	1,090	0	#Div/0!	8,688	0	#Div/0!
Seats	1,521	0	#Div/0!	10,179	0	#Div/0!
Load Factor	71.7%	#Num!	#Error	85.4%	#Num!	#Error
Continental Airlines						
Enplanements	2,058	2,246	-8.4%	30,550	34,731	-12.0%
Seats	2,800	3,100	-9.7%	40,850	51,675	-20.9%
Load Factor	73.5%	72.5%	1.4%	74.8%	67.2%	11.3%
Delta Air Lines						
Enplanements	9,433	9,383	0.5%	130,851	108,466	20.6%
Seats	13,850	12,986	6.7%	167,020	148,998	12.1%
Load Factor	68.1%	72.3%	-5.7%	78.3%	72.8%	7.6%
Northwest Airlines						
Enplanements	1,165	3,316	-64.9%	19,930	41,508	-52.0%
Seats	1,500	4,450	-66.3%	24,550	56,750	-56.7%
Load Factor	77.7%	74.5%	4.2%	81.2%	73.1%	11.0%
United Airlines						
Enplanements	1,056	0	#Div/0!	1,056	0	#Div/0!
Seats	1,350	0	#Div/0!	1,350	0	#Div/0!
Load Factor	78.2%	#Num!	#Error	78.2%	#Num!	#Error
US Airways						
Enplanements	7,797	8,081	-3.5%	100,124	94,739	5.7%
Seats	10,300	10,390	-0.9%	122,985	135,674	-9.4%
Load Factor	75.7%	77.8%	-2.7%	81.4%	69.8%	16.6%

	Dec 2009	Dec 2008	Percentage Change	*CYTD-2009	*CYTD-2008	Percentage Change
Totals						
Enplanements	22,599	23,026	-1.9%	291,199	279,444	4.2%
Seats	31,321	30,926	1.3%	366,934	393,097	-6.7%
Load Factor	72.2%	74.5%	-3.1%	79.4%	71.1%	11.6%

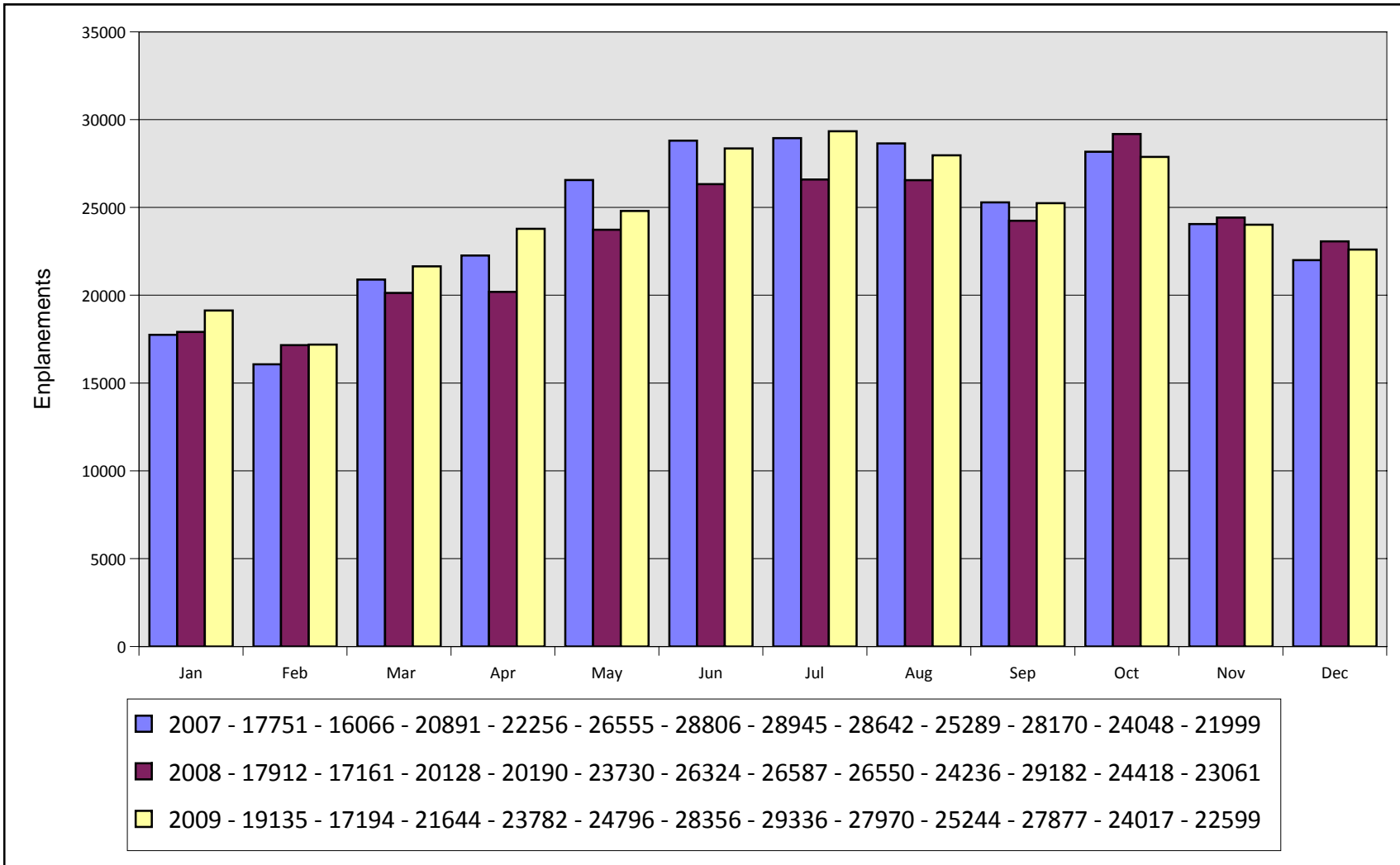
Airline Flight Completions Asheville Regional Airport December 2009



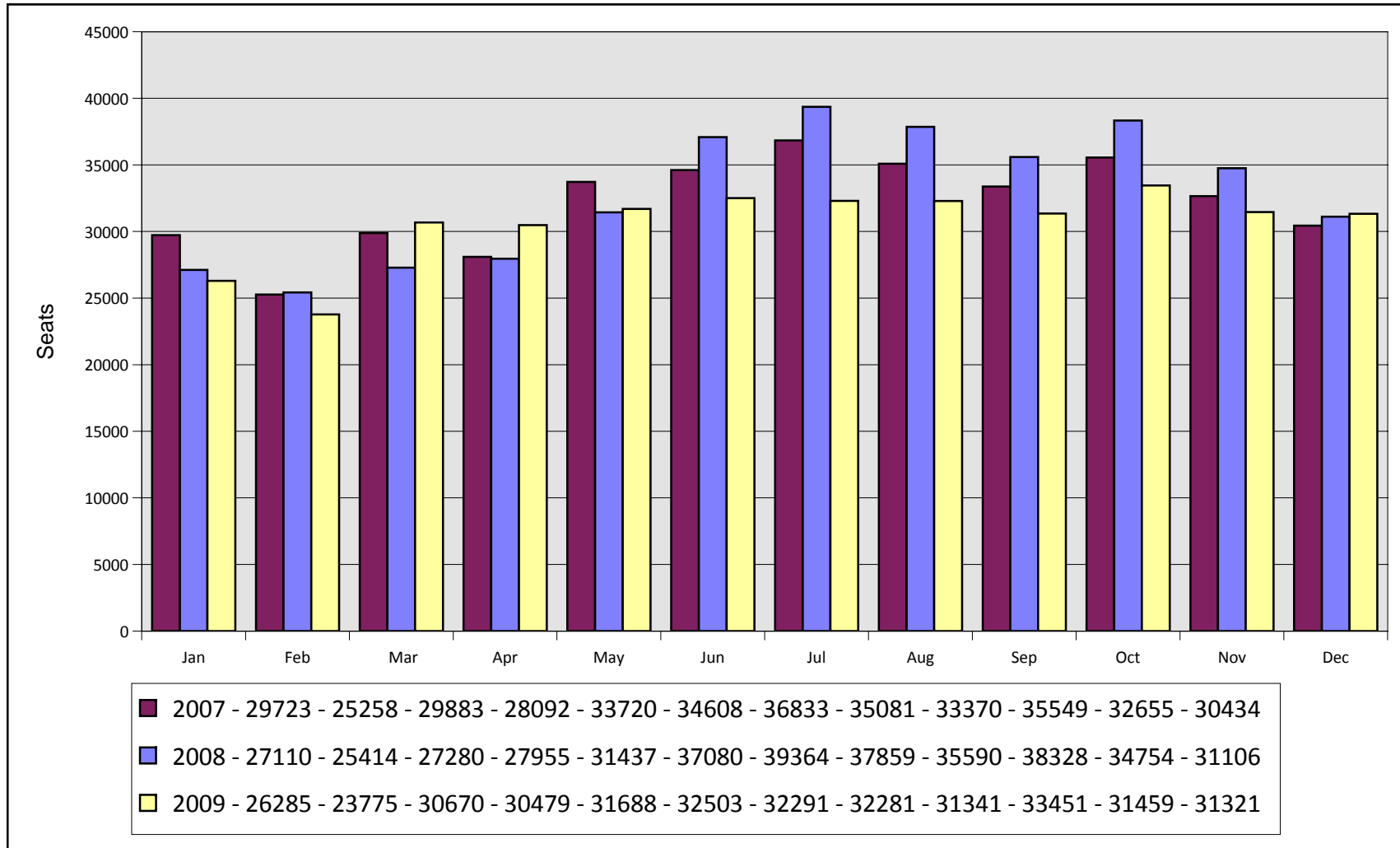
Airline	Scheduled Flights	Field	Cancellations Due To			Total Cancellations	Percentage of Completed
			Mechanical	Weather	Other		
AirTran Airways	13	0	0	0	0	0	100.0%
Continental Airlines	61	0	0	5	0	5	91.8%
Delta Air Lines	290	0	0	13	0	13	95.5%
Northwest Airlines	31	0	0	1	0	1	96.8%
United Airlines	31	0	0	0	0	0	100.0%
US Airways	215	0	2	5	2	9	95.8%
Total	641	0	2	24	2	28	95.6%

Thursday, January 21, 2010

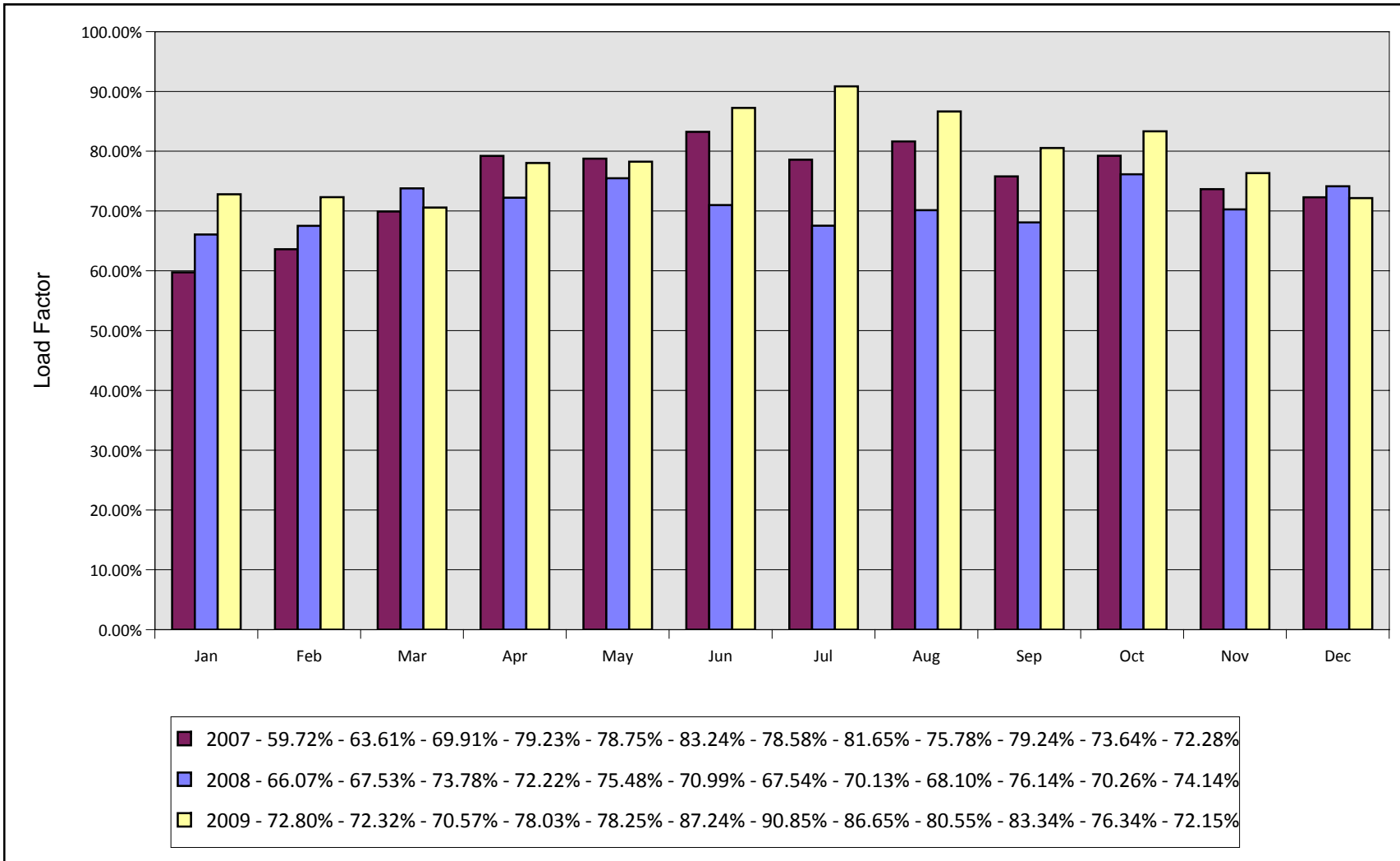
Monthly Enplanements By Year Asheville Regional Airport



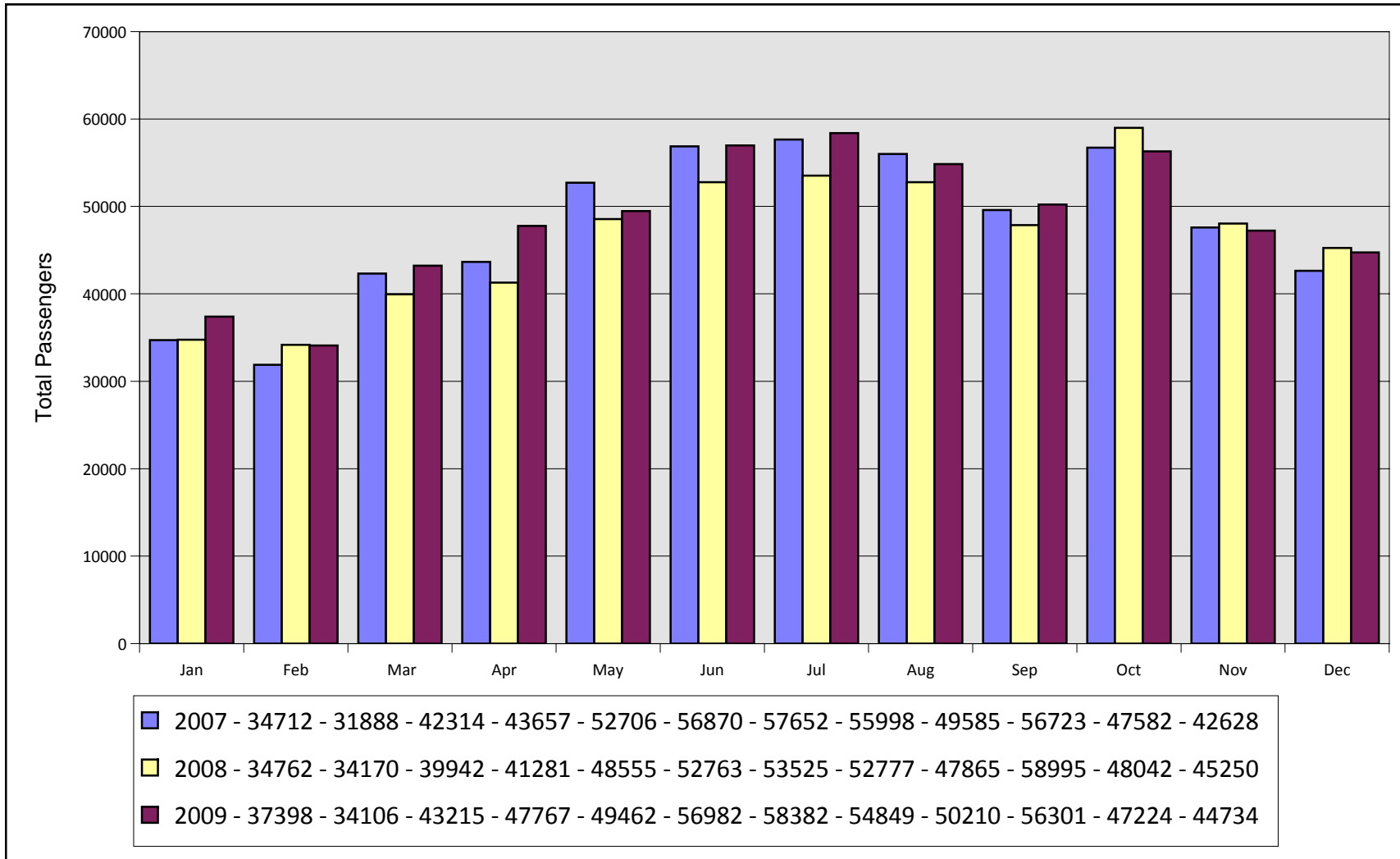
Monthly Seats By Year Asheville Regional Airport



Monthly Load Factors By Year Asheville Regional Airport

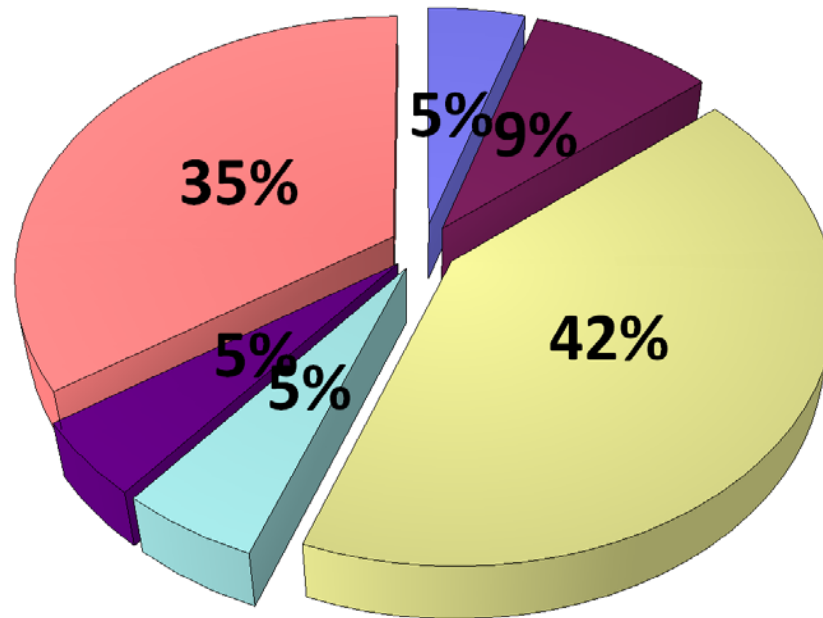


Total Monthly Passengers By Year Asheville Regional Airport

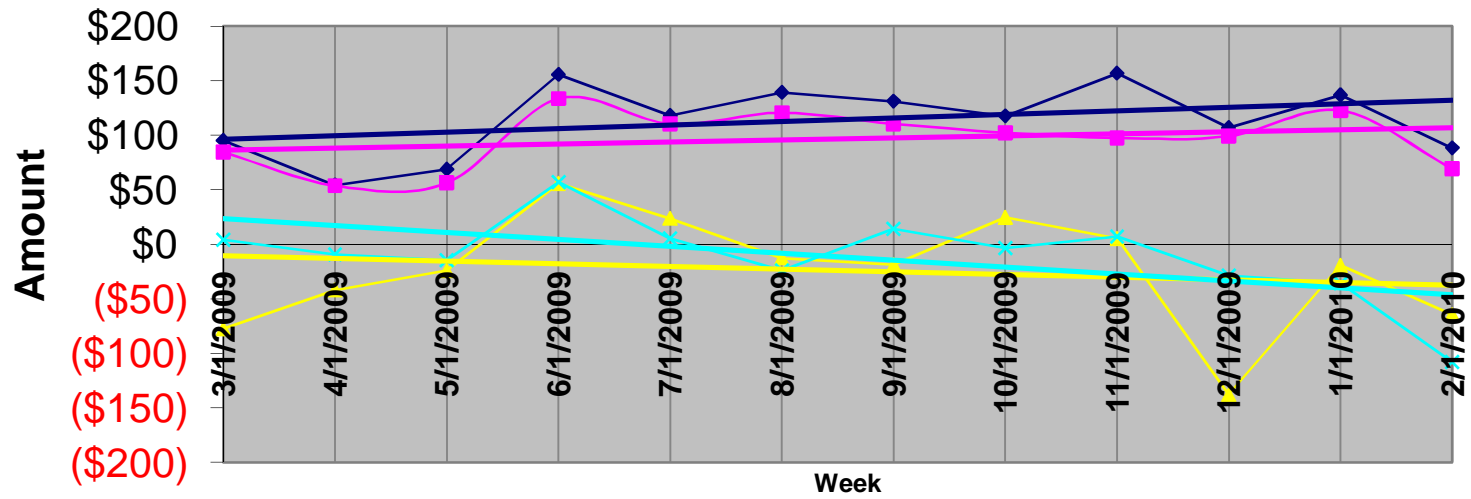


Airline Market Share Analysis (Enplanements) Asheville Regional Airport

Report Period From December 2009 Through December 2009



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



- ◆ ATL
- ◆ CLT
- ◆ GSP
- ◆ TRI
- Linear (ATL)
- Linear (CLT)
- Linear (GSP)
- Linear (TRI)

Asheville Regional Airport
Sample airfares as of 2/01/10
21 Day Advance Purchase, 3 day Stay

							<u>Difference in Fares</u>			
		<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	\$300	\$327	\$238	\$403	\$509	(\$27)	\$62	(\$103)	(\$209)
ATL	Atlanta	\$371		\$167	\$327	\$357	\$371	\$204	\$44	\$14
AUS	Austin	\$223	\$309	\$247	\$380	\$433	(\$86)	(\$24)	(\$157)	(\$210)
BWI	Baltimore	\$229	\$149	\$117	\$444	\$431	\$80	\$112	(\$215)	(\$202)
BOS	Boston	\$249	\$210	\$178	\$306	\$404	\$39	\$71	(\$57)	(\$155)
ORD	Chicago	\$199	\$229	\$303	\$423	\$359	(\$30)	(\$104)	(\$224)	(\$160)
CVG	Cincinnati	\$332	\$237	\$281	\$338	\$370	\$95	\$51	(\$6)	(\$38)
CLE	Cleveland	\$306	\$259	\$247	\$273	\$314	\$47	\$59	\$33	(\$8)
DFW	Dallas	\$376	\$249	\$227	\$447	\$385	\$127	\$149	(\$71)	(\$9)
DEN	Denver	\$353	\$209	\$266	\$383	\$403	\$144	\$87	(\$30)	(\$50)
DTW	Detroit	\$289	\$180	\$268	\$304	\$520	\$109	\$21	(\$15)	(\$231)
FLL	Fort Lauderdale	\$257	\$149	\$187	\$433	\$339	\$108	\$70	(\$176)	(\$82)
RSW	Ft. Myers	\$367	\$215	\$235	\$415	\$361	\$152	\$132	(\$48)	\$6
BDL	Hartford	\$250	\$316	\$219	\$348	\$378	(\$66)	\$31	(\$98)	(\$128)
IAH	Houston	\$348	\$237	\$237	\$271	\$418	\$111	\$111	\$77	(\$70)
IND	Indianapolis	\$262	\$207	\$197	\$286	\$413	\$55	\$65	(\$24)	(\$151)
JAX	Jacksonville	\$360	\$199	\$249	\$413	\$357	\$161	\$111	(\$53)	\$3
MCI	Kansas City	\$301	\$189	\$217	\$293	\$441	\$112	\$84	\$8	(\$140)
LAS	Las Vegas	\$313	\$283	\$256	\$353	\$437	\$30	\$57	(\$40)	(\$124)
LAX	Los Angeles	\$357	\$229	\$236	\$403	\$517	\$128	\$121	(\$46)	(\$160)
MHT	Manchester	\$307	\$296	\$322	\$468	\$298	\$11	(\$15)	(\$161)	\$9
MEM	Memphis	\$456	\$194	\$264	\$258	\$504	\$262	\$192	\$198	(\$48)
MIA	Miami	\$277	\$149	\$207	\$443	\$361	\$128	\$70	(\$166)	(\$84)
MKE	Milwaukee	\$298	\$217	\$207	\$284	\$240	\$81	\$91	\$14	\$58
MSP	Minneapolis/Saint Paul	\$375	\$209	\$257	\$325	\$462	\$166	\$118	\$50	(\$87)
BNA	Nashville	\$370		\$391	\$502	\$517	\$370	(\$21)	(\$132)	(\$147)
MSY	New Orleans	\$329	\$227	\$226	\$359	\$575	\$102	\$103	(\$30)	(\$246)
LGA	New York	\$195	\$150	\$178	\$434	\$425	\$45	\$17	(\$239)	(\$230)
EWR	Newark	\$367	\$209	\$187	\$273	\$497	\$158	\$180	\$94	(\$130)
MCO	Orlando	\$179	\$173	\$187	\$395	\$422	\$6	(\$8)	(\$216)	(\$243)
PHL	Philadelphia	\$245	\$200	\$212	\$246	\$375	\$45	\$33	(\$1)	(\$130)
PHX	Phoenix	\$297	\$259	\$236	\$293	\$467	\$38	\$61	\$4	(\$170)
PIT	Pittsburgh	\$210	\$179	\$167	\$286	\$470	\$31	\$43	(\$76)	(\$260)
PDX	Portland	\$297	\$388	\$297	\$429	\$410	(\$91)	\$0	(\$132)	(\$113)
PVD	Providence	\$347	\$296	\$350	\$296	\$512	\$51	(\$3)	\$51	(\$165)
RDU	Raleigh/Durham	\$364	\$177	\$296	\$413	\$521	\$187	\$68	(\$49)	(\$157)
RIC	Richmond	\$242	\$191	\$171	\$413	\$480	\$51	\$71	(\$171)	(\$238)
STL	Saint Louis	\$266	\$219	\$233	\$284	\$353	\$47	\$33	(\$18)	(\$87)
SLC	Salt Lake City	\$300	\$243	\$290	\$313	\$509	\$57	\$10	(\$13)	(\$209)
SAT	San Antonio	\$329	\$229	\$176	\$313	\$417	\$100	\$153	\$16	(\$88)

SAN	San Diego	\$330	\$369	\$298	\$603	\$509	(\$39)	\$32	(\$273)	(\$179)
SFO	San Francisco	\$297	\$263	\$296	\$498	\$487	\$34	\$1	(\$201)	(\$190)
SRQ	Sarasota/Bradenton	\$360	\$179	\$229	\$431	\$361	\$181	\$131	(\$71)	(\$1)
SEA	Seattle	\$333	\$310	\$281	\$409	\$409	\$23	\$52	(\$76)	(\$76)
SYR	Syracuse	\$277	\$276	\$234	\$360	\$345	\$1	\$43	(\$83)	(\$68)
TPA	Tampa	\$362	\$188	\$229	\$403	\$351	\$174	\$133	(\$41)	\$11
YYZ	Toronto	\$500	\$416	\$365	\$557	\$509	\$84	\$135	(\$57)	(\$9)
DCA	Washington DC	\$324	\$189	\$239	\$384	\$309	\$135	\$85	(\$60)	\$15
IAD	Washington DC	\$324	\$169	\$209	\$384	\$309	\$155	\$115	(\$60)	\$15
PBI	West Palm Beach	\$317	\$149	\$235	\$433	\$361	\$168	\$82	(\$116)	(\$44)
							\$88	\$70	(\$64)	(\$108) Average Fare difference

*These sample airfares were available 2/01/10, based on a 21-day advance purchase and a 3 day stay. Other restrictions may apply. To obtain the most up-to-date pricing information for your travel needs, please contact your travel agent or visit the following web sites: www.aa.com; www.airtran.com; www.continental.com; www.delta.com; www.united.com; www.usairways.com; www.travelocity.com; www.orbitz.com; or www.expedia.com. Airfares are subject to change without notice - and lower airfares are often not available on all dates. Please see our "special airfares" section on our web site for any last minute airfare specials. Sample airfares will be updated each Tuesday.

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 2/03/10
0 Day Advance Purchase, 3 day Stay

							<u>Difference in Fares</u>			
		<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	\$522		\$420	\$1,200	\$861	\$522	\$102	(\$678)	(\$339)
ATL	Atlanta	\$521		\$539	\$477	\$507	\$521	(\$18)	\$44	\$14
AUS	Austin	\$457	\$539	\$292	\$569	\$605	(\$82)	\$165	(\$112)	(\$148)
BWI	Baltimore	\$519	\$373	\$205	\$782	\$513	\$146	\$314	(\$263)	\$6
BOS	Boston	\$452	\$571	\$237	\$489	\$515	(\$119)	\$215	(\$37)	(\$63)
ORD	Chicago	\$285	\$396	\$504	\$723	\$504	(\$111)	(\$219)	(\$438)	(\$219)
CVG	Cincinnati	\$562	\$470	\$810	\$425	\$508	\$92	(\$248)	\$137	\$54
CLE	Cleveland	\$561	\$533	\$777	\$521	\$791	\$28	(\$216)	\$40	(\$230)
DFW	Dallas	\$678	\$462	\$701	\$737	\$539	\$216	(\$23)	(\$59)	\$139
DEN	Denver	\$556	\$458	\$470	\$920	\$687	\$98	\$86	(\$364)	(\$131)
DTW	Detroit	\$541	\$548	\$678	\$343	\$791	(\$7)	(\$137)	\$198	(\$250)
FLL	Fort Lauderdale	\$482	\$289	\$397	\$777	\$499	\$193	\$85	(\$295)	(\$17)
RSW	Ft. Myers	\$447	\$489	\$383	\$792	\$661	(\$42)	\$64	(\$345)	(\$214)
BDL	Hartford	\$538	\$272	\$475	\$509	\$515	\$266	\$63	\$29	\$23
IAH	Houston	\$618	\$532	\$720	\$683	\$800	\$86	(\$102)	(\$65)	(\$182)
IND	Indianapolis	\$502	\$281	\$222	\$508		\$221	\$280	(\$6)	\$502
JAX	Jacksonville	\$490	\$363	\$313	\$897	\$513	\$127	\$177	(\$407)	(\$23)
MCI	Kansas City	\$432	\$327	\$327	\$897	\$519	\$105	\$105	(\$465)	(\$87)
LAS	Las Vegas	\$550	\$540	\$476	\$550	\$604	\$10	\$74	\$0	(\$54)
LAX	Los Angeles	\$409	\$229	\$302	\$916	\$601	\$180	\$107	(\$507)	(\$192)
MHT	Manchester	\$671	\$439	\$602	\$792	\$515	\$232	\$69	(\$121)	\$156
MEM	Memphis	\$842	\$505	\$850	\$338	\$1,007	\$337	(\$8)	\$504	(\$165)
MIA	Miami	\$534	\$289	\$449	\$606	\$661	\$245	\$85	(\$72)	(\$127)
MKE	Milwaukee	\$337	\$487	\$277	\$439	\$680	(\$150)	\$60	(\$102)	(\$343)
MSP	Minneapolis/Saint Paul	\$592	\$563	\$728	\$775	\$839	\$29	(\$136)	(\$183)	(\$247)
BNA	Nashville	\$612		\$667			\$612	(\$55)	\$612	\$612
MSY	New Orleans	\$493	\$424	\$394	\$961	\$897	\$69	\$99	(\$468)	(\$404)
LGA	New York	\$453	\$299	\$367	\$434	\$605	\$154	\$86	\$19	(\$152)
EWR	Newark	\$465	\$583	\$629	\$585	\$884	(\$118)	(\$164)	(\$120)	(\$419)
MCO	Orlando	\$233	\$339	\$341	\$847	\$661	(\$106)	(\$108)	(\$614)	(\$428)
PHL	Philadelphia	\$409	\$720	\$338	\$456	\$515	(\$311)	\$71	(\$47)	(\$106)
PHX	Phoenix	\$409	\$439	\$346	\$841	\$507	(\$30)	\$63	(\$432)	(\$98)
PIT	Pittsburgh	\$383	\$542	\$314	\$393	\$513	(\$159)	\$69	(\$10)	(\$130)
PDX	Portland	\$519	\$443	\$446	\$1,071	\$700	\$76	\$73	(\$552)	(\$181)
PVD	Providence	\$538	\$265	\$475	\$475	\$515	\$273	\$63	\$63	\$23
RDU	Raleigh/Durham	\$687	\$454	\$616	\$746	\$790	\$233	\$71	(\$59)	(\$103)
RIC	Richmond	\$739	\$543	\$587	\$723	\$866	\$196	\$152	\$16	(\$127)
STL	Saint Louis	\$571	\$533	\$631	\$798	\$653	\$38	(\$60)	(\$227)	(\$82)
SLC	Salt Lake City	\$647	\$590	\$570	\$1,226	\$923	\$57	\$77	(\$579)	(\$276)
SAT	San Antonio	\$393	\$448	\$320	\$557	\$653	(\$55)	\$73	(\$164)	(\$260)

SAN	San Diego	\$573	\$625	\$348	\$1,107	\$828	(\$52)	\$225	(\$534)	(\$255)
SFO	San Francisco	\$527	\$448	\$441	\$984	\$607	\$79	\$86	(\$457)	(\$80)
SRQ	Sarasota/Bradenton	\$608	\$367	\$537	\$861	\$661	\$241	\$71	(\$253)	(\$53)
SEA	Seattle	\$487	\$589	\$387	\$1,129	\$507	(\$102)	\$100	(\$642)	(\$20)
SYR	Syracuse	\$430	\$267	\$269	\$458	\$785	\$163	\$161	(\$28)	(\$355)
TPA	Tampa	\$412	\$415	\$334	\$869	\$515	(\$3)	\$78	(\$457)	(\$103)
YYZ	Toronto		\$450	\$585	\$631	\$820	(\$450)	(\$585)	(\$631)	(\$820)
DCA	Washington DC	\$324	\$342	\$349	\$745	\$569	(\$18)	(\$25)	(\$421)	(\$245)
IAD	Washington DC	\$324	\$347	\$349	\$769	\$569	(\$23)	(\$25)	(\$445)	(\$245)
PBI	West Palm Beach	\$529	\$289	\$454	\$757	\$661	\$240	\$75	(\$228)	(\$132)
							\$83	\$32	(\$205)	(\$132) Average Fare difference

*These sample airfares were available 2/01/10, based on a 0 day advance purchase and a 3 day stay. Other restrictions may apply. To obtain the most up-to-date pricing information for your travel needs, please contact your travel agent or visit the following web sites: www.aa.com; www.airtran.com; www.continental.com; www.delta.com; www.united.com; www.usairways.com; www.travelocity.com; www.orbitz.com; or www.expedia.com. Airfares are subject to change without notice - and lower airfares are often not available on all dates. Please see our "special airfares" section on our web site for any last minute airfare specials. Sample airfares will be updated each Tuesday.

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 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

Schedule Compare Report for all Airlines for Passenger flights between AVL and ALL for Mar10 vs. Mar09

AI	Ops/Week				Seats/Week			
	Mar10	Mar09	Diff	Pct Chg	Mar10	Mar09	Diff	Pct Chg
UA	28	0	28	100.00	1,400	0	1,400	100.00
FL	6	0	6	100.00	702	0	702	100.00
DL	144	140	4	2.86	7,200	7,000	200	2.86
NW	24	26	-2	-7.69	1,200	1,300	-100	-7.69
US	96	100	-4	-4.00	4,748	4,766	-18	-0.38
CO	24	28	-4	-14.29	1,200	1,400	-200	-14.29
TOTAL	322	294	28	9.52	16,450	14,466	1,984	13.71

Schedule Compare Report for all Airlines for Passenger flights between AVL and ALL for Apr10 vs. Apr09

AI	Ops/Week				Seats/Week			
	Apr10	Apr09	Diff	Pct Chg	Apr10	Apr09	Diff	Pct Chg
DL	166	138	28	20.29	8,300	6,940	1,360	19.60
UA	28	0	28	100.00	1,400	0	1,400	100.00
AA	14	0	14	100.00	616	0	616	100.00
US	112	100	12	12.00	5,496	4,766	730	15.32
FL	6	0	6	100.00	702	0	702	100.00
CO	28	30	-2	-6.67	1,400	1,500	-100	-6.67
NW	0	26	-26	-100.00	0	1,300	-1,300	-100.00
TOTAL	354	294	60	20.41	17,914	14,506	3,408	23.49



MEMORANDUM

TO: Members of the Airport Authority

FROM: Vickie Thomas, Director of Finance & Accounting

DATE: February 12, 2010

ITEM DESCRIPTION – Information Section Item B

Asheville Regional Airport – Explanation of Extraordinary Variances
 Month Ended December, 2009 (Month 6 of FY-2010)

SUMMARY

Operating Revenues for the month of December were \$565,523, 5.09% below budget. Operating Expenses for the month were \$523,232, 1.25% below budget. As a result, Net Operating Revenues before Depreciation were \$23,695 below budget. Net Non-Operating Revenues were \$113,506, 18.33% below budget.

Year-to-date Operating Revenues were \$3,497,160, 1.74% under budget. Year-to-date Operating Expenses were \$2,824,288, 14.96% below budget. Net Operating Revenues before Depreciation were \$435,032 over budget. Net Non-Operating Revenues for the year were \$902,025, 8.47% over budget.

REVENUES

Significant variations to budget for December were:

Terminal Space – Airline	(.20%)	Airline Preferential Use Space not budgeted more than offset by lower than budgeted Common Use Space due to lower than budgeted enplanements
Concessions	(60.45%)	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	301.70%	Timing of Ground Transportation permit sales
Landing Fees	(28.36%)	Budgeted landing fee rate higher than actual
FBO's	(18.11%)	Odyssey's percentage fees lower than budgeted
Building Lease	32.75%	New WNC Aviation lease not budgeted
Other Leases/Fees	23.14%	Budgeted Airline Security Fees rate less than actual

Information Section – Item B



CFC Revenue	(38.87%)	Lower than budgeted transaction days for rentals
PFC Revenue	21.69%	PFC's budgeted conservatively
Interest Revenue	(89.21%)	Lower than budgeted interest rates

EXPENSES

Significant variations to budget for December were:

Personnel Services	(2.23%)	No Deputy Airport Director & lower than budgeted benefits more than offset higher than budgeted Operations overtime for snowstorm
Professional Services	(70.60%)	Timing of professional services
Accounting & Auditing	(100.00%)	Budgeted higher than actual-no extra work required by auditors in FY10
Other Contractual Services	17.88%	Parking lot management fee not budgeted
Travel & Training	48.61%	Timing of conferences and training events
Insurance	(14.78%)	Premiums lower than budgeted
Advertising, Printing and Binding	16.96%	Timing of advertising
Promotional Activities	300.76%	Timing of promotions, sponsorships & employee/tenant appreciation costs
Other Current Charges & Obligations	(13.19%)	Timing of legal notices & placements
Office Supplies	(32.84%)	Budgeted higher than actual & better control of costs
Operating Supplies	(38.64%)	Guest Services not yet selling attraction tickets
Books, Publications, Subscriptions	(40.37%)	Timing of purchases
Contingency	206.80%	Spending on United IT startup costs & relocation of CAP trailer
Business Dev/Agreement Obligations	(43.90%)	Timing of AirTran ground handling fees & AirTran & United advertising

STATEMENT OF NET ASSETS

Significant variations to prior month were:

Cash – Cash decreased by \$336k mainly due to the payment of Charah invoices in Accounts Payable at November 30, 2009.

Grants Receivable – Balance at December 31, 2009 represents capital expenditures in December for which Federal AIP grant reimbursement was not received until January.

Accounts Payable – Accounts Payable decreased by \$927k mainly due to payment in December of invoices from Charah for structural fill on the North General Aviation Expansion project payable with Authority funds and an invoice from ThyssenKrupp on the A Gates boarding bridges that was reimbursed with AIP stimulus funds.

**ASHEVILLE REGIONAL AIRPORT
INVESTMENT AND INTEREST INCOME SUMMARY
As of December 31, 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%	\$ 953,180	392
Petty Cash				100	
NC Capital Management Trust (Unrestricted Portion)				2,401,126	444
Wachovia-Gov. Advantage Acct.			0.13%	1,007,367	111
PFC Revenue Account			0.30%	1,834,754	456
<u>Restricted Cash:</u>					
CFC Revenue			0.10%	153,240	11
NC Capital Management Trust (Restricted Portion)				2,051,861	
<u>Commercial Paper:</u>				0	
Total				\$ 8,401,628	\$ 1,414

Investment Diversification:

1.BANKS	35.01%
2.CAP.TRUST	53.00%
3.GOV.ADV.ACCT.	11.99%
4.COM.PAPER	0.00%
5. FED. AGY	0%
	100.00%

ASHEVILLE REGIONAL AIRPORT
STATEMENT OF CHANGES IN FINANCIAL POSITION
For the Month Ended December 31, 2009

	Current Month	Prior Period
Cash and Investments Beginning of Period	\$ 8,737,329	\$ 9,059,656
Net Income/(Loss) Before Capital Contributions	(120,797)	(7,383)
Depreciation	276,595	276,595
Decrease/(Increase) in Receivables	(560,455)	22,042
Increase/(Decrease) in Payables	(861,211)	324,624
Decrease/(Increase) in Prepaid Expenses	19,210	19,210
Decrease/(Increase) in Long Term Assets	(674,476)	(925,291)
Principal Payments of Bond Maturities	(32,279)	(32,124)
Contributed Capital	1,617,712	-
Increase(Decrease) in Cash	(335,701)	(322,327)
Cash and Investments End of Period	\$ 8,401,628	\$ 8,737,329

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

For the Month Ending December 31, 2009

	<u>December Actual</u>	<u>December Budget</u>	<u>Variance %</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance %</u>	<u>Annual Budget</u>
Operating Revenue:							
Terminal	\$252,996	\$264,241	(4.26%)	\$1,570,024	\$1,569,466	0.04%	\$3,154,910
Airfield	61,667	68,304	(9.72%)	372,372	409,825	(9.14%)	819,650
Hangar	59,630	72,816	(18.11%)	390,997	436,895	(10.51%)	873,790
Parking Lot/Roadway	177,826	179,508	(0.94%)	1,091,308	1,077,050	1.32%	2,154,100
Land Use Fees	13,404	10,989	21.98%	72,459	65,920	9.92%	140,940
Total Operating Revenue	\$565,523	\$595,858	(5.09%)	\$3,497,160	\$3,559,156	(1.74%)	\$7,143,390
Operating Expenses:							
Administrative	\$203,878	\$230,301	(11.47%)	\$1,142,555	\$1,563,383	(26.92%)	\$3,032,575
Terminal	176,785	172,089	2.73%	971,205	1,002,484	(3.12%)	2,033,790
Airfield	134,240	116,397	15.33%	661,189	694,839	(4.84%)	1,399,045
Hangar	1,633	4,958	(67.06%)	9,800	28,436	(65.54%)	57,565
Parking Lot	1,404	3,798	(63.03%)	13,682	19,515	(29.89%)	40,770
Rental Car Service Facility	4,473	-	0.00%	20,639	-	0.00%	-
Land Use Expenses	819	2,329	(64.83%)	5,218	12,659	(58.78%)	26,015
Total Operating Expenses	\$523,232	\$529,872	(1.25%)	\$2,824,288	\$3,321,316	(14.96%)	\$6,589,760
Operating Revenue before Depreciation							
	\$42,291	\$65,986	(35.91%)	\$672,872	\$237,840	182.91%	\$553,630
Depreciation	276,595	291,667	(5.17%)	1,663,393	1,750,000	(4.95%)	3,500,000
Operating Income(Loss) Before Non-Operating Revenue and Expenses							
	(\$234,304)	(\$225,681)	3.82%	(\$990,521)	(\$1,512,160)	(34.50%)	(\$2,946,370)
Non-Operating Revenue and Expense							
Customer Facility Charges	45,848	75,000	(38.87%)	411,800	450,000	(8.49%)	900,000
Passenger Facility Charges	86,200	70,833	21.69%	600,742	425,000	41.35%	850,000
Interest Revenue	1,414	13,100	(89.21%)	11,530	78,600	(85.33%)	157,200
Interest Expense	(19,956)	(19,956)	0.00%	(122,047)	(122,047)	0.00%	(238,488)
Sale of Assets	-	-	0.00%	-	-	0.00%	-
Non-Operating Revenue-Net	\$113,506	\$138,977	(18.33%)	\$902,025	\$831,553	8.47%	\$1,668,712

Income (Loss) Before Capital Contributions	<u>(\$120,798)</u>	<u>(\$86,704)</u>	<u>39.32%</u>	<u>(\$88,496)</u>	<u>(\$680,607)</u>	<u>(87.00%)</u>	<u>(\$1,277,658)</u>
Capital Contributions	<u>\$1,617,712</u>	<u>\$0</u>	<u>0.00%</u>	<u>\$2,701,118</u>	<u>\$0</u>	<u>0.00%</u>	<u>\$0</u>
Increase in Net Assets	<u><u>\$1,496,914</u></u>	<u><u>(\$86,704)</u></u>	<u><u>(1,826.46%)</u></u>	<u><u>\$2,612,622</u></u>	<u><u>(\$680,607)</u></u>	<u><u>(483.87%)</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 December 31, 2009

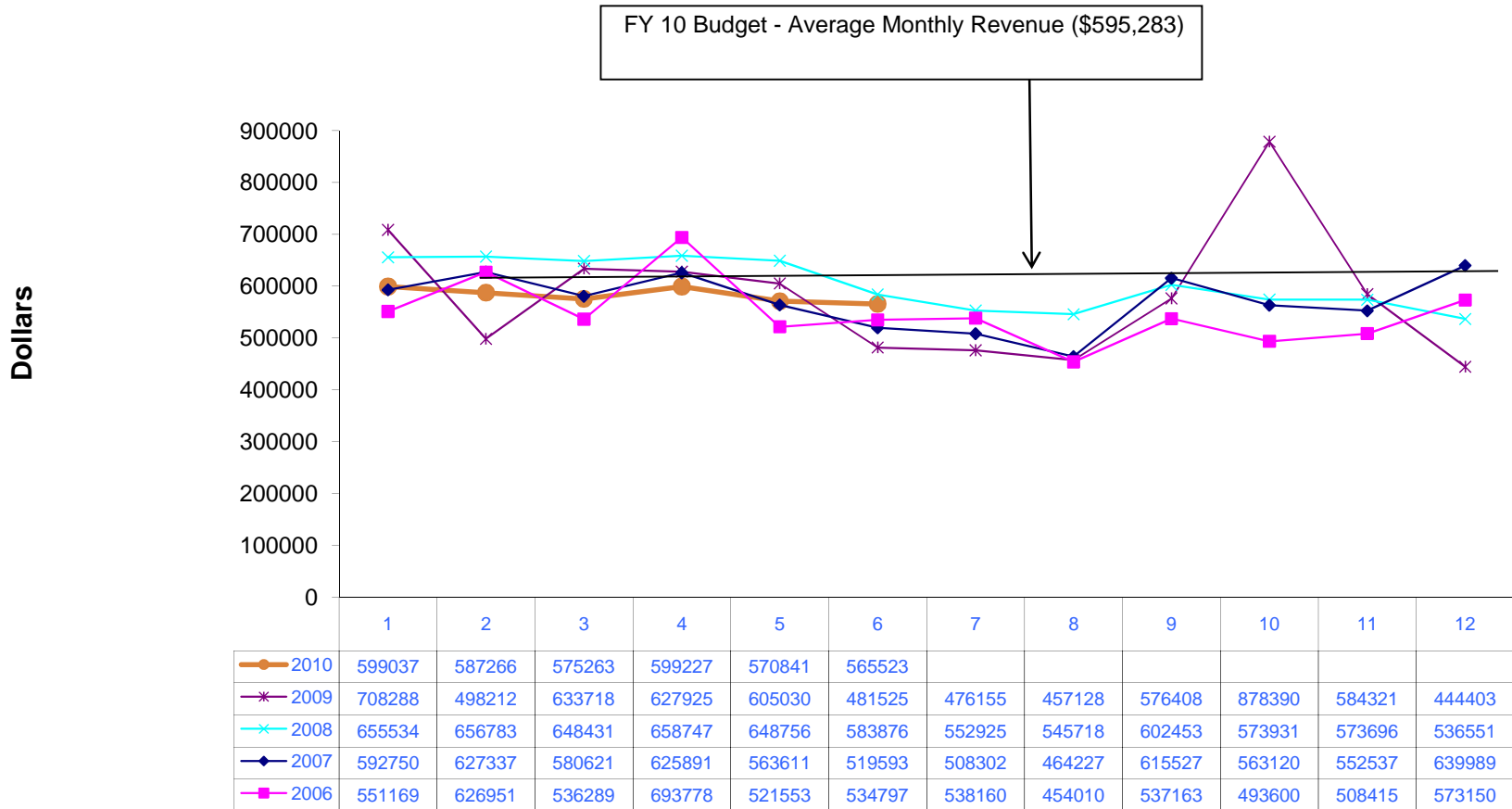
	<u>December Actual</u>	<u>December Budget</u>	<u>Variance %</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance %</u>	<u>Annual Budget</u>
Operating Revenue:							
Terminal Space Rentals - Non Airline	\$15,660	\$14,988	4.48%	\$93,165	\$89,925	3.60%	\$179,850
Terminal Space Rentals - Airline	85,774	85,943	(0.20%)	579,837	515,655	12.45%	1,031,310
Concessions	10,091	25,513	(60.45%)	58,481	138,290	(57.71%)	291,370
Auto Parking	170,041	177,571	(4.24%)	1,070,293	1,065,425	0.46%	2,130,850
Rental Car - Car Rentals	99,244	96,348	3.01%	592,570	578,085	2.51%	1,156,170
Rental Car - Facility Rent	42,357	42,980	(1.45%)	251,378	256,691	(2.07%)	514,570
Commercial Ground Transportation	7,785	1,938	301.70%	21,015	11,625	80.77%	23,250
Landing Fees	29,412	41,054	(28.36%)	188,771	246,325	(23.37%)	492,650
FBO'S/SASO'S	59,630	72,816	(18.11%)	390,997	436,895	(10.51%)	873,790
Building Leases	11,450	8,625	32.75%	59,461	51,750	14.90%	103,500
Land Leases	1,895	1,945	(2.57%)	11,394	11,670	(2.37%)	32,440
Other Leases/Fees	32,184	26,137	23.14%	179,798	156,820	14.65%	313,640
Total Operating Revenue	\$565,523	\$595,858	(5.09%)	\$3,497,160	\$3,559,156	(1.74%)	\$7,143,390
Operating Expenses:							
Personnel Services	\$297,828	\$304,626	(2.23%)	\$1,659,745	\$1,827,600	(9.18%)	\$3,661,630
Professional Services	2,021	6,873	(70.60%)	62,673	93,715	(33.12%)	176,150
Accounting & Auditing	-	2,091	(100.00%)	13,183	19,456	(32.24%)	32,000
Other Contractual Services	38,740	32,863	17.88%	240,161	239,853	0.13%	441,560
Travel & Training	21,263	14,308	48.61%	63,301	90,607	(30.14%)	191,930
Communications & Freight	4,780	5,379	(11.14%)	28,079	32,475	(13.54%)	64,750
Utility Services	40,504	43,420	(6.72%)	181,688	195,073	(6.86%)	425,000
Rentals & Leases	1,072	1,018	5.30%	6,645	6,110	8.76%	12,220
Insurance	16,334	19,167	(14.78%)	97,069	115,000	(15.59%)	230,000
Repairs & Maintenance	22,014	22,258	(1.10%)	106,738	156,320	(31.72%)	293,570
Advertising, Printing & Binding	15,977	13,660	16.96%	88,918	100,310	(11.36%)	206,120
Promotional Activities	9,430	2,353	300.76%	31,809	36,870	(13.73%)	65,400
Other Current Charges & Obligations	3,733	4,300	(13.19%)	28,477	29,173	(2.39%)	59,050
Office Supplies	1,511	2,250	(32.84%)	3,656	13,500	(72.92%)	27,000
Operating Supplies	14,740	24,024	(38.64%)	81,846	141,123	(42.00%)	284,790
Books, Publications, Subscriptions & Mem	1,142	1,915	(40.37%)	7,562	25,331	(70.15%)	43,590
Contingency	19,175	6,250	206.80%	29,881	37,500	(20.32%)	75,000
Business Development/Agreement Obliga	12,968	23,117	(43.90%)	92,857	161,300	(42.43%)	300,000
Total Operating Expenses	\$523,232	\$529,872	(1.25%)	\$2,824,288	\$3,321,316	(14.96%)	\$6,589,760

Operating Revenue before Depreciation	\$42,291	\$65,986	(35.91%)	\$672,872	\$237,840	182.91%	\$553,630
Depreciation	<u>276,595</u>	<u>291,667</u>	<u>(5.17%)</u>	<u>1,663,393</u>	<u>1,750,000</u>	<u>(4.95%)</u>	<u>3,500,000</u>
Operating Income(Loss) Before Non-Operating Revenue and Expenses	(\$234,304)	(\$225,681)	3.82%	(\$990,521)	(\$1,512,160)	(34.50%)	(\$2,946,370)
Non-Operating Revenue and Expense							
Customer Facility Charges	45,848	75,000	(38.87%)	411,800	450,000	(8.49%)	900,000
Passenger Facility Charges	86,200	70,833	21.69%	600,742	425,000	41.35%	850,000
Interest Revenue	1,414	13,100	(89.21%)	11,530	78,600	(85.33%)	157,200
Interest Expense	(19,956)	(19,956)	0.00%	(122,047)	(122,047)	0.00%	(238,488)
Sale of Assets	-	-	0.00%	-	-	0.00%	-
Non-Operating Revenue-Net	<u>\$113,506</u>	<u>\$138,977</u>	<u>(18.33%)</u>	<u>\$902,025</u>	<u>\$831,553</u>	<u>8.47%</u>	<u>\$1,668,712</u>
Income (Loss) Before Capital Contributions	<u>(\$120,798)</u>	<u>(\$86,704)</u>	<u>39.32%</u>	<u>(\$88,496)</u>	<u>(\$680,607)</u>	<u>(87.00%)</u>	<u>(\$1,277,658)</u>
Capital Contributions	<u>\$1,617,712</u>	<u>\$0</u>	<u>0.00%</u>	<u>\$2,701,118</u>	<u>\$0</u>	<u>0.00%</u>	<u>\$0</u>
Increase in Net Assets	<u><u>\$1,496,914</u></u>	<u><u>(\$86,704)</u></u>	<u><u>(1,826.46%)</u></u>	<u><u>\$2,612,622</u></u>	<u><u>(\$680,607)</u></u>	<u><u>(483.87%)</u></u>	<u><u>(\$1,277,658)</u></u>

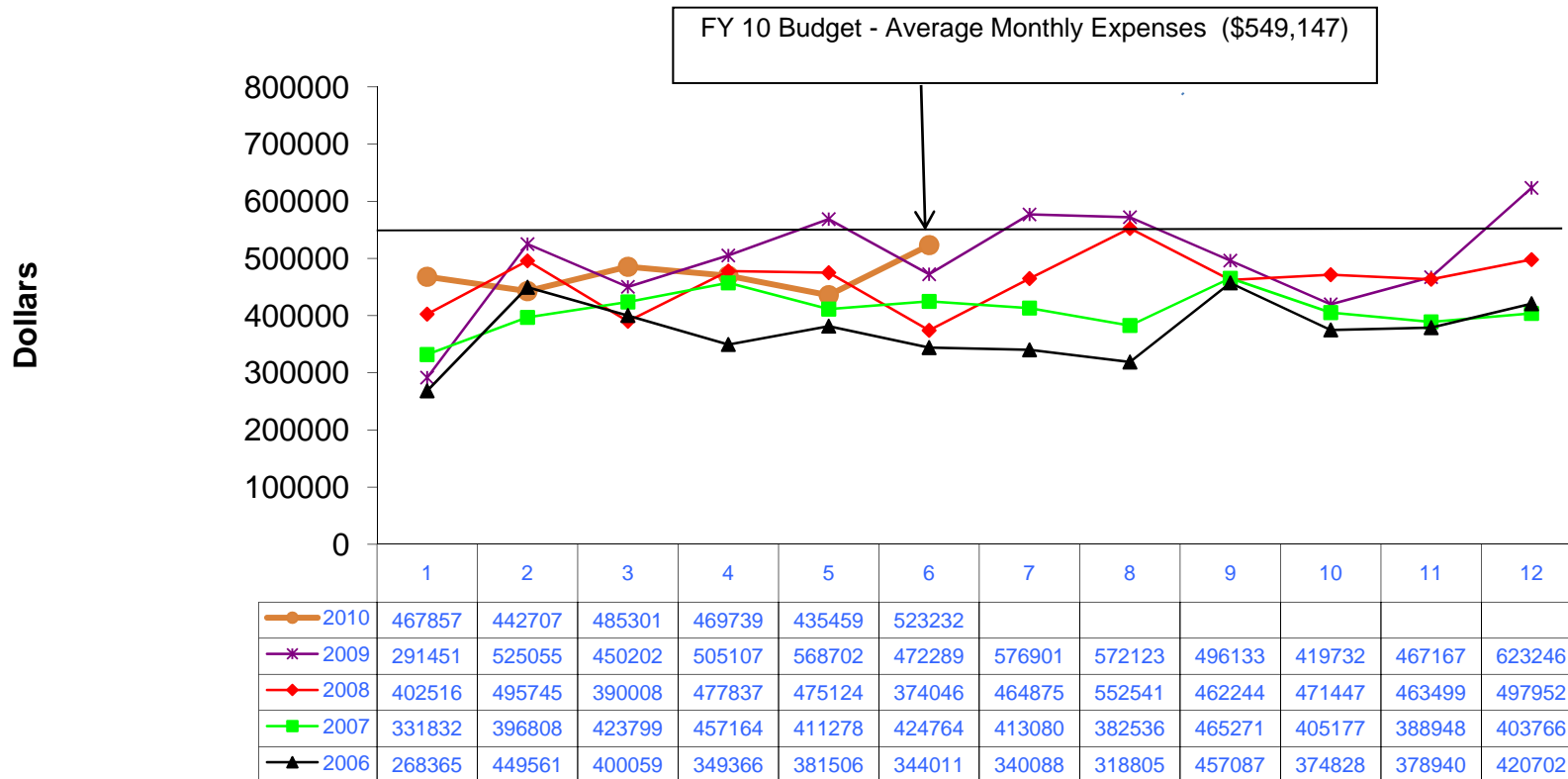
ASHEVILLE REGIONAL AIRPORT AUTHORITY
STATEMENT OF FINANCIAL POSITION
As of December 31, 2009

<u>ASSETS</u>	<u>December</u>	<u>Last Month</u>
Current Assets:		
Unrestricted Net Assets:		
Cash and Cash Equivalents	\$6,196,527	\$6,564,846
Accounts Receivable	624,227	564,250
Grants Receivable	376,493	0
Prepaid Expenses	33,403	52,613
Total Unrestricted Assets	<u>7,230,650</u>	<u>7,181,709</u>
Restricted Assets:		
Cash and Cash Equivalents	2,205,101	2,172,484
Total Restricted Assets	<u>2,205,101</u>	<u>2,172,484</u>
 Total Current Assets	 <u>9,435,751</u>	 <u>9,354,193</u>
Noncurrent Assets:		
Construction in Progress	20,298,250	19,623,774
Property and Equipment - Net	43,788,816	44,065,411
Total Noncurrent Assets	<u>64,087,066</u>	<u>63,689,185</u>
	<u>\$73,522,817</u>	<u>\$73,043,378</u>
 <u>LIABILITIES AND NET ASSETS</u>		
Current Liabilities:		
Payable from Unrestricted Assets:		
Accounts Payable	\$1,078,945	\$2,006,098
Accrued Liabilities	140,117	137,986
Customer Deposits	131,165	131,165
Unearned Revenue	80,844	141,016
Revenue Bond Payable - Current	399,714	397,794
Total Payable from Unrestricted Assets	<u>1,830,785</u>	<u>2,814,059</u>
 Total Current Liabilities	 <u>1,830,785</u>	 <u>2,814,059</u>
Noncurrent Liabilities:		
Other Postemployment Benefits	380,310	380,310
Compensated Absences	195,597	195,597
Net Pension Obligation-LEO Special Separation Allowance	12,320	12,320
Revenue Bond Payable - Noncurrent	3,704,008	3,738,206
Total Noncurrent Liabilities	<u>4,292,235</u>	<u>4,326,433</u>
 Total Liabilities	 <u>6,123,020</u>	 <u>7,140,492</u>
Net Assets:		
Invested in Capital Assets	59,983,344	59,553,185
Restricted	2,205,101	2,172,484
Unrestricted	5,211,352	4,177,217
Total Net Assets	<u>67,399,797</u>	<u>65,902,886</u>
	<u>\$73,522,817</u>	<u>\$73,043,378</u>

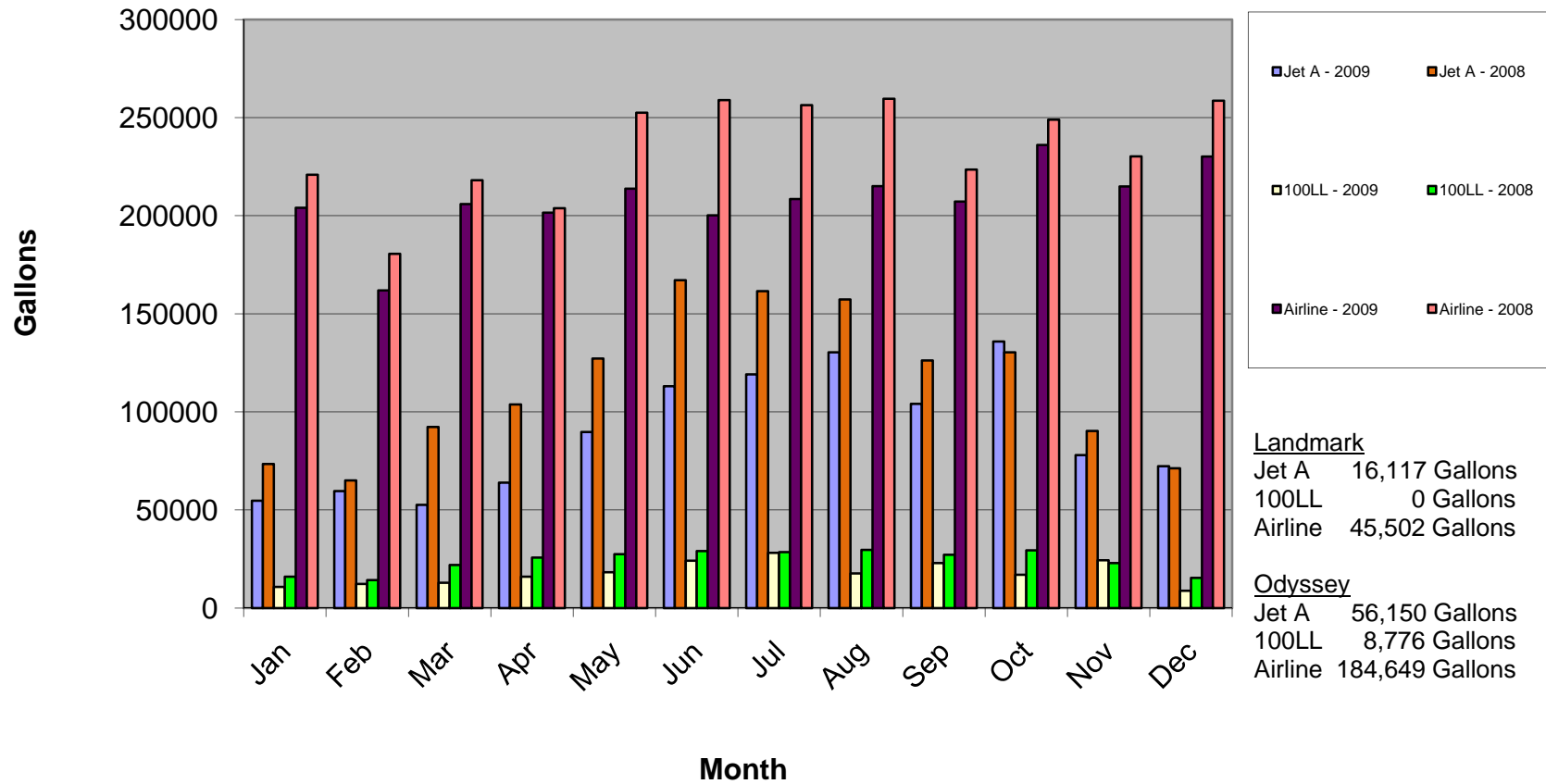
ASHEVILLE REGIONAL AIRPORT Annual Operating Revenue by Month December 2009



ASHEVILLE REGIONAL AIRPORT Annual Operating Expenses by Month December 2009

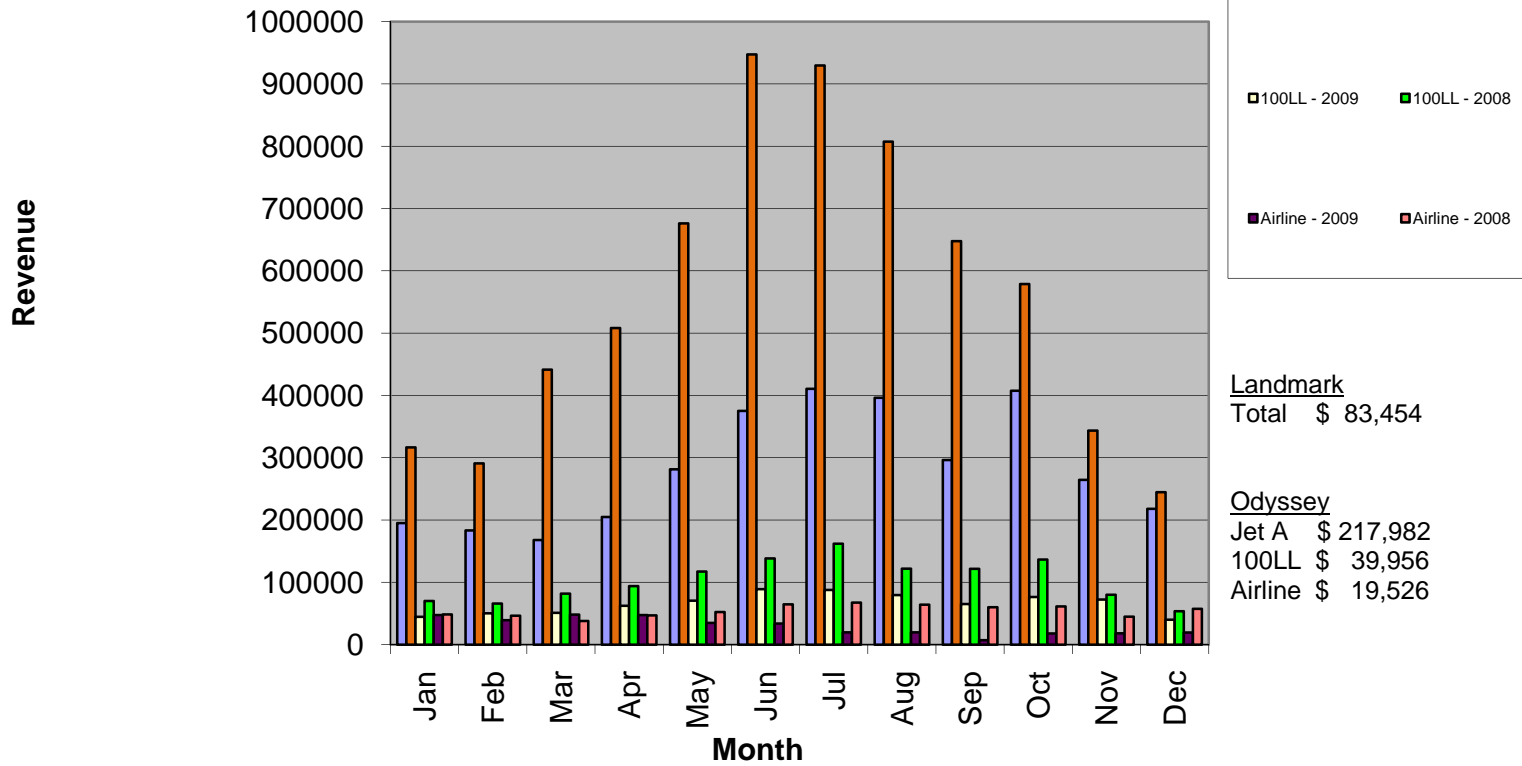


AVL Fuels Sales - Gallons December 2009



<u>Landmark</u>	
Jet A	16,117 Gallons
100LL	0 Gallons
Airline	45,502 Gallons
<u>Odyssey</u>	
Jet A	56,150 Gallons
100LL	8,776 Gallons
Airline	184,649 Gallons

AVL Fuels Sales - Revenue December 2009





MEMORANDUM

TO: Members of the Airport Authority

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

DATE: February 12, 2010

ITEM DESCRIPTION – Information Section Item C

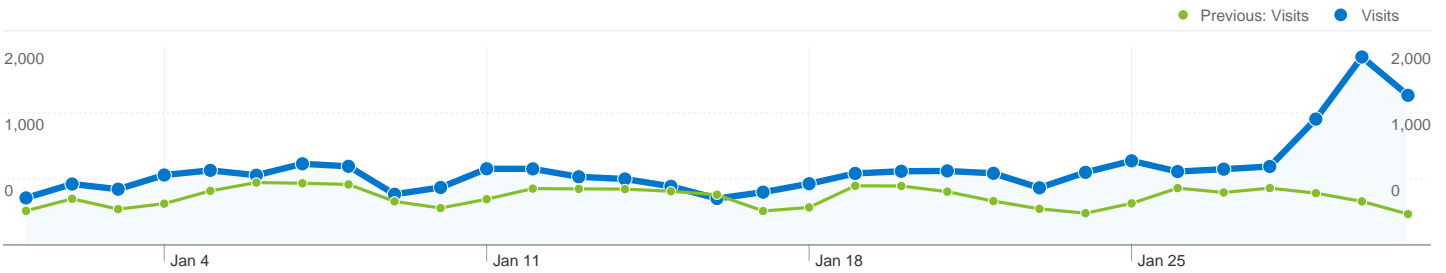
February, 2010 Marketing and Public Relations Report

- Executed/updated date and prepared Air Service Presentation sent to American Airlines regarding service to DFW.
- Worked with AirTran to obtain 16 tickets to MCO for Park Ridge Hospital medical team traveling to Haiti to assist the quake victims.
- Met with Western Carolina University, Land of Sky Regional Council, The Arboretum, Biltmore Park LDC., and WOXL regarding partnerships and ad buys. Presented to Hendersonville Kiwanis Club about AVL.
- Attended/moderated session ACI Data and Media Relations seminars.
- Assisted American Airlines with their news release; assisted in Park Ridge Hospital News Release.
- Completed artwork/creative for Sophie Magazine; United Airlines; Mountain Express and Asheville Symphony.
- Coordinated removal of displays and conducted survey of Holiday Decorating contest; created interactive Art in the Airport Application and updated its web page.
- Social media – Facebook fans, 206; Twitter followers, 159; Blog mentions, 41.
- Guest Services provided assistance to 3135 passengers in January, an 86% increase over January 2009.

Information Section – Item C



- Guest Services posted \$19.75 in gross revenue of business services.
- Guest Services renewed six brochure ad spaces.
- Received/responded to 50 Southern Living leads for January.
- Received/responded to 21 media calls during the month of January.
- Website Statistics - Google Analytics: See attached data regarding January activity at www.flyavl.com
- Booking Engine Statistics – Since January 1, AVL has had 89 reservations for a total of \$712.00 in booking fees collected. 730 new people signed up to be booking engine members.



Site Usage

23,662 Visits

Previous: 14,946 (58.32%)

41.04% Bounce Rate

Previous: 37.61% (9.12%)

79,711 Pageviews

Previous: 54,233 (46.98%)

00:03:30 Avg. Time on Site

Previous: 00:04:27 (-21.23%)

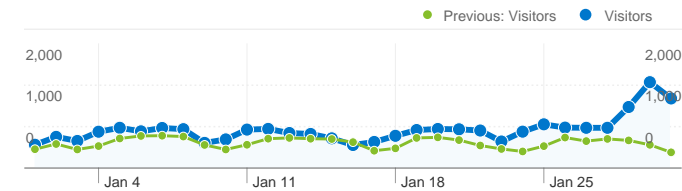
3.37 Pages/Visit

Previous: 3.63 (-7.16%)

59.14% % New Visits

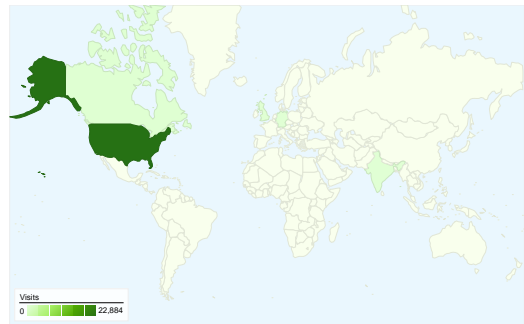
Previous: 65.77% (-10.09%)

Visitors Overview

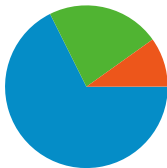


Visitors
15,921

Map Overlay



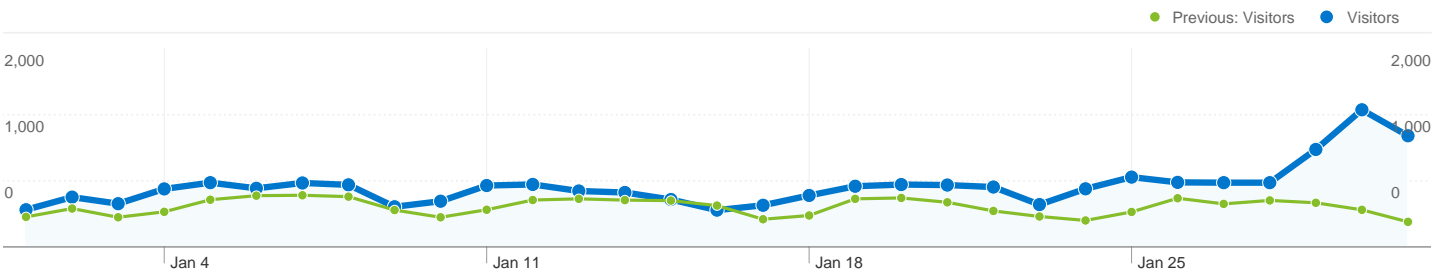
Traffic Sources Overview



- **Search Engines**
16,003.00 (67.63%)
- **Direct Traffic**
5,326.00 (22.51%)
- **Referring Sites**
2,328.00 (9.84%)
- **Other**
5 (0.02%)

Referring Sites		
Source	Visits	% visits
citizen-times.com		
Jan 1, 2010 - Jan 31, 2010	207	8.89%
Jan 1, 2009 - Jan 31, 2009	3	0.17%
% Change	6,800.00%	5,116.49%
flyavl.com		
Jan 1, 2010 - Jan 31, 2010	191	8.20%
Jan 1, 2009 - Jan 31, 2009	87	4.94%
% Change	119.54%	65.98%
google.com		
Jan 1, 2010 - Jan 31, 2010	114	4.90%
Jan 1, 2009 - Jan 31, 2009	61	3.47%
% Change	86.89%	41.29%
willowwinds.com		
Jan 1, 2010 - Jan 31, 2010	85	3.65%
Jan 1, 2009 - Jan 31, 2009	69	3.92%
% Change	23.19%	-6.87%
biltmore.com		
Jan 1, 2010 - Jan 31, 2010	78	3.35%
Jan 1, 2009 - Jan 31, 2009	78	4.43%
% Change	0.00%	-24.40%


Content Overview		
Pages	Pageviews	% Pageviews
/		
Jan 1, 2010 - Jan 31, 2010	23,470	29.44%
Jan 1, 2009 - Jan 31, 2009	14,479	26.70%
% Change	62.10%	10.29%
/flights/flight-view---real-time.html		
Jan 1, 2010 - Jan 31, 2010	8,468	10.62%
Jan 1, 2009 - Jan 31, 2009	7,266	13.40%
% Change	16.54%	-20.71%
/flights/arrivals---real-time.html		
Jan 1, 2010 - Jan 31, 2010	5,622	7.05%
Jan 1, 2009 - Jan 31, 2009	2,906	5.36%
% Change	93.46%	31.63%
/flights/departures---real-time.html		
Jan 1, 2010 - Jan 31, 2010	4,251	5.33%
Jan 1, 2009 - Jan 31, 2009	1,560	2.88%
% Change	172.50%	85.40%
/airlines/airtran.html		
Jan 1, 2010 - Jan 31, 2010	2,096	2.63%
Jan 1, 2009 - Jan 31, 2009	0	0.00%
% Change	100.00%	100.00%





15,921 people visited this site

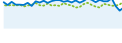
 **23,662 Visits**
Previous: 14,946 (58.32%)

 **15,921 Absolute Unique Visitors**
Previous: 10,859 (46.62%)

 **79,711 Pageviews**
Previous: 54,233 (46.98%)

 **3.37 Average Pageviews**
Previous: 3.63 (-7.16%)

 **00:03:30 Time on Site**
Previous: 00:04:27 (-21.23%)

 **41.04% Bounce Rate**
Previous: 37.61% (9.12%)

 **59.14% New Visits**
Previous: 65.77% (-10.09%)

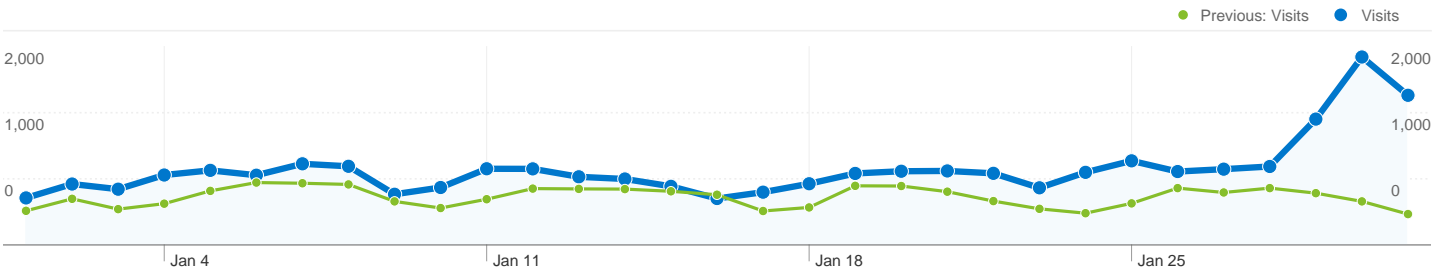
Technical Profile

Browser	Visits	% visits
Internet Explorer		
Jan 1, 2010 - Jan 31, 2010	14,014	59.23%
Jan 1, 2009 - Jan 31, 2009	11,080	74.13%
% Change	26.48%	-20.11%
Firefox		
Jan 1, 2010 - Jan 31, 2010	5,237	22.13%
Jan 1, 2009 - Jan 31, 2009	2,706	18.11%
% Change	93.53%	22.24%

Connection Speed	Visits	% visits
Cable		
Jan 1, 2010 - Jan 31, 2010	9,367	39.59%
Jan 1, 2009 - Jan 31, 2009	4,937	33.03%
% Change	89.73%	19.84%
DSL		
Jan 1, 2010 - Jan 31, 2010	6,172	26.08%
Jan 1, 2009 - Jan 31, 2009	3,964	26.52%
% Change	55.70%	-1.65%

Safari		
Jan 1, 2010 - Jan 31, 2010	3,531	14.92%
Jan 1, 2009 - Jan 31, 2009	935	6.26%
% Change	277.65%	138.54%
Chrome		
Jan 1, 2010 - Jan 31, 2010	678	2.87%
Jan 1, 2009 - Jan 31, 2009	106	0.71%
% Change	539.62%	304.01%
Mozilla Compatible Agent		
Jan 1, 2010 - Jan 31, 2010	44	0.19%
Jan 1, 2009 - Jan 31, 2009	10	0.07%
% Change	340.00%	177.92%

Unknown		
Jan 1, 2010 - Jan 31, 2010	5,905	24.96%
Jan 1, 2009 - Jan 31, 2009	4,039	27.02%
% Change	46.20%	-7.65%
T1		
Jan 1, 2010 - Jan 31, 2010	1,580	6.68%
Jan 1, 2009 - Jan 31, 2009	1,389	9.29%
% Change	13.75%	-28.15%
Dialup		
Jan 1, 2010 - Jan 31, 2010	444	1.88%
Jan 1, 2009 - Jan 31, 2009	438	2.93%
% Change	1.37%	-35.97%



All traffic sources sent a total of 23,662 visits

22.51% Direct Traffic

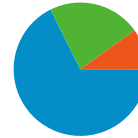
Previous: 26.15% (-13.92%)

9.84% Referring Sites

Previous: 11.78% (-16.45%)

67.63% Search Engines

Previous: 62.06% (8.98%)



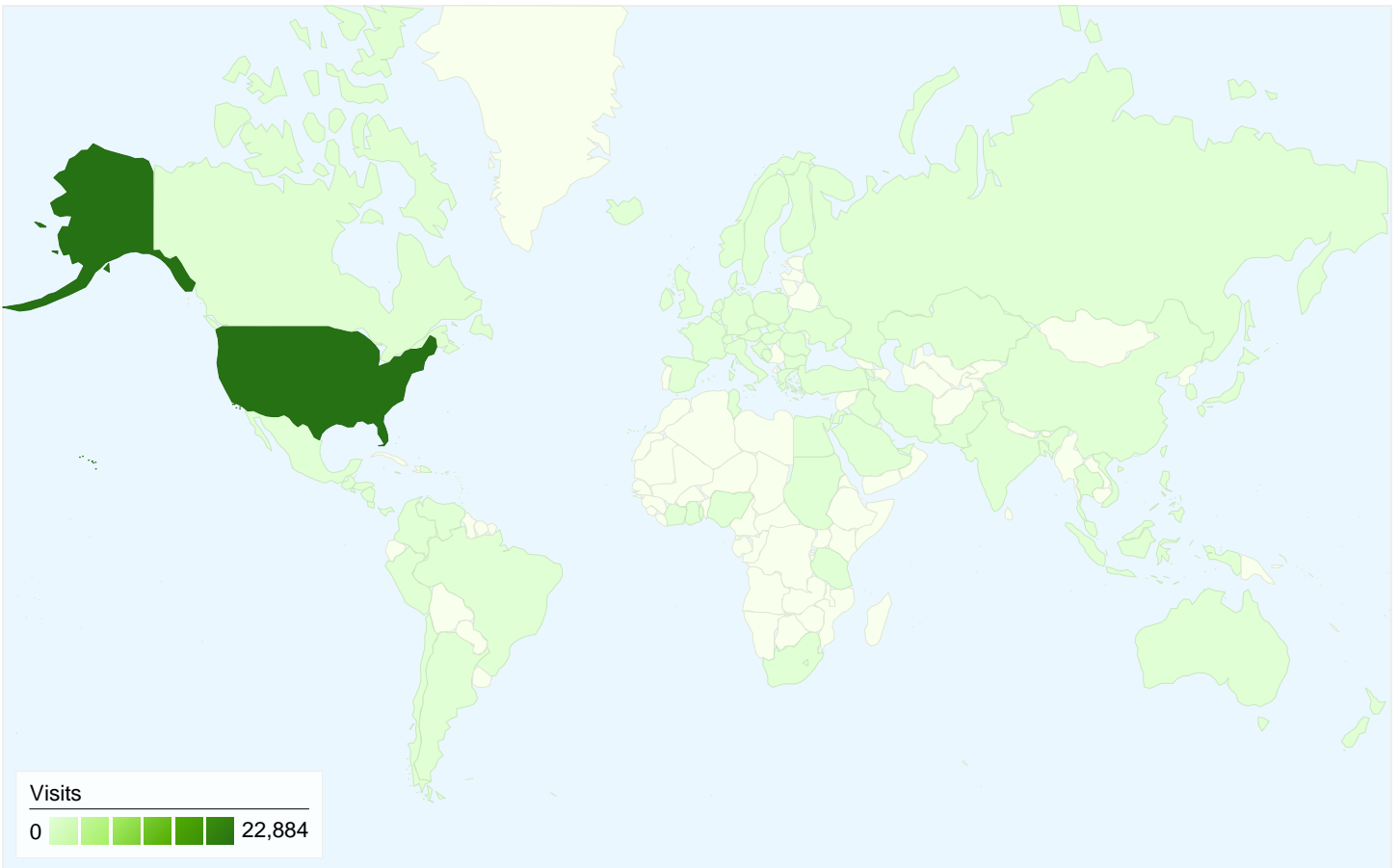
- **Search Engines**
16,003.00 (67.63%)
- **Direct Traffic**
5,326.00 (22.51%)
- **Referring Sites**
2,328.00 (9.84%)
- **Other**
5 (0.02%)

Top Traffic Sources

Sources	Visits	% visits
google (organic)		
Jan 1, 2010 - Jan 31, 2010	12,752	53.89%
Jan 1, 2009 - Jan 31, 2009	7,269	48.64%
% Change	75.43%	10.81%
(direct) ((none))		
Jan 1, 2010 - Jan 31, 2010	5,326	22.51%
Jan 1, 2009 - Jan 31, 2009	3,908	26.15%
% Change	36.28%	-13.92%
yahoo (organic)		
Jan 1, 2010 - Jan 31, 2010	1,514	6.40%
Jan 1, 2009 - Jan 31, 2009	1,029	6.88%
% Change	47.13%	-7.06%
bing (organic)		
Jan 1, 2010 - Jan 31, 2010	1,235	5.22%
Jan 1, 2009 - Jan 31, 2009	0	0.00%
% Change	100.00%	100.00%
aol (organic)		

Keywords	Visits	% visits
asheville airport		
Jan 1, 2010 - Jan 31, 2010	5,729	35.80%
Jan 1, 2009 - Jan 31, 2009	3,125	33.69%
% Change	83.33%	6.25%
asheville regional airport		
Jan 1, 2010 - Jan 31, 2010	1,512	9.45%
Jan 1, 2009 - Jan 31, 2009	959	10.34%
% Change	57.66%	-8.62%
asheville nc airport		
Jan 1, 2010 - Jan 31, 2010	1,188	7.42%
Jan 1, 2009 - Jan 31, 2009	748	8.06%
% Change	58.82%	-7.95%
avl		
Jan 1, 2010 - Jan 31, 2010	709	4.43%
Jan 1, 2009 - Jan 31, 2009	395	4.26%
% Change	79.49%	4.03%
avl airport		

Jan 1, 2010 - Jan 31, 2010	261	1.10%	Jan 1, 2010 - Jan 31, 2010	557	3.48%
Jan 1, 2009 - Jan 31, 2009	237	1.59%	Jan 1, 2009 - Jan 31, 2009	347	3.74%
% Change	10.13%	-30.44%	% Change	60.52%	-6.97%

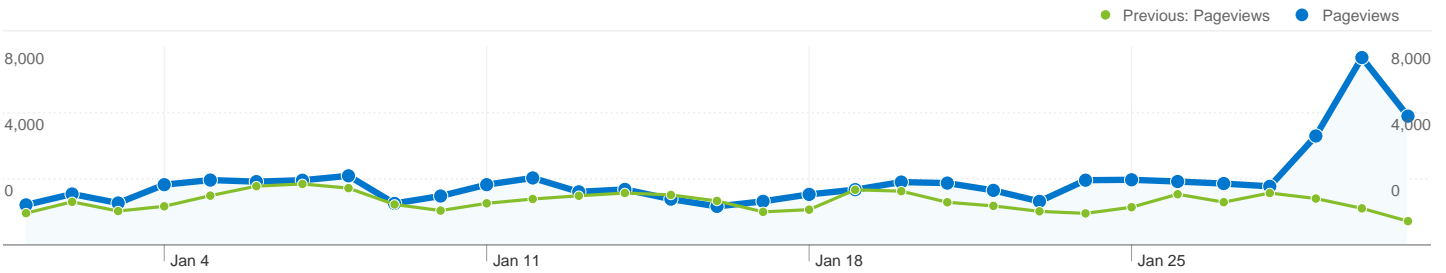


23,662 visits came from 95 countries/territories

Site Usage

Visits	Pages/Visit	Avg. Time on Site	% New Visits	Bounce Rate	
23,662 Previous: 14,946 (58.32%)	3.37 Previous: 3.63 (-7.16%)	00:03:30 Previous: 00:04:27 (-21.23%)	59.18% Previous: 65.81% (-10.07%)	41.04% Previous: 37.61% (9.12%)	
Country/Territory	Visits	Pages/Visit	Avg. Time on Site	% New Visits	Bounce Rate
United States					
January 1, 2010 - January 31, 2010	22,884	3.38	00:03:33	58.74%	40.67%
January 1, 2009 - January 31, 2009	14,365	3.65	00:04:31	65.32%	37.25%
% Change	59.30%	-7.19%	-21.61%	-10.07%	9.19%
Canada					
January 1, 2010 - January 31, 2010	190	2.37	00:02:18	68.42%	60.53%
January 1, 2009 - January 31, 2009	94	3.35	00:02:09	88.30%	47.87%
% Change	102.13%	-29.17%	7.46%	-22.51%	26.43%
United Kingdom					
January 1, 2010 - January 31, 2010	129	4.33	00:03:29	75.19%	29.46%

January 1, 2009 - January 31, 2009	102	3.10	00:02:47	81.37%	44.12%
% Change	26.47%	39.87%	25.36%	-7.59%	-33.23%
India					
January 1, 2010 - January 31, 2010	59	1.64	00:00:14	54.24%	81.36%
January 1, 2009 - January 31, 2009	26	2.54	00:04:00	92.31%	50.00%
% Change	126.92%	-35.23%	-94.11%	-41.24%	62.71%
Germany					
January 1, 2010 - January 31, 2010	48	3.67	00:01:32	81.25%	37.50%
January 1, 2009 - January 31, 2009	41	4.02	00:02:49	78.05%	36.59%
% Change	17.07%	-8.89%	-45.64%	4.10%	2.50%
Netherlands					
January 1, 2010 - January 31, 2010	24	2.62	00:01:02	62.50%	54.17%
January 1, 2009 - January 31, 2009	7	4.29	00:02:44	85.71%	42.86%
% Change	242.86%	-38.75%	-62.47%	-27.08%	26.39%
Philippines					
January 1, 2010 - January 31, 2010	18	1.33	00:00:39	77.78%	83.33%
January 1, 2009 - January 31, 2009	4	4.00	00:03:01	100.00%	25.00%
% Change	350.00%	-66.67%	-78.61%	-22.22%	233.33%
Australia					
January 1, 2010 - January 31, 2010	17	2.65	00:01:07	70.59%	41.18%
January 1, 2009 - January 31, 2009	14	3.71	00:01:07	92.86%	57.14%
% Change	21.43%	-28.73%	0.52%	-23.98%	-27.94%
Bermuda					
January 1, 2010 - January 31, 2010	17	1.65	00:01:28	11.76%	94.12%
January 1, 2009 - January 31, 2009	1	1.00	00:00:00	100.00%	100.00%
% Change	1,600.00%	64.71%	100.00%	-88.24%	-5.88%
South Korea					
January 1, 2010 - January 31, 2010	16	2.62	00:02:35	31.25%	25.00%
January 1, 2009 - January 31, 2009	10	1.30	00:01:00	90.00%	80.00%
% Change	60.00%	101.92%	158.79%	-65.28%	-68.75%
					1 - 10 of 95



Pages on this site were viewed a total of 79,711 times

79,711 Pageviews
Previous: 54,233 (46.98%)

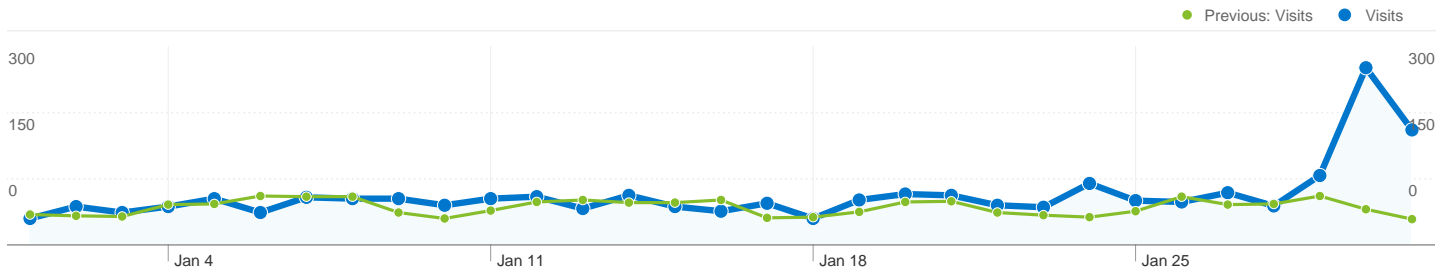
56,445 Unique Views
Previous: 37,285 (51.39%)

41.04% Bounce Rate
Previous: 37.61% (9.12%)

Top Content

Pages	Pageviews	% Pageviews
/		
Jan 1, 2010 - Jan 31, 2010	23,470	29.44%
Jan 1, 2009 - Jan 31, 2009	14,479	26.70%
% Change	62.10%	10.29%
/flights/flight-view---real-time.html		
Jan 1, 2010 - Jan 31, 2010	8,468	10.62%
Jan 1, 2009 - Jan 31, 2009	7,266	13.40%
% Change	16.54%	-20.71%
/flights/arrivals---real-time.html		
Jan 1, 2010 - Jan 31, 2010	5,622	7.05%
Jan 1, 2009 - Jan 31, 2009	2,906	5.36%
% Change	93.46%	31.63%
/flights/departures---real-time.html		
Jan 1, 2010 - Jan 31, 2010	4,251	5.33%
Jan 1, 2009 - Jan 31, 2009	1,560	2.88%
% Change	172.50%	85.40%
/airlines/airtran.html		

Jan 1, 2010 - Jan 31, 2010	2,096	2.63%
Jan 1, 2009 - Jan 31, 2009	0	0.00%
% Change	100.00%	100.00%



Referring sites sent 2,328 visits via 512 sources

Site Usage

Visits	Pages/Visit	Avg. Time on Site	% New Visits	Bounce Rate	
2,328 Previous: 1,760 (32.27%)	3.08 Previous: 2.86 (7.65%)	00:03:18 Previous: 00:01:55 (71.72%)	62.24% Previous: 74.38% (-16.31%)	47.51% Previous: 46.48% (2.22%)	
Source	Visits	Pages/Visit	Avg. Time on Site	% New Visits	Bounce Rate
citizen-times.com					
January 1, 2010 - January 31, 2010	207	3.28	00:02:26	56.04%	36.23%
January 1, 2009 - January 31, 2009	3	3.00	00:02:29	66.67%	33.33%
% Change	6,800.00%	9.34%	-1.74%	-15.94%	8.70%
flyavl.com					
January 1, 2010 - January 31, 2010	191	5.79	00:15:42	1.05%	13.09%
January 1, 2009 - January 31, 2009	87	2.74	00:03:06	1.15%	8.05%
% Change	119.54%	111.67%	407.87%	-8.90%	62.68%
google.com					
January 1, 2010 - January 31, 2010	114	2.87	00:04:02	49.12%	47.37%
January 1, 2009 - January 31, 2009	61	3.23	00:03:00	67.21%	27.87%
% Change	86.89%	-11.18%	33.89%	-26.91%	69.97%
willowwinds.com					
January 1, 2010 - January 31, 2010	85	2.01	00:00:46	57.65%	64.71%
January 1, 2009 - January 31, 2009	69	2.33	00:01:31	88.41%	53.62%
% Change	23.19%	-13.78%	-49.04%	-34.79%	20.67%
biltmore.com					
January 1, 2010 - January 31, 2010	78	1.46	00:00:28	94.87%	73.08%
January 1, 2009 - January 31, 2009	78	1.51	00:01:07	93.59%	73.08%
% Change	0.00%	-3.39%	-57.84%	1.37%	0.00%
en.wikipedia.org					
January 1, 2010 - January 31, 2010	69	5.17	00:02:37	76.81%	11.59%

January 1, 2009 - January 31, 2009	62	4.03	00:03:43	80.65%	29.03%
% Change	11.29%	28.31%	-29.67%	-4.75%	-60.06%
charter.net					
January 1, 2010 - January 31, 2010	59	4.15	00:02:42	37.29%	35.59%
January 1, 2009 - January 31, 2009	49	3.82	00:02:43	59.18%	28.57%
% Change	20.41%	8.81%	-0.41%	-37.00%	24.58%
ifly.com					
January 1, 2010 - January 31, 2010	48	3.06	00:02:45	35.42%	41.67%
January 1, 2009 - January 31, 2009	7	3.14	00:01:54	100.00%	0.00%
% Change	585.71%	-2.56%	44.79%	-64.58%	100.00%
swagbucks.com					
January 1, 2010 - January 31, 2010	46	2.48	00:05:41	6.52%	15.22%
January 1, 2009 - January 31, 2009	1	1.00	00:00:00	100.00%	100.00%
% Change	4,500.00%	147.83%	100.00%	-93.48%	-84.78%
ashevillenc.com					
January 1, 2010 - January 31, 2010	44	2.98	00:02:22	77.27%	52.27%
January 1, 2009 - January 31, 2009	32	2.78	00:01:40	93.75%	53.12%
% Change	37.50%	7.05%	42.30%	-17.58%	-1.60%
					1 - 10 of 512

Asheville Regional Airport Authority
Project Report - February 2010

Project Number	Project Name	Project Description	Professional Services Consultant	Professional Services Contract	General Contractor	Original Construction Contract	Change Orders (thru 2/01/2010)	Percent of Original Contract	Total Project Cost	Percent Complete	Expensed to Date (thru 2/01/2010)	Start Date	End Date	Current Project Status (as of 2/01/2010)
Planning Phase														
1	Westside Site Preparation Project	The Westside Site Preparation Project includes site preparation of parcels located west of RW 16/34 for future development. The project is currently in the planning phase to determine feasibility of the overall project at no net cost to the Airport Authority.	AVCON	\$32,500.00	Charah	na	na	na	\$32,500.00* <i>(project expenses are being reimbursed by Charah through a separate agreement)</i>	90%	\$29,197.15	Nov-09	na	An Environmental Due Diligence Audit (EDDA) has been conducted as well as wetland and stream delineation. Findings from the environmental consultants have been submitted to the US Army Corps for determination. Geotechnical work and site survey work have been completed.
Design Phase														
None														
Construction Phase														
1	A Gates - Terminal Renovation & Improvements Project	Renovation & Improvements to the A Gates terminal area.	RS&H	\$1,697,298.00	Shelco Inc.	\$7,849,000.00	\$ (79,768.07)	-1%	\$10,406,935.93	30%	\$2,210,236.13	July '09	Sep-10	Steel erection is underway.
1a		2 Passenger Boarding Bridges	RS&H	(included above)	ThyssenKrupp Airport Systems	\$940,406.00	na	na	(included above)	80%	\$609,149.00	Jul-09	Sep-10	Passenger Boarding Bridges (PBBs) are 80% complete and are undergoing factory testing before storage until the building is ready.
2	Landside Parking and Roadway Access Project	The Landside Parking and Roadway Access Project includes 3 components of work: public parking lots, terminal access roadway, general aviation access roadway, and expansion of the toll plaza facility.	LPA Group	\$729,044.00	(see below)	na	na	na	\$4,595,573.45	80%	\$613,455.65	Jul-09	Mar-10	The Authority Board approved the award of all contracts related to the Landside Roadway and Parking Improvements Project. All components of the project are underway. For more information, see individual components below.
2a		Parking Lot and Terminal Drive	LPA Group	(included above)	APAC	\$1,614,092.45	\$1,685.00	0.10%	(included above)	75%	\$424,544.54	Jul-09	Mar-10	The contractor is currently working on the final phase of the parking lot and terminal drive project.
2b		Toll Plaza Expansion	LPA Group	(included above)	Patton Construction	\$495,840.00	\$29,780.00	6%	(included above)	60%	\$278,097.87	Jul-09	Mar-10	Roofing was recently completed and windows are installed. Exterior stonework is underway.
2c		Wright Brothers Way Improvements Project	LPA Group	(included above)	Moore and Sons Construction Co.	\$1,700,922.00	\$24,210.00	1.50%	(included above)	55%	\$939,629.93	Jul-09	Mar-10	The contractor continues work on the retaining walls, underground utilities and the stormwater drainage systems. Paving and major site work are delayed due to weather.
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	95%	\$ 3,403,300.97	Nov-07	Spring 2010	The final phase of fill placement is underway.

Asheville Regional Airport Authority
Project Report - February 2010

Project Number	Project Name	Project Description	Professional Services Consultant	Professional Services Contract	General Contractor	Original Construction Contract	Change Orders (thru 2/01/2010)	Percent of Original Contract	Total Project Cost	Percent Complete	Expensed to Date (thru 2/01/2010)	Start Date	End Date	Current Project Status (as of 2/01/2010)
4	Triturator Facility	Construction and installation of a dump site to support airline waste disposal and a facility to protect staff from weather elements.	RS&H	\$48,147.00	Perry Bartsch Jr.	\$198,800.00	\$14,581.00	7.33%	\$261,528.00	60%	\$195,937.29	Jul-09	Mar-10	The contractor is working on equipment installation and completion of the underground utilities.
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	Mar-10	Equipment is in production.

Airportsurvey.com



AVL

Airport Facilities Review For 4th Quarter 2009

Welcome

- Welcome to the Airportsurvey.com Airport Facilities Review for the recent quarter, a complimentary data set provided to Airportsurvey.com participating airports
- The following slides provide non-weighted scores and ratings based on an independent survey of air travelers
- Note that passenger responses are based on perception, rather than objective assessment
- Value Added Services available from Canmark include:
 - Report analysis
 - Statistical testing
 - Air carrier responses
 - Non-facility responses
 - Tailored comparison sets
 - Passenger demographics
 - Sample size enhancement
 - Targeted and customized reporting
 - Custom survey questions and content

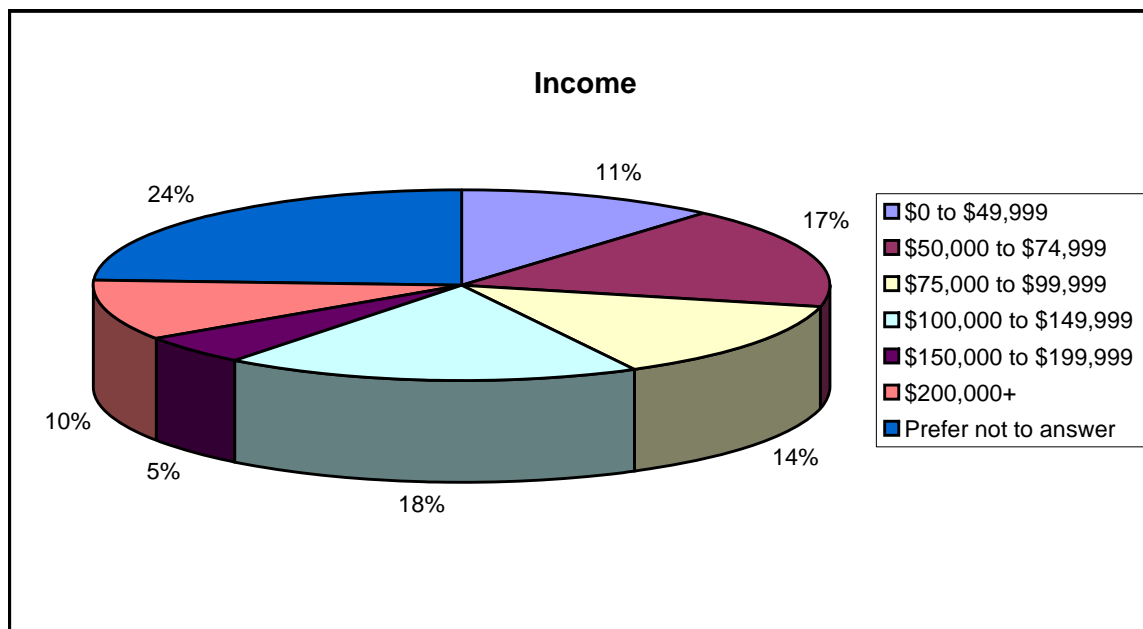
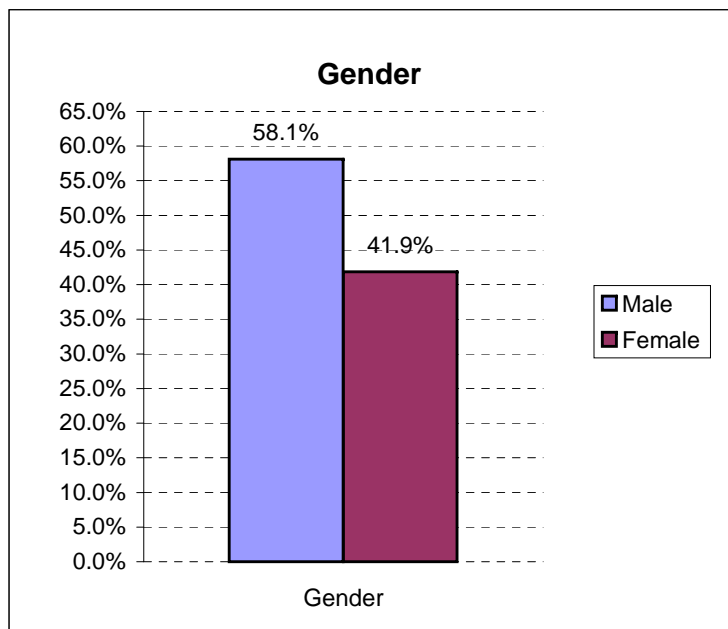
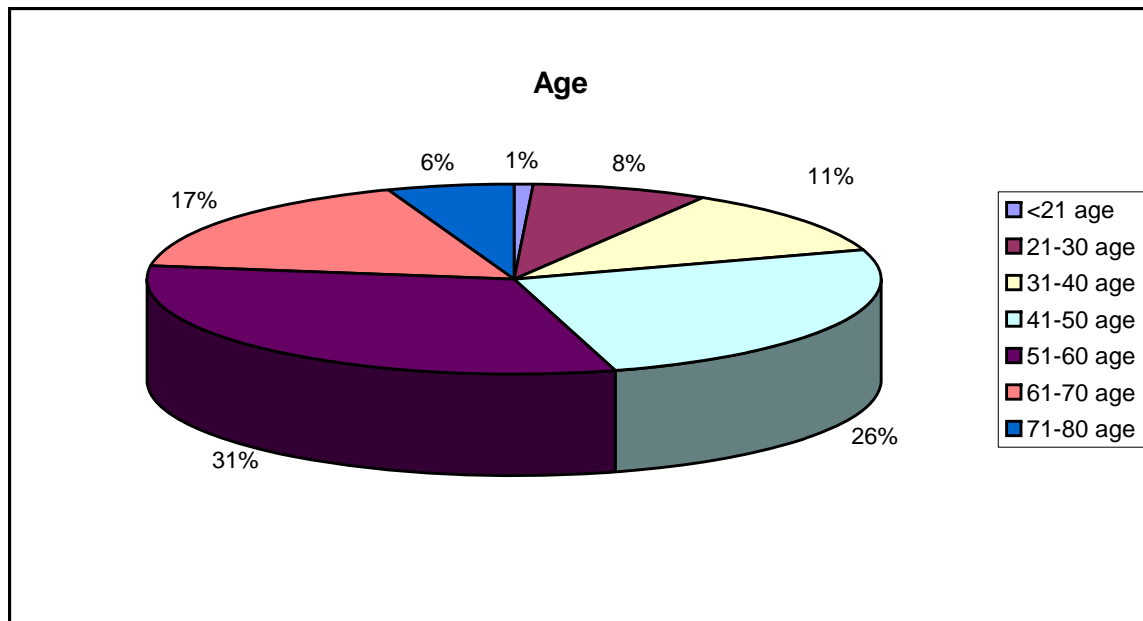
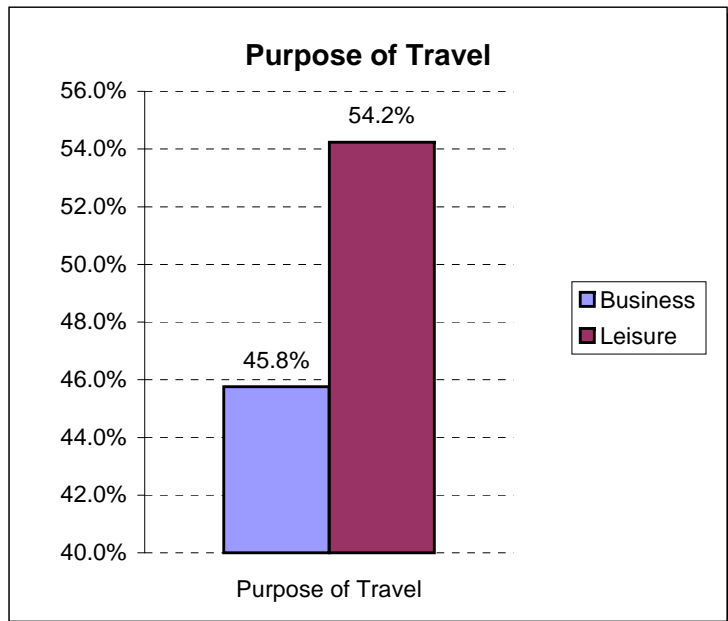
No representations are made as to the completeness or accuracy of information contained herein. Airport facility raw data is available upon request.

Overview

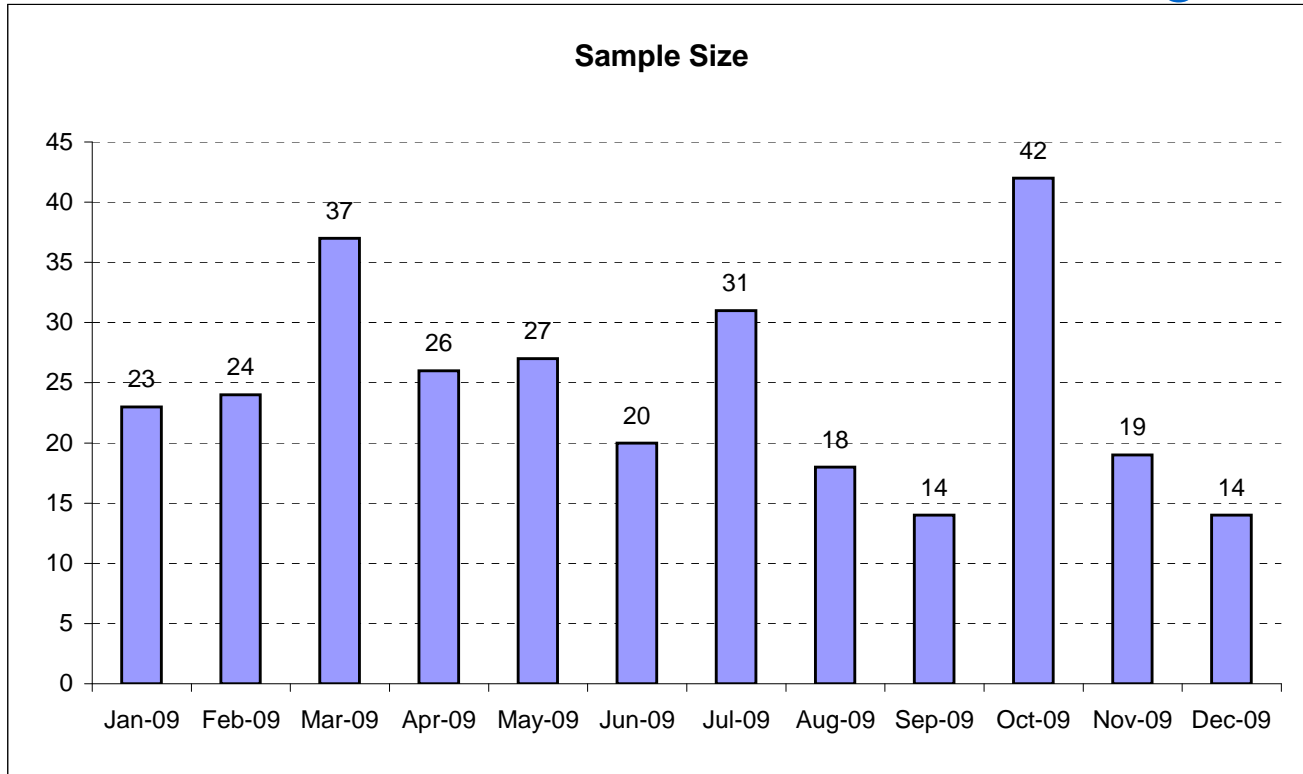
- ***Airportsurvey.com*** is an ongoing, all-inclusive online passenger satisfaction survey program from Canmark Research Center
- Invitations to take the survey are distributed at select airports across the country
- Over 30 airports participate
- Each survey invitation card is single-use, and must reference an actual flight
- Survey distribution occurs approximately three days per month
- Response scale is 1 through 5: Poor, Fair, Good, Very Good, Excellent
- Survey participants have a chance to win round-trip airline tickets
- Response rates vary from 10% to 20% based on location
- Facilities attributes are scored according to check-in airport
- Airports are grouped into three tiers according to DOT originating revenue*

*Updated 3rd Quarter 2009

Passenger Demographics



General Findings



Sample is clustered around airport invitation distribution dates.

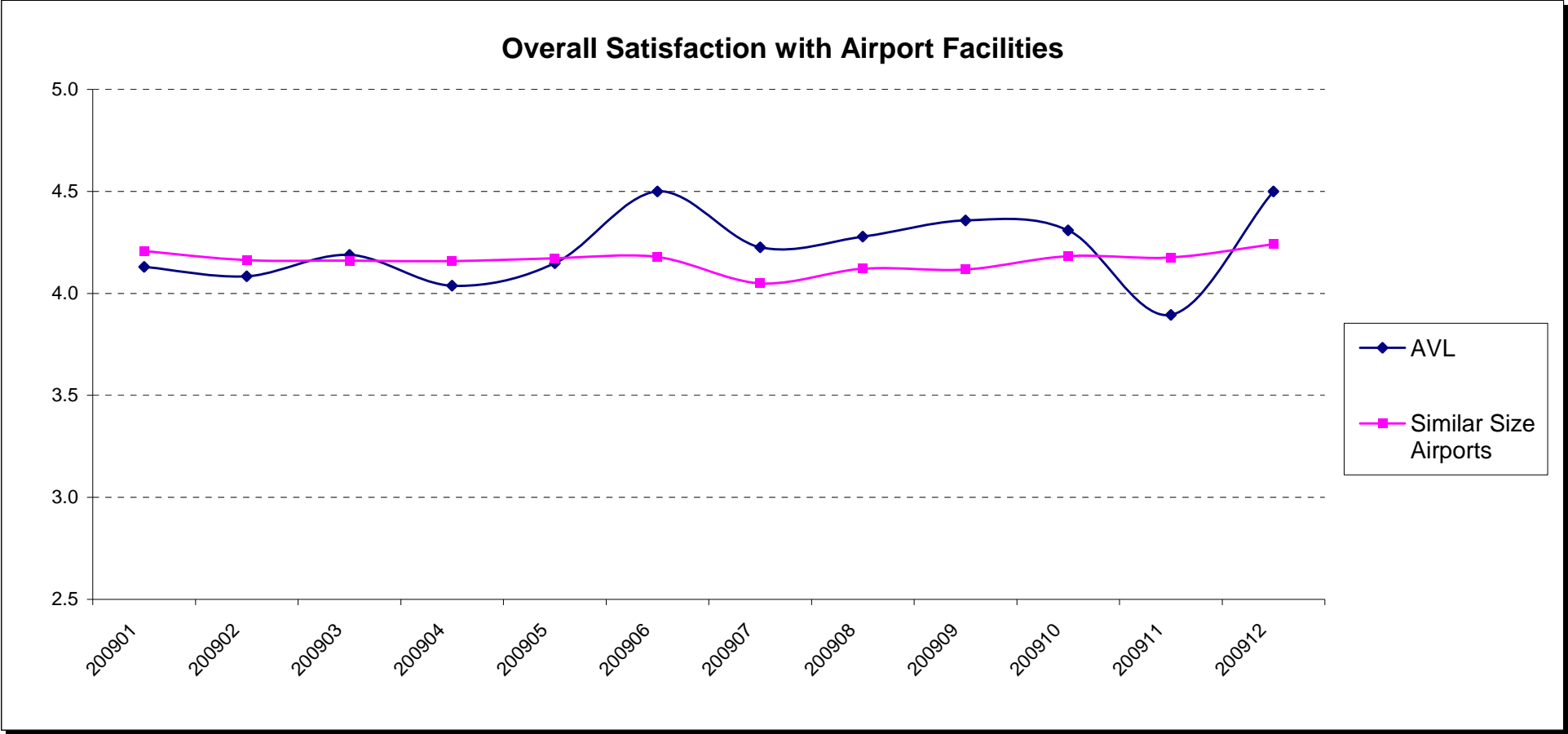
Sample reflects passengers intercepted at arrival airports who rated check-in airport.

	AVL	Similar	+/-	Pct
Overall	4.22	4.16	0.06	1.4%
Availability of parking	4.05	4.01	0.04	0.9%
Cost of parking	3.39	3.35	0.04	1.2%
Clear, easy to follow signs	4.09	3.96	0.13	3.2%
Cleanliness	4.37	4.23	0.13	3.0%
Restrooms	4.27	4.12	0.15	3.6%
Concessions / restaurants	2.88	3.46	(0.57)	-19.8%
Transportation to your gate / concourse / terminal	3.92	3.91	0.01	0.2%
Security: Wait time at checkpoint	4.49	4.21	0.27	6.1%
Security: Professionalism of personnel	4.43	4.25	0.18	4.1%
Security: Confidence in airport security procedures	4.20	4.02	0.18	4.3%

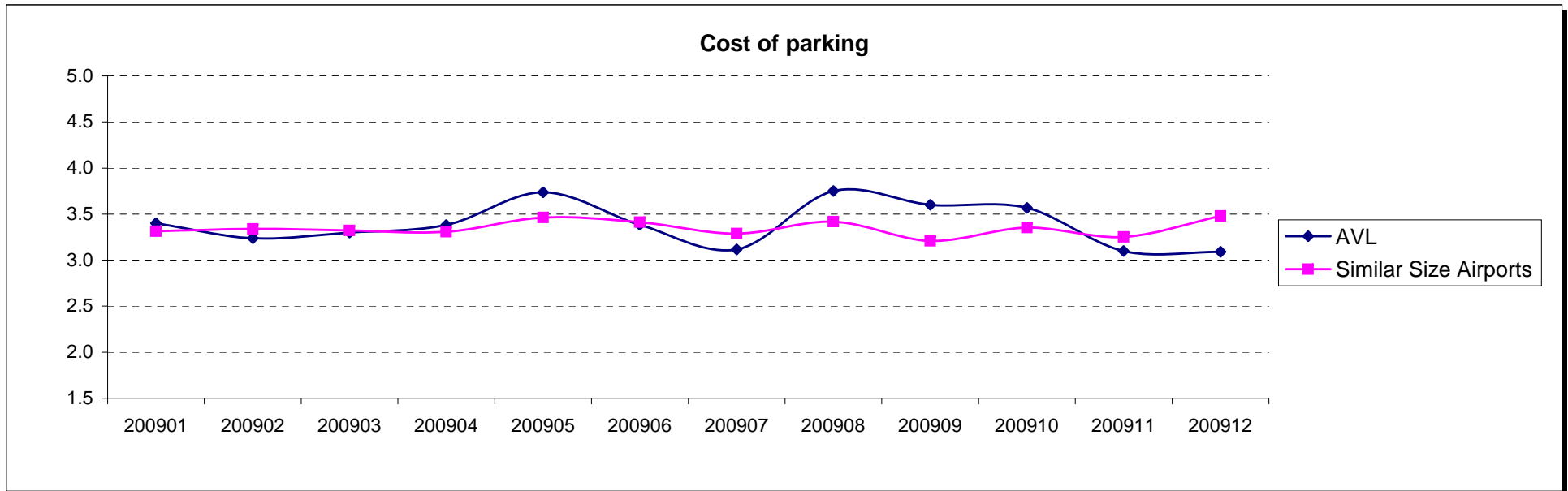
Statistical means testing not performed on results

AVL Responses	295
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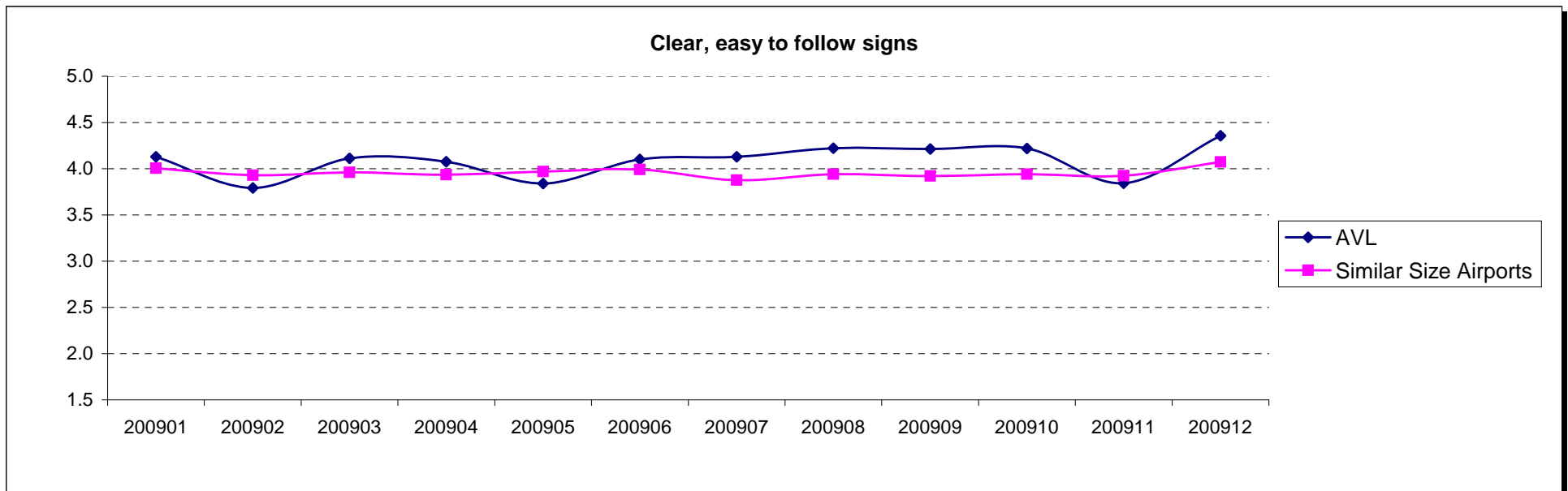
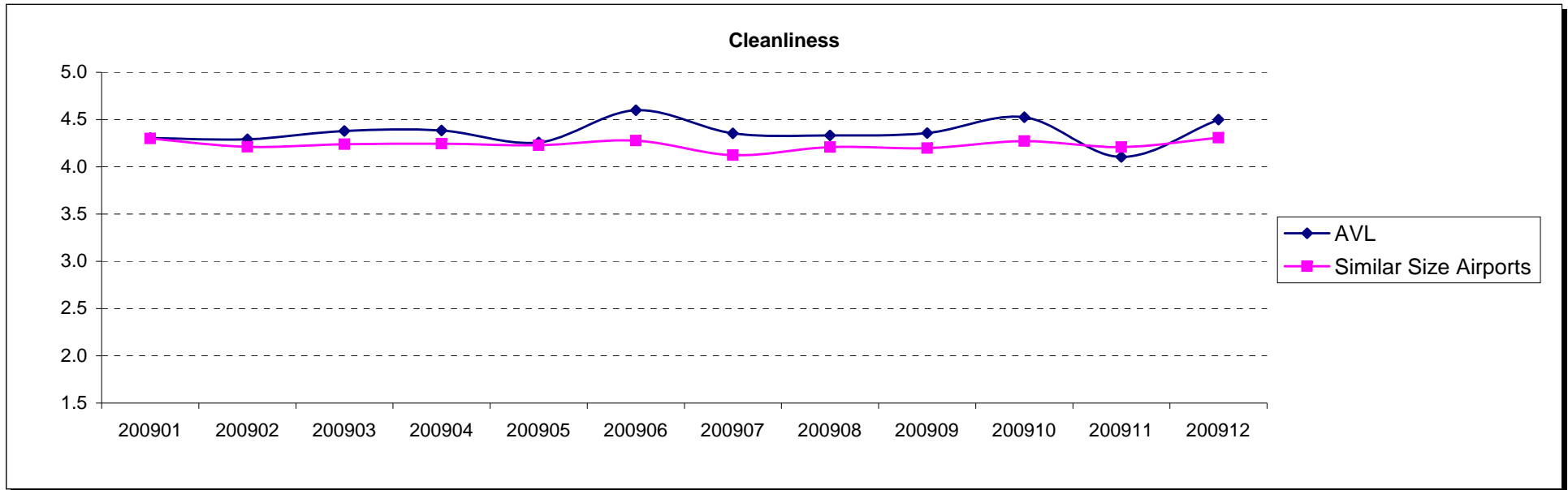
Overall Satisfaction with Airport Facilities



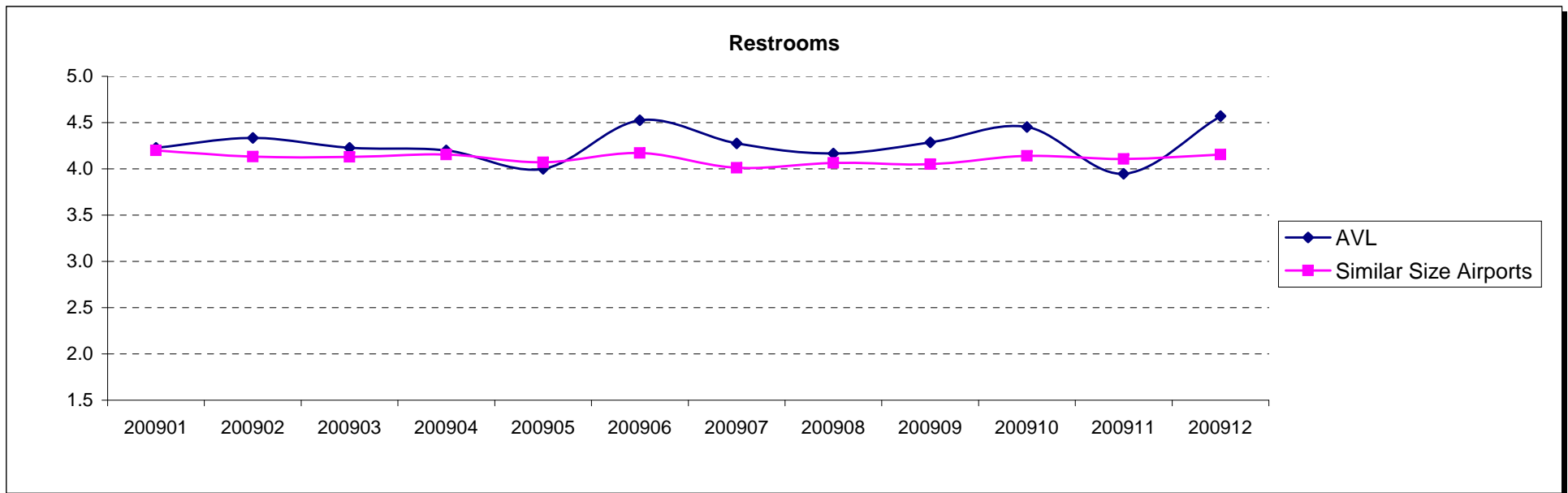
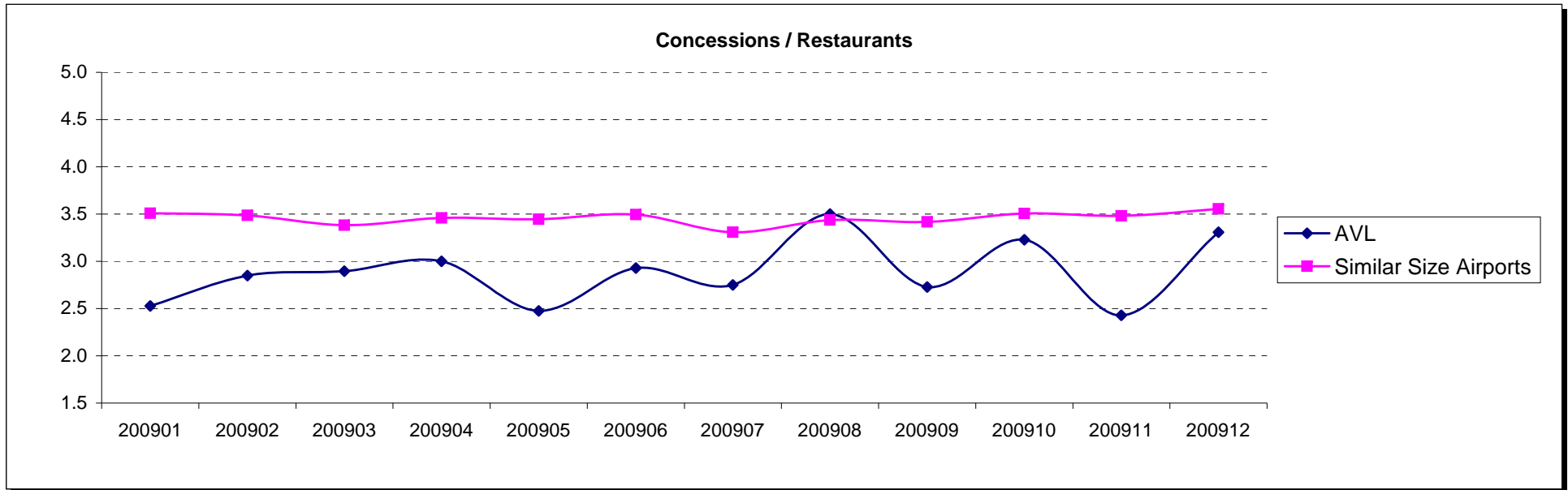
Parking Satisfaction



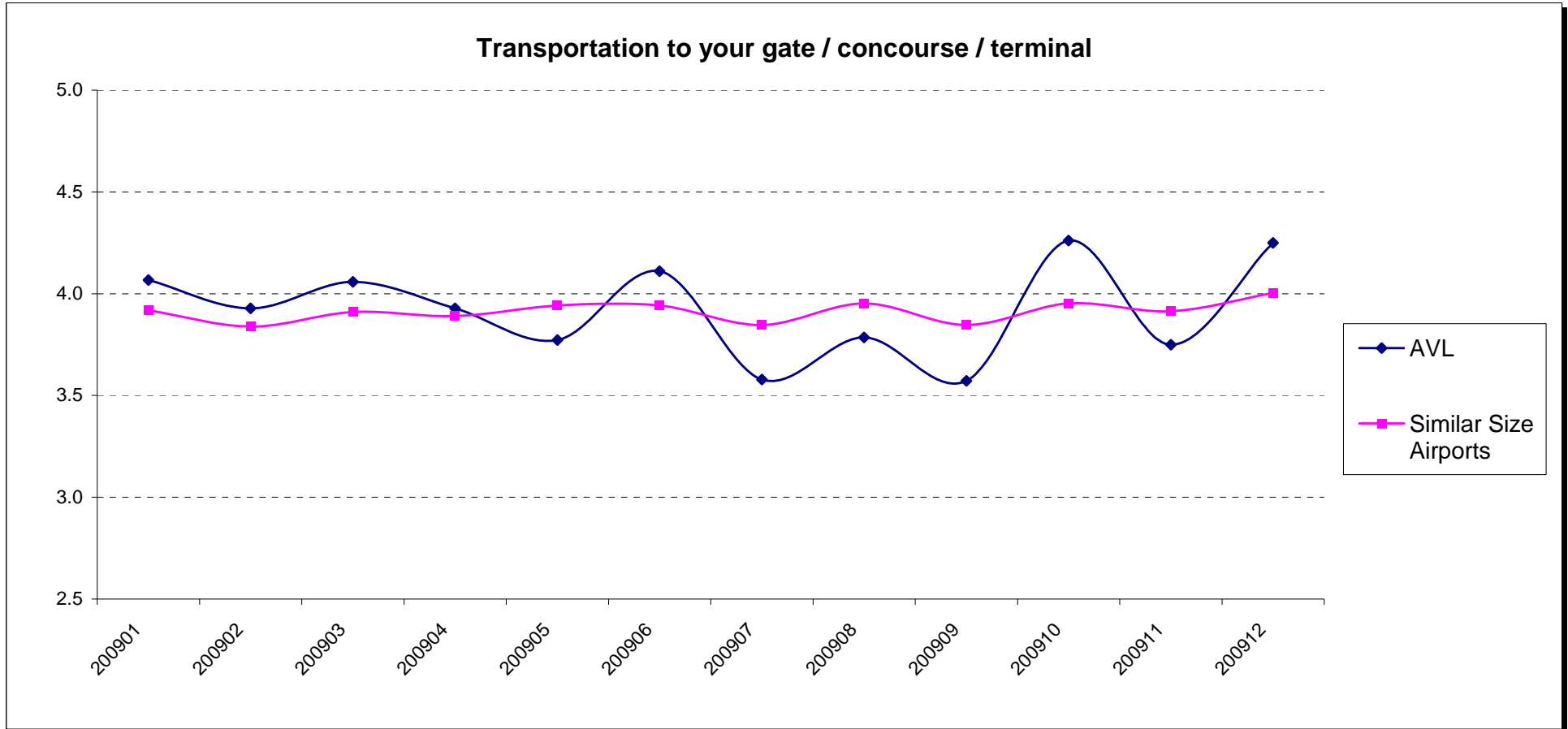
Cleanliness and Signage



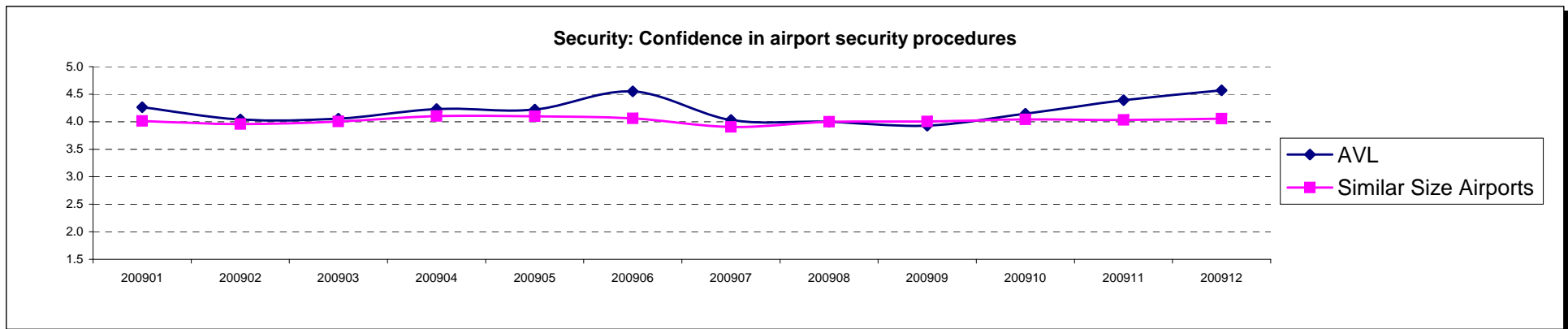
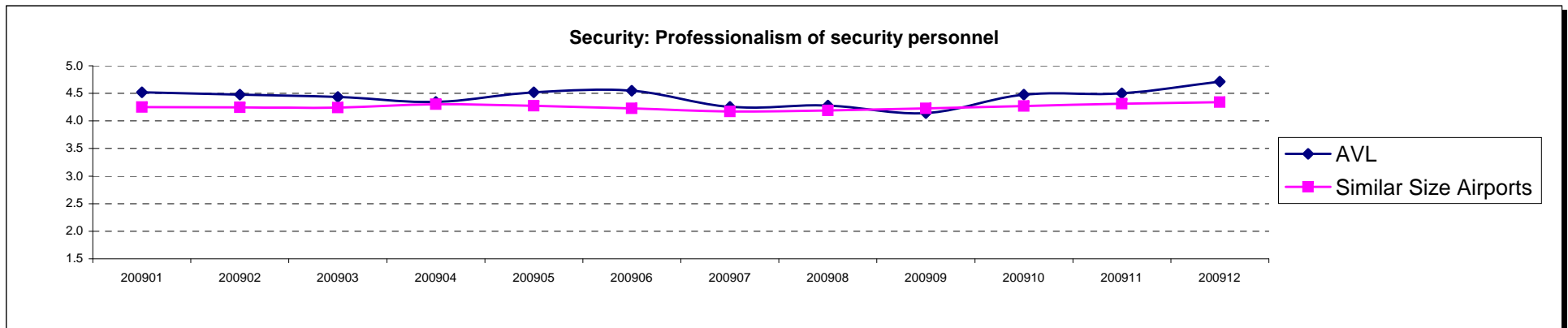
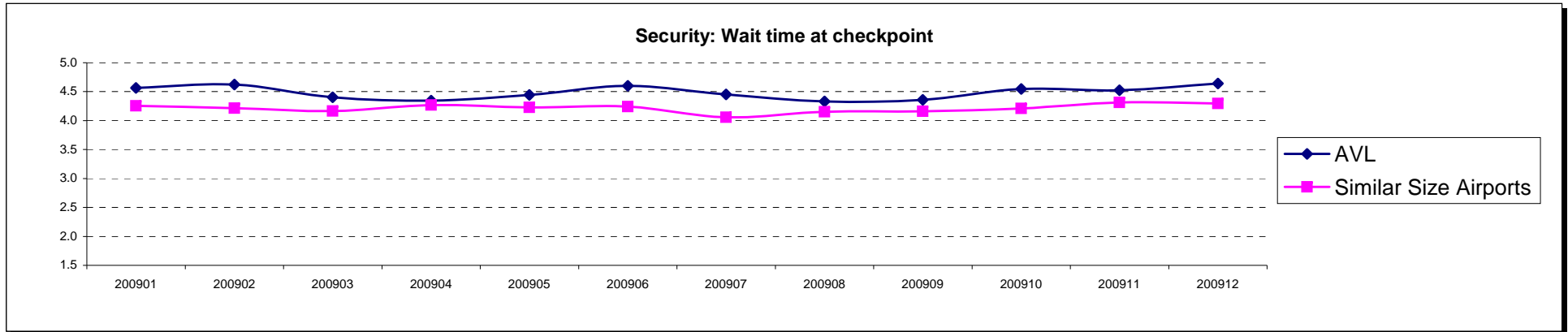
Concessions and Restrooms



Transportation to Departure Gate



Airport Security



Appendix A - Geographic Breakdown of Respondents

AK	1	NY	6
AL	1	OH	2
AZ	1	OR	2
CA	9	PA	2
CO	6	RI	1
CT	1	SC	3
DC	1	TN	5
FL	25	TX	3
HI	1	UT	3
IA	1	VA	2
IL	5	VT	1
IN	1	WA	2
KY	1	WI	4
LA	1	ASIA	1
MA	2	CANADA	1
MD	1		
ME	2		
MI	11		
MN	3		
MO	2		
MT	3		
NC	164		
NE	1		
NH	1		
NJ	4		
NM	2		

Note: Only includes passengers who indicated state of residence

Appendix B - About Canmark

- Since 1993 Canmark Technologies has combined market research, programming, and technical expertise with thoughtful attention to client needs. Our problem-solving orientation has earned the respect of business clients and market researchers across North America.
- With an experienced staff of technical experts and project managers specializing in various fields of data capture and manipulation, programming and software development, web design and scripting, Canmark is able to leverage superior technology and know-how to support projects of all types and scope in the most cost-effective manner possible.
- Areas of expertise include survey development and delivery, project and data management services, requirements gathering, data sampling, paper and web forms management, custom lasering and printing, distribution logistics, data processing, custom programming for data cleansing, reporting and data analysis, and project consulting.
- We stand ready to meet your data needs, if you have any questions, please do not hesitate to contact us.

Appendix C - Contacts

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pisaacs@canmarktech.com
1-877-441-2057, ext. 11

