



AGENDA

Greater Asheville Regional Airport Authority Regular Meeting
Friday, February 14, 2014, 8:30 a.m.
Conference Room at Administrative Offices

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

- I. CALL TO ORDER
- II. PRESENTATIONS:
 - A. WNC Aviation – Amy Thomas ([document](#))
- III. FINANCIAL REPORT ([document](#))
- IV. CONSENT ITEMS:
 - A. Approval of the Greater Asheville Regional Airport Authority December 13, 2013 Regular Meeting Minutes ([document](#))
 - B. Approval of the Greater Asheville Regional Airport Authority December 13, 2013 Closed Session Minutes
 - C. Approval of Grant Agreement with the North Carolina Department of Transportation ([document](#))
- V. OLD BUSINESS: None
- VI. NEW BUSINESS:
 - A. Approval to Unseal Closed Session Minutes ([document](#))



VII. DIRECTOR'S REPORT:

- A. Strategic Plan Update
- B. Wings for Autism
- C. Gas Station Update
- D. Allegiant Airlines Update
- E. County Planning Information

VIII. INFORMATION SECTION:

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

- A. December 2013 Traffic Report ([document](#))
- B. December 2013 Monthly Financial Report ([document](#))
- C. February 2014 Development/Project Status Report ([document](#))
- D. Airport Facilities Review for Fourth Quarter ([document](#))
- E. Potential Board Items for the Next Regular Meeting:
 - Preliminary FY14/15 Budget

IX. AUTHORITY MEMBER REPORTS

X. PUBLIC AND TENANTS' COMMENTS

XI. CALL FOR NEXT MEETING

XII. CLOSED SESSION:

Pursuant to Subsection 143-318.11 (a)(3) of the General Statutes of North Carolina to Consult with Legal Counsel in Order to Preserve the Attorney-Client Privilege.

XIII. ADJOURNMENT



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

WNC Aviation & Belle Aircraft Maintenance

Greater Asheville Regional Airport Authority
February 2014 Briefing





WNC Aviation

- FAA Certified
- State Approved
- SEVIS Approved
- VA Approved
- Beginner to Airline Transport Pilot
- Student Housing
- Largest Flight Training Operation in NC
- First Full Motion Flight Simulator
- First Glass Cockpit
- Fleet of Seven including Multi-Engine



WNC Aviation

- 2,772 Aircraft Dispatched
- 22,176 Total FAA Operations (est. based on tower staff input)
- 15 Employees (WNCA & Belle)
- Graduates employed with all major US Airlines and in Asia
- Continuous locally owned operation since 2002
- Longest running entity at AVL



Belle Aircraft Maintenance

- 24/7 support to Airlines, including all holidays
- Piston, Turbine and Airframe Repairs
- Oxygen and Nitrogen Service
- Avionics Repair (sub-contractor)
- Piston Engine Overhaul - added 2013
 - A first for AVL



Challenges

- Insurance Cost
- Aircraft Cost (\$300,000 for a new trainer)
- Fuel Cost (almost double the price of automobile fuel)
- Taxes and fees

High Expenses = Razor Thin Margins



Opportunities

- Pilot Shortage = 498,000 pilots (Boeing)
- New congressional mandates on ATP's
- Brick and Mortar Aviation Degree

Education Partnership = Great Jobs for citizens



AB-Tech Advantage

- Location, Location, Location
- Curriculum is already approved
- Yields high paying jobs for local residents
 - Airlines rarely care where the pilot lives

Education Partnership = Great Jobs for citizens

ABTech
Community College



How to Help?

- Unanimously support the Aviation Degree Program at AB-Tech

Education Partnership = Great Jobs for citizens



Additional Questions?



**Asheville Regional Airport
Executive Summary
December-13**

AIRPORT ACTIVITY

	<u>Month</u>	<u>Variance to Prior Year</u>	<u>Calendar Year to Date</u>	<u>Variance to Prior Year</u>
Passenger Enplanements	29,870	28.7%	338,999	6.7%
Aircraft Operations				
Commercial	1,311	9.9%	17,119	(4.3%)
Scheduled Flights	566	(2.1%)		
Flight Cancellations	3			
Seats	39,302	20.3%	454,315	9.7%
Load Factor	76.0%	7.0%	74.6%	(2.7%)
General Aviation	2,841	13.3%	41,233	5.2%
Military	343	27.5%	4,599	0.3%

FINANCIAL RESULTS

	<u>Month</u>	<u>Variance to Budget</u>	<u>Fiscal Year to Date</u>	<u>Variance to Budget</u>
Operating Revenues	\$ 768,007	19.7%	\$ 4,533,452	8.9%
Operating Expenses	579,638	(9.2%)	3,299,497	(13.9%)
Net Operating Revenues before Depreciation	<u>\$ 188,369</u>	5,120.9%	<u>\$ 1,233,955</u>	271.5%
Net Non-Operating Revenues	<u>\$ 176,325</u>	48.1%	<u>\$ 1,302,584</u>	28.1%
Grants:				
FAA AIP Grants	\$ 152,859		\$ 1,483,083	
NC Dept of Transportation Grants	204,906		1,090,302	
Total	<u>\$ 357,765</u>		<u>\$ 2,573,385</u>	

CASH

Restricted	\$ 1,664,266
Designated for O&M Reserve	3,742,872
Designated for Emergency Repair	650,000
Unrestricted, Undesignated	11,380,490
Total	<u>\$ 17,437,628</u>

RECEIVABLES PAST DUE

	<u>Total</u>	<u>1-30 Days</u>	<u>31-60 Days</u>	<u>Over 60 Days</u>
Delta Air Lines	1,445	1,445		
Paradies Shops	975	975		
TSA/FAA	29,365	9,635	10,025	9,705
United Airlines	597	280		317
US Airways	996	514		482
Miscellaneous	1,266	543	649	74
Total	<u>\$ 34,644</u>	<u>\$ 13,392</u>	<u>\$ 10,674</u>	<u>\$ 10,578</u>
% of Total Receivables	<u>8.37%</u>			

Note: Excludes balances paid subsequent to month-end.

REVENUE BONDS PAYABLE

Rental Car Facilities Taxable Revenue Bond, Series 2007	
Original Amount	\$ 4,750,000
Current Balance	\$ 2,356,524

CAPITAL EXPENDITURES

Annual Budget	\$ 18,489,042
Year-to-Date Spending	\$ 2,505,960

**REGULAR MEETING
GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
December 13, 2013**

The Greater Asheville Regional Airport Authority ("Authority") met on Friday, December 13, 2013 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, Chair; Robert C. Roberts, Vice-Chair; Jeffrey A. Piccirillo; Andrew T. Tate; K. Ray Bailey; Douglas J. Tate; and Carol W. Peterson

MEMBERS ABSENT: None

STAFF AND LEGAL COUNSEL PRESENT: Victor Buchanan, Authority Legal Counsel; Lew Bleiweis, Executive Director; Michael Reisman, Deputy Executive Director of Development and Operations; Kevan Smith, Interim Chief of Public Safety; David Nantz, Director of Operations and Maintenance; Royce Holden, IT Director; Suzie Baker, Director of Administration; Vickie Thomas, Director of Finance and Accounting; Tina Kinsey, Director of Marketing and Public Relations; and Ellen Heywood, Clerk to the Board

ALSO PRESENT: Ken Moody, Delta Airport Consultants; Mike Darcangelo, AVCON; Nate Otto, RS&H; Sandeep Singh, AVCON; Jason Elliott, Michael Baker Corporation; Marc Hunt, City of Asheville; Adam McAnulty, WLOS; C. Jeffrey Augram

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

PRESENTATIONS:

A. Finance and Accounting Department: Vickie Thomas presented the Board with an overview of the Finance and Accounting Department whose duties include budgeting, preparation and assistance for audits, bond compliance, airline rates and charges as well as FAA and NC DOT grant management.

The Chair thanked Mrs. Thomas for her presentation.

FINANCIAL REPORT: The Director reviewed the airport activity section of the Financial Report for October which included enplanements, aircraft operations and general aviation activity. The Director noted that October was the seventh consecutive month with increased enplanements and six of the months had double digit increases over the same period last year. Vickie Thomas reported on the Financial Results for the month of October.

INTRODUCTION OF MARC HUNT: The Chair welcomed Marc Hunt to the meeting. Mr. Hunt is the newly appointed Vice Mayor for the City of Asheville and will act as City Council liaison to the airport.

RETIREMENT RESOLUTION FOR C. JEFFREY AUGRAM: The Chair read a resolution in recognition of C. Jeffrey Augram's retirement from the Authority and wished him well in his retirement. The Director informed the Board that a reception would be held in Mr. Augram's honor on Monday, December 16th. The Director further stated that Kevan Smith was appointed interim Chief of Public Safety.

CONSENT ITEMS: The Chair suggested that Consent Item B, Approval of the Greater Asheville Regional Airport Authority October 11, 2013 Closed Session Minutes, be pulled for review in Closed Session.

The Director requested a moment of the Board's time to give an update on Consent Item C, Approval of Security Services Agreement with G4S Secure Solutions (USA), Inc. The Director informed the Board that Congress has recently placed language in the proposed federal budget mandating that TSA maintain the exit lanes at security checkpoints in airports. Since the budget still needs approval from the Senate, staff is requesting the Board approve the service agreement with G4S Secure Solutions (USA), Inc. pending a need for the contract. Staff will not move forward with the service agreement if the budget is approved with the mandate for TSA to maintain the exit lanes at security checkpoints.

The Director also advised the Board that the memo for Consent Item D, Approval of Property Purchase, had been updated to reflect that a very small portion of this property was needed for the Airfield Redevelopment project and that no other changes were made to the memo. A copy of the revised memo was available at the Board Members' seats.

A. Approval of the Greater Asheville Regional Airport Authority October 11, 2013 Regular Meeting Minutes:

C. Approval of Security Services Agreement with G4S Secure Solutions (USA) Inc.:

BE IT ORDAINED by the Greater Asheville Regional Airport Authority that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2014:

Section 1. To amend the appropriations as follows:

EXPENDITURES:

	<u>Decrease</u>	<u>Increase</u>
Operations Department		\$54,000.00
Totals	\$0	\$54,000.00

This will result in a net increase of \$48,175.00 in the appropriations. To provide the additional revenue for the above, revenues will be revised as follows:

REVENUES:

	<u>Decrease</u>	<u>Increase</u>
Terminal		\$54,000.00
Totals	\$0	\$54,000.00

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

Adopted this 13th day of December, 2013

David Hillier, Chair

Attested by:

Ellen Heywood, Clerk to the Board

D. Approval of Property Purchase:

BE IT ORDAINED by the Greater Asheville Regional Airport Authority that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2014:

Section 1. To amend the appropriations as follows:

EXPENDITURES:

	<u>Decrease</u>	<u>Increase</u>
Equipment and Small Capital Outlay		\$95,000
Totals	<u> \$0</u>	<u> \$95,000</u>

This will result in a net increase of \$95,000 in the appropriations. To provide the additional revenue for the above, revenues will be revised as follows:

REVENUES:

	<u>Decrease</u>	<u>Increase</u>
Transfer from GARAA Cash/Investments		\$95,000
Totals	<u> \$0</u>	<u> \$95,000</u>

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

Adopted this 13th day of December, 2013.

David Hillier, Chair

Attested by:

Ellen Heywood, Clerk to the Board

Mrs. Peterson moved to approve Consent Items A, C, and D. Mr. Douglas Tate seconded the motion and it carried unanimously.

OLD BUSINESS: None

NEW BUSINESS:

A. Adoption of Asheville Regional Airport Five-Year Capital Improvement Plan (CIP) for FY 2015-2019: Michael Reisman informed the Board that the FAA requires all airports submit and maintain a Five-Year CIP to be eligible for federal project funding. The CIP for FY 2015-2019 provides primarily for the funding of the multi-year Airfield Re-development project through FY19 as well as several equipment replacement items. Mr. Reisman further stated that the CIP is a planning tool for the FAA and adopting the CIP does not approve any contracts nor does it provide staff with any authorization to award design or construction projects.

Mr. Reisman noted that in prior CIPs for the Airfield Re-development project, the total cost column showed figures based upon what staff anticipated available funding to be. As staff goes further into the design phase, more detailed opinions of probable costs of the engineering firms staff is working with are available. As a result, the line items are more closely associated with what will be the estimated expense for each phase of that project.

Mr. Reisman advised the Board that the AIP entitlement awards have been increased to \$2.5 million which staff feels is a safe estimate given the Authority's enplanement figures. Mr. Reisman also informed the Board that the State entitlement funds, which are normally \$300,000 a year for the Authority's development program, have been doubled by the State to \$600,000 a year for four years. Because the State Aviation Department has concerns with the funding being used by the State for other purposes, they have accelerated the funding schedule to \$1.2 million over two years rather than \$600,000 over four years. That change has been made to the CIP for the Airfield Re-development project.

Mr. Reisman reviewed the equipment that is included on the CIP which allows for a third ARFF vehicle to be replaced as well as some snow removal equipment.

Mr. Reisman also advised the Board that a significant addition to the CIP is the design and construction of a parking garage. Staff will be looking to use Customer Facility Charges as well as airport funds for that project.

Mr. Reisman summarized the CIP by noting that overall a little under \$100 million is programmed over the next five years.

Mr. Bailey moved to adopt the Asheville Regional Airport Five-Year Capital Improvement Plan as presented for submission to the FAA. Mrs. Peterson seconded the motion and it carried unanimously.

B. Approval of First Amendment to Display Advertising Concession Management Agreement with Departure Media: Mr. Roberts requested a motion to recuse him from this agenda item due to a possible conflict of interest. Mr. Piccirillo moved to recuse Mr. Roberts from participating or voting on this item. Mr. Tate seconded the motion and it carried unanimously.

Mr. Roberts left the meeting at 9:01 a.m.

The Director advised the Board that an Agreement with Departure Media had been approved by the Board on December 12, 2008. The Agreement has an initial term of five years as well as a five-year option to extend and the initial term is set to expire January 31, 2014. The Director further stated that as the Board is aware, staff is taking the terminal advertising program in house and will not be exercising the five year extension. Departure Media has requested the Authority extend the Agreement through June 30, 2014 which coincides with their capital investment payoff. Since staff is moving forward with the in-house advertising program and there are costs associated with this program this fiscal year, staff is only willing to provide a three month extension to Departure Media with a First Amendment to the Agreement and the extension would terminate April 30, 2014.

Mrs. Peterson moved to approve the First Amendment to the Display Advertising Concession Management Agreement with Departure Media and authorize the Executive Director to execute the necessary documents. Mr. Piccirillo seconded to motion and it carried by a 6 to 0 vote.

Mr. Roberts returned to the meeting at 9:03 a.m.

C. Approval of Additional Airline Incentives with Allegiant Air: The Director reminded the Board that at the August 9, 2013 Board meeting, airline incentives were approved with Allegiant for new service between Asheville (AVL) and Punta Gorda/Ft. Myers, FL (PGD). At that time, the service was to be seasonal service and staff recommended the Board approve waived rents and fees for one year and only \$50,000 in marketing and advertising of the new service. The Director advised the Board that staff has since been notified by Allegiant that the service will be yearly service. The Director further stated that staff requests the Board approve additional marketing and advertising money of up to \$100,000 to Allegiant along with approval to provide Allegiant with a ground handling and passenger service fee incentive of 50%

per aircraft turn up to \$250.00 per flight for two flights per week for a 12 month period retroactive to the inception of the AVL-PGD service. Allegiant must maintain a minimum of six flights per week to receive this incentive for the full 12 month period. The Director further stated that the additional incentives total \$126,000. Because the Authority has already committed approximately \$280,000 in incentives to Allegiant in FY 13/14 with the additions of Ft. Lauderdale, St. Pete/Tampa, and Punta Gorda service, only \$20,000 remains in the Business Development line item and the following budget amendment will be necessary:

BE IT ORDAINED by the Greater Asheville Regional Airport Authority that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2014:

Section 1. To amend the appropriations as follows:

EXPENDITURES:

	<u>Decrease</u>	<u>Increase</u>
Business Development		\$106,000
Totals	<u>\$0</u>	<u>\$106,000</u>

This will result in a net increase of \$106,000 in the appropriations. To provide the additional revenue for the above, revenues will be revised as follows:

REVENUES:

	<u>Decrease</u>	<u>Increase</u>
Transfer from GARAA		\$106,000
Cash/Investments		
Totals	<u>\$0</u>	<u>\$106,000</u>

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

Adopted this 13th day of December, 2013.

David Hillier, Chair

Attested by:

Ellen Heywood, Clerk to the Board

Mr. Douglas Tate moved to approve additional airline incentives with Allegiant Air for AVL-PGD service as presented by staff, authorize the Executive Director to execute the necessary documents, and to amend the FY13/14 budget by adopting the budget ordinance amendment presented by staff. Mrs. Peterson seconded the motion and it carried unanimously.

D. Approval of Amended Annual Leave Policy: Suzie Baker informed the Board that the Annual Leave Policy is being amended to ensure that all Authority employees take advantage of their earned annual leave time and take an adequate amount of time off each year. Effective January 1, 2014, the amended policy will require all employees to take 40 continuous hours of earned annual leave time in a calendar year. New employees will have one year to earn annual leave before the policy applies. Mrs. Baker further stated that the policy has been revised to track leave in hours rather than days to make the policy more consistent as one department already uses hours when taking time off.

Mrs. Peterson moved to approve the amended Annual Leave Policy as presented by staff and authorize the Executive Director to implement such changes effective December 13, 2013. Mr. Piccirillo seconded the motion and it carried unanimously.

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

A. Budget Transfer: The Director reported that funds were moved from contingency for two purposes: \$393.00 was moved to Equipment and Small Capital Outlay to cover furniture that was purchased for the Operations Department. \$13,850 was moved to the Administration Department to pay for a search firm to look for a replacement for the Chief of Public Safety position.

B. General Aviation Update: In the first nine months of 2013, general aviation aircraft shipments rose 6.6%, an indication of the economy rebounding. Billings for general aviation airplanes worldwide reached \$15.4 billion which is an increase by 24.5% over the previous time period in 2012.

C. Airfield Project Update: The Director reported that the design of the taxiway portion of the Airfield Redevelopment project is between 60 and 90%. Staff hopes to have the first phase of construction of the taxiway out to bid in February with construction starting late spring or early summer. Bid package number two, which is for the pavement and lighting systems for the taxiway, is at 30% design.

D. Holiday Decorations: The Marketing staff has purchased new decorations for the terminal for the holiday season and created a more professional appearance. Staff plans to increase the decorations over the next couple of years.

E. Washington, DC Update: The Director informed the Board that productive meetings were held while in Washington, DC to meet with the FAA and legislators. The Director met with Ben DeLeon, the new assistant deputy in charge of the FAA, and gave him an update on the process for the Ag Center property and the rest of the airport property. Staff is hoping to obtain the necessary documentation from the City to move forward with the property transfer. Meetings with the legislators also went well and various topics including PFCs, funding of a budget bill, and monitoring of exit lanes at TSA checkpoints were discussed.

F. United Way Campaign: The Authority's 2013 United Way campaign was a success this year with \$7,900 raised, exceeding the goal of \$6,800.

G. Landmark Aviation Update: Landmark Aviation has completed renovations to their new terminal building which was the old Odyssey terminal. The acquisition agreement between Odyssey and Landmark requires Landmark to spend a minimum of \$750,000 within a certain time period. Landmark spent \$600,000 on various facility improvements as well as \$850,000 on renovations to the terminal building.

H. Pilot History Wall: The pilot history wall which honors pilots from Western North Carolina who contributed to the history of aviation and is located near the ticket counters in the terminal has reached capacity of photos that could be hung. The Marketing and IT staff worked to put the pilot photos as well as their bios on a touchscreen television in the lobby. Staff is looking into a wall wrap or mural to cover the area where the pictures were previously hung.

I. Thanksgiving Traffic: The Director reported that there were 4,836 enplanements between the Tuesday and Sunday surrounding Thanksgiving. This was an increase by 800 enplanements compared to 2012 and the highest count since 2010.

J. Terminal Advertising Program: As part of the terminal advertising program being brought in-house, two part-time positions were approved in the budget for Guest

Services. Staff has decided to move Pat from the reception area to the Guest Services Department as of December 16th. A part-time position will be used to assist Suzie Baker in Administration. For the times there is no one available at the front desk, a phone and directory will be on the counter for visitors to call staff members. Mail and deliveries will be received at the Guest Services counter and general phone calls will be answered there as well.

INFORMATION SECTION: No comments

AUTHORITY MEMBERS REPORTS: None

PUBLIC AND TENANTS' COMMENTS: No comments

CALL FOR NEXT MEETING: The Chair advised the Board that a meeting in January was not necessary, therefore the next regular meeting of the Board will be held on February 14, 2014.

The Chair called for a break at 9:24 a.m.

The Board reconvened at 9:31 a.m.

CLOSED SESSION: At 9:31 a.m. Mr. Piccirillo moved to go into Closed Session pursuant to Subsections 143-318.11(a)(3) and (4) of the General Statutes of North Carolina to Consult with Legal Counsel in Order to Preserve the Attorney-Client Privilege, and to Discuss Matters Relating to the Location and/or Expansion of Industries or other Businesses in the Area Served by the Greater Asheville Regional Airport Authority, Including Agreement on a Tentative List of Economic Development Incentives that may be Offered by the Greater Asheville Regional Airport Authority in Negotiations. Mr. Roberts seconded the motion and it carried unanimously.

Open Session resumed at 10:23 a.m.

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY DECEMBER 13, 2013
CLOSED SESSION MINUTES:**

Mr. Piccirillo moved to seal the minutes for the December 13, 2013 Closed Session just completed and to withhold such Closed Session minutes from public inspection so long as public inspection would frustrate the purpose or purposes thereof. Mr. Roberts seconded the motion and it carried unanimously.

**APPROVAL OF THE GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
OCTOBER 11, 2013 CLOSED SESSION MINUTES:**

Mr. Piccirillo moved to approve the minutes for Part A and Part B of the October 11, 2013 Closed Session, and to seal and withhold such minutes from public inspection so long as public inspection would frustrate the purpose or purposes thereof. Mr. Roberts seconded the motion and it carried unanimously.

ADJOURNMENT: Mr. Bailey moved to adjourn the meeting at 10:25 a.m. Mrs. Peterson seconded the motion and it carried unanimously.

Respectfully submitted,

Ellen Heywood
Clerk to the Board

Approved:

David R. Hillier
Chair



MEMORANDUM

TO: Members of the Airport Authority

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

DATE: February 14, 2014

ITEM DESCRIPTION – Consent Item C

Approval of Grant Agreement with the North Carolina Department of Transportation

BACKGROUND

The North Carolina Department of Transportation, through its Division of Aviation, provides state aviation grants to airports for projects, equipment, and services considered eligible in the State Aid to Airports Program. On September 24th, 2012, the NCDOT issued a Letter of Intent (LOI) to the Authority which outlined standard and additional funds for Fiscal Years 2013/2014 through 2016/2017 (four years) which are intended to be provided to support the Authority's Airfield Re-development Program. The LOI provided for the airports standard \$300,000 annually to be doubled over the four year program, for a total of \$2.4M dollars. In late 2013, as reported to the Board, the NCDOT informed the Authority of its desire to accelerate the award of these funds over two years instead of four. The Authority subsequently made application for \$1.2M in NCDOT funds, and received an allocation from the State on December 11th, 2013. The NCDOT transmitted the grant documents associated with this allocation on February 3rd, 2014.

ISSUES

None.

ALTERNATIVES

These funds were designated by the State specifically for use on the Airfield Redevelopment Project, and at the present time, the Authority is unable to use these funds for any other project that may normally be eligible.

Consent – Item C



FISCAL IMPACT

The State grant is awarded based upon 90 percent State participation. The Authority is required to provide a minimum of 10 percent matching funds (\$133,333.00) in order to receive this grant. This minimum amount has already been provided for in the Airfield Re-development Project budget which was previously approved by the Airport Board.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) adopt the following Resolution and (2) authorize the Executive Director to execute the necessary documents.

“Whereas, a Grant in the amount of \$1,200,000.00 has been approved by the Department based on total estimated cost of \$1,333,333.00; and

Whereas, an amount equal to or greater than 10 percent of the total estimated project cost has been appropriated by the Sponsor for this project.

NOW, THEREFORE, BE AND IT IS RESOLVED THAT THE Executive Director of the Sponsor be and he hereby is authorized and empowered to enter into a Grant Agreement with the Department, thereby binding the Sponsor to the fulfillment of its obligation incurred under this Grant Agreement or any mutually agreed upon modification thereof.”

Adopted this 14th day of February, 2014

David R. Hillier, Chair

Attest:

Ellen M. Heywood, Clerk to the Board

GRANT AGREEMENT

STATE AID TO AIRPORTS
BETWEEN
THE N. C. DEPARTMENT OF TRANSPORTATION,
AN AGENCY OF THE STATE OF NORTH CAROLINA
AND
GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY

AIRPORT: ASHEVILLE REGIONAL

PROJECT # 36244.15.16.1

This Agreement made and entered into this the _____ day of _____, 20____, by and between the NORTH CAROLINA DEPARTMENT OF TRANSPORTATION (hereinafter referred to as "Department") and the **GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**, the public agency owning the **ASHEVILLE REGIONAL AIRPORT** (hereinafter referred to as "Sponsor").

WITNESSETH

WHEREAS, Chapter 63 of the North Carolina General Statutes authorizes the Department, subject to limitations and conditions stated therein, to provide State Aid in the forms of loans and grants to cities, counties, and public airport authorities of North Carolina for the purpose of planning, acquiring, and improving municipal, county, and other publicly-owned or publicly controlled airport facilities, and to authorize related programs of aviation safety, education, promotion and long-range planning; and

WHEREAS, the Sponsor has made a formal application dated **January 9, 2014** to the Department for State Financial Aid for the **ASHEVILLE REGIONAL AIRPORT**; and

WHEREAS, a grant in the amount of **\$1,200,000** not to exceed **90 percent** of the non-federal share of the final, eligible project costs has been approved subject to the conditions and limitations herein; and

WHEREAS, the Grant of State Airport Aid funds will be used for the following approved Project (if a federal aid project, this scope shall also include any modifications thereto by the Federal Aviation Administration):

NOW THEREFORE, the Sponsor and Department do mutually hereby agree as follows:

PROJECT DESCRIPTION:

RUNWAY 16/34 RELOCATION & TEMPORARY RUNWAY/TAXIWAY (design)

1) That the Sponsor shall promptly undertake the Project and complete all work on the Project prior to the 1st day of JULY 2018, unless a written extension of time is granted by the Department.

2) Work performed under this Agreement shall conform to the approved project description. Any amendments to, or modification of, the scope and terms of this Agreement shall be in the form of a Modified Agreement mutually executed by the Sponsor and the Department, except that an extension of time may be granted by the Department by written notice to the Sponsor.

3) Debarment and Suspension: The Grantee agrees to comply, and assures the compliance by each of its third party contractors and sub recipients at any tier, with the provisions of Executive Orders Nos. 12549 and 12689, "Debarment and Suspension," 31 U.S.C. § 6101 note, and U.S. DOT regulations on Debarment and Suspension at 49 C.F.R. Part 29.

4) The Sponsor certifies that it has adhered to all applicable laws, regulations, and procedures in the application for and Sponsor's approval of the Grant.

5) For a material breach of this Agreement or the Sponsor's Assurances, the Sponsor shall be liable to the Department for the return of all grant monies received.

6) The Sponsor agrees to adhere to the standards and procedures contained in the State Aid to Airports Program Guidance Handbook (third edition, dated January 1997), unless the Department issues a written waiver.

7) The Sponsor agrees to comply with the "Sponsor's Assurances" contained as a part of this Agreement.

8) N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this grant agreement, you attest, for your entire organization and its employees or agents that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

IN WITNESS WHEREOF, THE PARTIES HERETO EXECUTED THIS GRANT AGREEMENT THE DAY AND YEAR FIRST WRITTEN ABOVE:

NCDOT SEAL

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION:

BY: _____

Deputy Secretary for Transit

ATTEST: _____

SPONSOR:

SPONSOR SEAL

Signed: _____

Title: _____

Attest: _____

STATE OF NORTH CAROLINA, COUNTY OF _____

I, _____, a Notary Public in and for the County and State aforesaid, do hereby certify that _____ personally came before me this day and acknowledged that he is _____ of the _____
(Title) (Sponsor)

(hereinafter referred to as "Sponsor" and by authority duly given and as an act of said Sponsor, the foregoing instrument was signed by him, attested by _____ of the Sponsor,
(Name and Title)

And the Seal of the Sponsor affixed hereto.

WITNESS my hand and Notarial Seal, this the _____ day of _____ 2014.

Notary Public (Signature)

My Commission expires: _____

SEAL

RESOLUTION

A motion was made by _____ and seconded by

(Name and Title)

_____ for the adoption of the following resolution, and

(Name and Title)

upon being put to a vote was duly accepted:

WHEREAS, a Grant in the amount of **\$1,200,000** has been approved by the Department based on total estimated cost of **\$1,333,333**; and

WHEREAS, an amount equal to or greater than **10 percent** of the total estimated project cost has been appropriated by the Sponsor for this Project.

NOW THEREFORE, BE AND IT IS RESOLVED THAT THE _____

(Title)

of the Sponsor be and he hereby is authorized and empowered to enter into a Grant Agreement with the Department, thereby binding the Sponsor to the fulfillment of its obligation incurred under this Grant Agreement or any mutually agreed upon modification thereof.

I, _____ of the

(Name and Title)

_____ do hereby certify that the above

(Sponsor)

is a true and correct copy of an excerpt from the minutes of the

_____ of a meeting

(Sponsor)

duly and regularly held on the _____ day of _____, 20_____.

This, the _____ day of _____, 20_____.

SPONSOR SEAL

Signed: _____

Title: _____

Of The: _____

SECTION A: SPONSOR'S ASSURANCES: GENERAL CONDITIONS

A-1. The Sponsor certifies that it holds fee simple title to the property on which this project is to be constructed. In the event any work is proposed on property which has an easement or lease in the Sponsor's name, the Sponsor agrees that it will comply with the Department's conditions and receive written approval prior to any construction on such lease or easements. This condition does not apply to planning projects.

A-2. The Sponsor agrees to operate the Airport for the use and benefit of the general public and shall not deny reasonable access to public facilities by the general public.

A-3. The Sponsor agrees to operate, maintain, and control the Airport in a safe and serviceable condition for a minimum of twenty (20) years following the date of this Agreement and shall immediately undertake, or cause to be undertaken, such action to correct safety deficiencies as may be brought to its attention by the Department.

A-4. The Sponsor agrees that any land purchased, facilities constructed, or equipment acquired under this Agreement shall not be sold, swapped, leased or otherwise transferred from the control of the Sponsor without written concurrence of the Department.

A-5. The Sponsor agrees that the state share of any land purchased, facilities constructed, or equipment acquired under this Agreement shall be credited to the Department in a manner acceptable to the Department in the event such land, facilities or equipment are subsequently disposed of through sale or lease.

A-6. Insofar as it is within its power and reasonable, the Sponsor shall, either by the acquisition and retention of property interest, in fee or easement, or by appropriate local zoning action, prevent the construction of any object which may constitute an obstruction to air navigation under the appropriate category of Federal Air Regulation Part 77, 14 CFR 77.

A-7. Insofar as it is within its power and reasonable, the Sponsor shall, restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and taking off of aircraft and the noise produced by such operations by adoption of zoning laws, by acquisition and the retention of property interest, in fee or easement.

A-8. Terminal building spaces constructed under this Grant Agreement shall be for the use of the general public. The Sponsor agrees that it will not use any space so constructed for private use, or charge fees for the use of such space, without the written approval of the Department.

SECTION B: SPONSOR'S ASSURANCES: PROJECT ADMINISTRATION

B-1. The Airport shall comply with all requirements of the State Aid to Airports Program Guidance Handbook (third edition, January 1997).

B-2. It is the policy of this State, to encourage and promote participation by disadvantaged minority owned and women owned businesses (MBE and WBE) in contracts let by the Department pursuant to GS 136-28.4 for the planning, design, preconstruction, construction, alteration, or maintenance of State transportation infrastructure construction, and in the procurement of materials for these projects. All State agencies, institutions, and political subdivisions shall cooperate with the Department of Transportation and among themselves in all efforts to conduct outreach and to encourage and promote the use of disadvantaged minority owned and women owned businesses in these contracts. This is designed to ensure minority MBEs and WBEs have maximum opportunity to participate in performance of NCDOT contracts let using state funding. The sponsor assures and certifies with respect to this grant that they will pursue these requirements as stipulated by the Department in the advertising, award and administration of all contracts, and require the same for all contractors, sub recipient or subcontractors.

MBE/WBE program is governed by G.S. 136-28.4 and administered in accordance with Title 19A Chapter 02 Subchapter D Section .1101 - .1112 of North Carolina Administrative Code (19A NCAC 02D.1101).

B-3. The Sponsor shall submit draft plans and specifications, or approved alternate, for the project for review by the Department prior to advertising for bids on the Project. Should bids not be required on the project, the Sponsor shall submit a detailed scope of work and estimated costs prior to requesting "Project Concurrence and Notice to Proceed" form (AV-CONCUR/AV-503) for undertaking the project. All plans (and alternate) shall be supported by engineer's report. A list of deliverable(s) from the Sponsor to the Department is as follows:

Planning Projects

1. Interim Planning Submittals – All Airport Layout Plan Sheets, Reports, Projections, Construction Cost Estimate, drawings, sketches and all other pertinent information – electronic copy: PDF format. Paper copy, if requested: bond copy – true half-size.
2. Final Submittal - All Airport Layout Plan Sheets, Reports, Projections, Construction Cost Estimate, drawings, sketches and all other pertinent information – electronic copies: PDF format and AutoCAD or MicroStation format - Paper copy: bond– true half-size for plan sheets / sketches
 - a. All reports, projections – PDF Format. Any element of the documents shall be delivered in its original electronic format (i.e. MSWord, Excel, AutoCAD...) if requested by the Department
 - b. Sketches and drawings – electronic copies: PDF format and AutoCAD or MicroStation format - Paper copy: bond – true half-size for plan sheets / sketches.

Construction Projects

1. Interim Design Submittals (i.e. 30%, 60%, 90%....) – Plan Sheets, Technical Specifications, Itemized Construction Cost Estimate and Engineers Report – electronic copy: PDF format. Paper copy, if requested: bond true half-size for plan sheets.
2. 100% Design and Issue for Bid Submittals – Plan Sheets, Technical Specifications, Itemized Construction Cost Estimate, Engineer's Report, and Bid Tab – Any element of the documents shall be delivered in electronic format (i.e. MS Excel and PDF format) and AutoCAD or MicroStation format and Paper copy: bond– true half-size for plan sheets.
3. As-built / Record Drawings
 - a. Contract Documents (Plan and Detail Sheets, Technical Specifications) – electronic copies: PDF format and AutoCAD or MicroStation format and Paper copy: bond– true half-size for plan sheets.
 - b. Technical Specifications – electronic copies: MS Word File and PDF format
 - c. Final Engineers Report – electronic copies: PDF format unless otherwise requested.

B-4. Bids will be taken in accordance with N. C. General Statute 143-129. Following bid opening or final contract negotiations, the Sponsor shall submit the "Project Concurrence and Notice to Proceed" (AV-CONCUR/AV-503) request along with the bid tabulations to the Department for review. The Department will take action on the request including the approval or disapproval of the Sponsor's Employment of specific contractors within ten (10) days of receipt. Approval will be communicated via a Contract Goal Requirements Letter sent directly to the Sponsor.

B-5. All contractor(s) who bid or submit proposals for contracts in connection with this project must submit a statement of non-collusion to the Sponsor.

B-6. The Sponsor shall not commence construction or award construction contracts on the project until a written "Project Concurrence and Notice to Proceed" (AV-CONCUR/AV-503) is co-signed by the Sponsor's Representative and the Department or alternate written approval is provided by the Department.

B-7. The Sponsor shall submit quarterly status reports (AV-STATUS/AV-502) to the Department, unless otherwise instructed, and will immediately notify the Department of any significant problems which are encountered in the completion of the project.

B-8. The Sponsor shall notify the Department of any significant meetings or inspections involving the Sponsor, his contractor(s), consultant(s), and/or federal funding agencies concerning Project.

B-9. The Sponsor shall notify the Department within thirty (30) days of completion of all work performed under this agreement for the purpose of final acceptance inspection and completion of audit requirements by the Department.

B-10. The Sponsor has full responsibility for assuring the completed Project meets the requirements of the Department and appropriate federal funding agencies. The Sponsor further certifies that all local, state, and federal requirements for the conduct of this Project shall be met.

B-11. It is the policy of the Department not to award contracts to contractors who have been removed from the Department's list of pre-qualified bidders without subsequent reinstatement. Therefore, no State funds will be provided for any work performed by the contractor(s), or sub-contractor(s) which had been removed from the Department's list of pre-qualified bidders without subsequent reinstatement as of the date of the signing of the construction contract. It shall be the responsibility of Sponsor to insure that only properly qualified contractors are given construction contracts for work.

SECTION C: SPONSOR'S ASSURANCES: PROJECT ACCOUNTING AND PAYMENT

C-1. The Sponsor shall record all funds received under this Agreement and shall keep the same in an identifiable Project account. The Sponsor, and his contractor(s) and/or consultant(s), shall maintain adequate records and documentation to support all Project costs incurred under this Grant. All records and documentation in support of the Project costs must be identifiable as relating to the Project and must be acceptable costs only. Acceptable costs are defined as those costs which are acceptable under "Federal Acquisition Regulations 1-31.6, 48 CFR (OMC Circular A-87)". Acceptable items of work are those referenced in the State Aid to Airports Program Guidance Handbook and North Carolina General Statutes. The Sponsor's accounting procedures which were established for work as set out in this Agreement must be reviewed and accepted by the Department prior to the final execution of this Agreement and payment of State funds, except for Sponsor reporting under OMB Circular A-133.

C-2. The Sponsor and his contractor(s) and/or consultant(s) shall permit free access to its accounts and records by official representatives of the State of North Carolina. Furthermore, the Sponsor and contractor(s) and/or consultant(s) shall maintain all pertinent records and documentation for a period of not less than five (5) years from the date of final payment.

C-3. In accordance with OMB Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations" (www.whitehouse.gov/wh/eop/omb), the Airport shall arrange for an independent financial and compliance audit of its fiscal operations. The Airport shall furnish the Department with a copy of the independent audit report within thirty (30) days of completion of the report, but not later than nine (9) months after the Airports fiscal year ends.

The Airport shall maintain all books, documents, papers, accounting records, and such other evidence as may be appropriate to substantiate costs incurred under this Agreement. Further, the Airport shall make such materials available at its office at all reasonable times during the contract period, and for five (5) years from the date of final payment under this agreement, for inspection and audit by the Department's Fiscal Section

C-4. Payment of the funds obligated under this Grant Agreement shall be made in accordance with the following schedule, unless otherwise authorized by the Department:

A. Payments from NCDOT to the Sponsor are made on a reimbursement basis. The Sponsor must pay all contractors/vendors prior to or within 3 business days of receipt of the Department's reimbursement.

B. Payments will be made on the basis of progress payments which may be requested by the Sponsor as costs are incurred, but not more frequently than monthly. Progress payments will be made provided the following requirements have been met.:

- (1) The Grant Agreement has been executed and a Project Concurrence (AV-CONCUR/AV-503) issued.
- (2) The Project has received an appropriate environmental finding.
- (3) The Sponsor has submitted a Proposed Project Budget (AV-BUDGET/AV-504) accurately reflecting costs to date. The initial and revised AV-BUDGET/AV-504 shall be approved by the Department. With each AV-BUDGET/AV-504, the Sponsor shall provide the following documentation:
 - a) Scope of Services for the project, Consultant Fee - Man-hours Breakdown by task with hourly rates, Breakdown of Sub-consultant and / or Vendor Cost, Schedule of Deliverables, Estimated Construction Cost, Plan Sheet List
 - b) Actual Bidding Cost (once a project is bid) – Bid Tabulation / Bid Schedule, Recommendation for Award.
- (4) Additional information shall be provided as requested.
- (5) The Sponsor has submitted an executed Interim Payment Request (AV-PAY/AV-505) accurately reflecting costs incurred to date.
- (6) The Sponsor has complied with all applicable conditions of the State Aid to Airports Program Guidance Handbook

C. The submission of progress payments is expected to parallel the value of work actually completed and costs incurred. At such point the Sponsor has requested payments equaling 100% of the State Grant, it is expected that the approved Project will be 100% complete.

D. Upon receipt of 100% of the State Grant, the Sponsor will promptly complete Project acceptance and submit the Project Completion and Final Payment Request (AV-FINAL/AV-506).

C-5. If after the acceptance of the Project by the Department, the final State share of approved eligible items is less than the amount of State funds actually disbursed for the Project, the Sponsor shall reimburse the Department in an amount equal to the difference between the amount of State funds actually disbursed and the final State share of the final, audited, approved eligible Project costs within thirty (30) days of notification by the Department of the amount due.

C-6. If after the acceptance of the Project by the Department, the final State share of approved eligible Project costs shall be more than the amount of State funds obligated for the Project, the Sponsor may make application to the Department for a corresponding increase which will be considered for funding in accordance with their relative priority versus other applications for available State funds.

C-7. Under certain conditions, projects originally involving only state and local funds may subsequently be eligible for reimbursement from federal funding agencies. In such cases, the Sponsor shall notify the Department of its intent to apply for federal reimbursement and shall keep the Department informed of the status of such application. In the event federal funds are obtained for all or a portion of the Project, the Sponsor shall refund to the Department an amount equal to the difference between State funds originally disbursed for the work item(s) subsequently receiving federal funds and the final State share of the costs of the affected item(s) of work. Reimbursement will be made within ninety (90) days of the date of the final execution of the FAA Grant Agreement affecting the work elements in the approved Project.

C-8. For the purpose of calculating the State share of the Project, federal funds are defined as funds provided by an agency of the federal government for the specific purpose of undertaking the Project, including Block Grant funds administered by the Department.

SECTION D: SPONSOR'S ASSURANCES: REAL PROPERTY ACQUISITION

D-1. The acquisition of land, buildings, and other real property involving the use of State Airport Aid funds shall be in compliance with the provisions of this Section.

D-2. The Sponsor shall depict each parcel to be acquired on an airport property map containing the identity of the parcel and its metes and bounds.

D-3. The acquisition cost of each parcel, building, or other real property acquired with State financial assistance shall be based on the fair market value of the property as determined by an appraisal process acceptable to the Department.

D-4. For each parcel or building with an estimated cost of \$100,000 or less, fair market value shall be established by a single original appraisal and a review appraisal. For complex acquisitions, fair market value shall be established by two original appraisals and one review appraisal.

D-5. All original and review appraisals shall be conducted by qualified appraisers who have no financial or other interest in the property to be acquired.

D-6. The fair market value of a parcel will be established by the review appraiser based upon the information contained in the original appraisal or appraisals.

D-7. No negotiation for property acquisition shall be commenced between the Sponsor and the property owner until the fair market value of the property has been established. Initial negotiations shall be based upon the fair market value.

D-8. Negotiated values above the fair market value shall not be eligible for State funds unless, prior to the final agreement for acquisition, the Sponsor has received the concurrence of the Department for paying such negotiated values in lieu of the appraised fair market value.

D-9. Sponsors who adhere to the federal "Uniform Guidelines for the Acquisition of Property" shall be deemed to have conformed to the Department's guidelines, except that Paragraph 8 above shall also be applicable under such acquisitions.

D-10. In the event the Project is a low value, non-complex acquisition, the Department, at its option, may accept the original appraisal without the review appraisal. In such cases, all other provisions of this Section shall apply.

D-11. Failure to follow the requirements of this Section shall disqualify the property from State participation for any parcel which has not been acquired in accordance with such standards.

SECTION E: Sponsor's Acknowledgement of Executive Order 24, issued by Governor Perdue, and N.C. G.S. § 133-32

E-1 Sponsor acknowledges and agrees that it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Correction, Crime Control and Public Safety, Cultural Resources, Environment and Natural Resources, Health and Human Services, Juvenile Justice and Delinquency Prevention, Revenue, Transportation, and the Office of the Governor). This prohibition covers those vendors and contractors who:

- (1) have a contract with a governmental agency; or
- (2) have performed under such a contract within the past year; or
- (3) anticipate bidding on such a contract in the future.

For additional information regarding the specific requirements and exemptions, vendors and contractors are encouraged to review Executive Order 24 and G.S. Sec. 133-32.

Revised 1/2/13



MEMORANDUM

TO: Members of the Airport Authority

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

DATE: February 14, 2014

ITEM DESCRIPTION – New Business Item A

Approval to Unseal Closed Session Minutes

BACKGROUND

The Board approved the Disposition of Authority Board Closed Session Minutes Policy at the April 15, 2011 Authority Board Meeting. The policy provides for the review of the preceding year's Closed Session Minutes at the first Authority Board meeting of each calendar year.

The Director has reviewed those Closed Session Minutes and has provided a recommendation for the unsealing of those certain minutes. The minutes recommended to be unsealed are of a business matter that has come to fruition and is no longer of a confidential nature.

ISSUES

None

ALTERNATIVES

The Board can decide to keep all Closed Session Minutes sealed.

FISCAL IMPACT

None

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to unseal those portions of Closed Session Minutes as designated and recommended by the Executive Director.

New Business – Item A



MEMORANDUM

TO: Members of the Airport Authority
FROM: Lew Bleiweis, A.A.E., Executive Director
DATE: February 14, 2014

ITEM DESCRIPTION – Information Section Item A

December, 2013 Traffic Report – Asheville Regional Airport

SUMMARY

December 2013 overall passenger traffic numbers were up 28.0% compared to the same period last year. Passenger traffic numbers reflect a 28.7% increase in passenger enplanements from December 2012. Enplanements for Fiscal Year to Date total 195,649 which is a 15.7% increase over the same period last year.

AIRLINE PERFORMANCE

Allegiant Airlines: Year over Year passenger enplanements for Allegiant in December 2013 were up by 145.7%. There were no flight cancellations for the month.

Delta Airlines: Delta's December 2013 enplanements increased by 7.7% compared to December 2012. There were no flight cancellations for the month.

United Airlines: In December 2013, United Airlines saw an increase in enplanements by 35.0% over the same period last year. There were no flight cancellations for the month.

US Airways: US Airways' December 2013 passenger enplanements represent a 16.9% increase over the same period last year. There were three (3) flight cancellations for the month.

Monthly Traffic Report Asheville Regional Airport

December 2013



Category	Dec 2013	Dec 2012	Percentage Change	*CYTD-2013	*CYTD-2012	Percentage Change	*MOV12-2013	*MOV12-2012	Percentage Change
Passenger Traffic									
Enplaned	29,870	23,209	28.7%	338,999	317,674	6.7%	338,999	317,674	6.7%
Deplaned	<u>29,616</u>	<u>23,265</u>	27.3%	<u>339,024</u>	<u>316,174</u>	7.2%	<u>339,024</u>	<u>316,174</u>	7.2%
Total	59,486	46,474	28.0%	678,023	633,848	7.0%	678,023	633,848	7.0%
Aircraft Operations									
Airlines	477	381	25.2%	5,131	3,691	39.0%	5,131	3,691	39.0%
Commuter /Air Taxi	<u>834</u>	<u>812</u>	2.7%	11,988	14,193	-15.5%	11,988	14,193	-15.5%
Subtotal	<u>1,311</u>	<u>1,193</u>	9.9%	<u>17,119</u>	<u>17,884</u>	-4.3%	<u>17,119</u>	<u>17,884</u>	-4.3%
General Aviation	2,841	2,507	13.3%	41,233	39,191	5.2%	41,233	39,191	5.2%
Military	<u>343</u>	<u>269</u>	27.5%	<u>4,599</u>	<u>4,587</u>	0.3%	<u>4,599</u>	<u>4,587</u>	0.3%
Subtotal	<u>3,184</u>	<u>2,776</u>	14.7%	<u>45,832</u>	<u>43,778</u>	4.7%	<u>45,832</u>	<u>43,778</u>	4.7%
Total	4,495	3,969	13.3%	62,951	61,662	2.1%	62,951	61,662	2.1%
Fuel Gallons									
100LL	5,244	8,209	-36.1%	155,253	164,686	-5.7%	155,253	164,686	-5.7%
Jet A (GA)	75,367	82,952	-9.1%	1,119,106	1,094,055	2.3%	1,119,106	1,094,055	2.3%
Subtotal	<u>80,611</u>	<u>91,161</u>	-11.6%	<u>1,274,359</u>	<u>1,258,741</u>	1.2%	<u>1,274,359</u>	<u>1,258,741</u>	1.2%
Jet A (A/L)	<u>202,328</u>	<u>127,452</u>	58.7%	<u>2,423,235</u>	<u>2,318,387</u>	4.5%	<u>2,423,235</u>	<u>2,318,387</u>	4.5%
Total	282,939	218,613	29.4%	3,697,594	3,577,128	3.4%	3,697,594	3,577,128	3.4%

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

Wednesday, January 22, 2014

Airline Enplanements, Seats, and Load Factors

Asheville Regional Airport

December 2013



	Dec 2013	Dec 2012	Percentage Change	*CYTD-2013	*CYTD-2012	Percentage Change
AirTran Airways						
Enplanements	0	0	#Num!	0	306	-100.0%
Seats	0	0	#Num!	0	468	-100.0%
Load Factor	#Num!	#Num!	#Type!	#Num!	65.4%	#Type!
Allegiant Air						
Enplanements	6,248	2,543	145.7%	47,507	17,169	176.7%
Seats	7,824	2,844	175.1%	54,048	18,406	193.6%
Load Factor	79.9%	89.4%	-10.7%	87.9%	93.3%	-5.8%
Continental Airlines						
Enplanements	0	0	#Num!	0	2,419	-100.0%
Seats	0	0	#Num!	0	5,100	-100.0%
Load Factor	#Num!	#Num!	#Type!	#Num!	47.4%	#Type!
Delta Air Lines						
Enplanements	10,674	9,912	7.7%	141,072	140,202	0.6%
Seats	13,152	13,570	-3.1%	185,727	175,260	6.0%
Load Factor	81.2%	73.0%	11.1%	76.0%	80.0%	-5.1%
United Airlines						
Enplanements	2,806	2,078	35.0%	37,604	45,713	-17.7%
Seats	3,350	2,950	13.6%	49,332	58,710	-16.0%
Load Factor	83.8%	70.4%	18.9%	76.2%	77.9%	-2.1%
US Airways						
Enplanements	10,142	8,676	16.9%	112,816	111,865	0.9%
Seats	14,976	13,316	12.5%	165,208	156,197	5.8%
Load Factor	67.7%	65.2%	3.9%	68.3%	71.6%	-4.7%

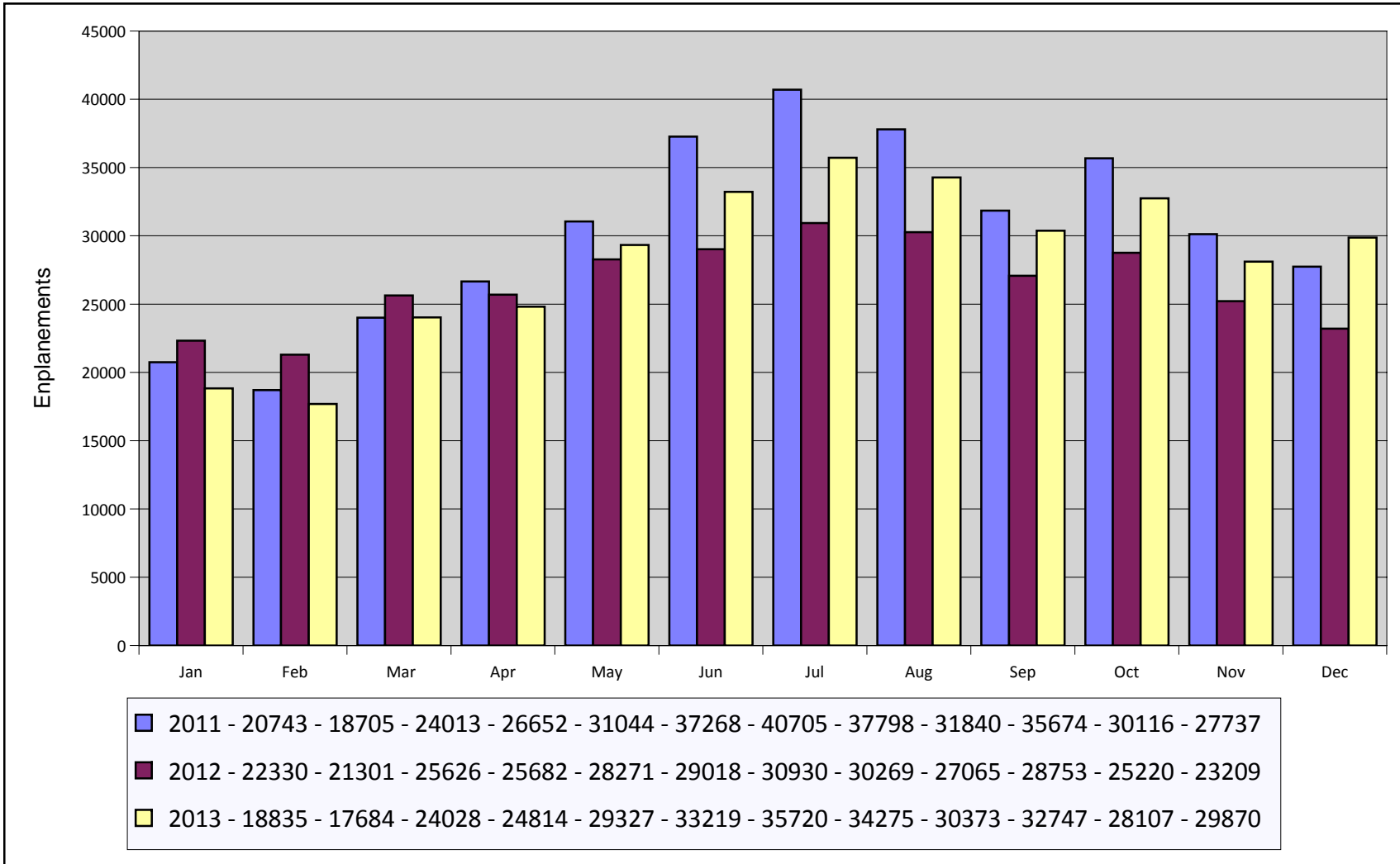
	Dec 2013	Dec 2012	Percentage Change	*CYTD-2013	*CYTD-2012	Percentage Change
Totals						
Enplanements	29,870	23,209	28.7%	338,999	317,674	6.7%
Seats	39,302	32,680	20.3%	454,315	414,141	9.7%
Load Factor	76.0%	71.0%	7.0%	74.6%	76.7%	-2.7%

Airline Flight Completions Asheville Regional Airport December 2013

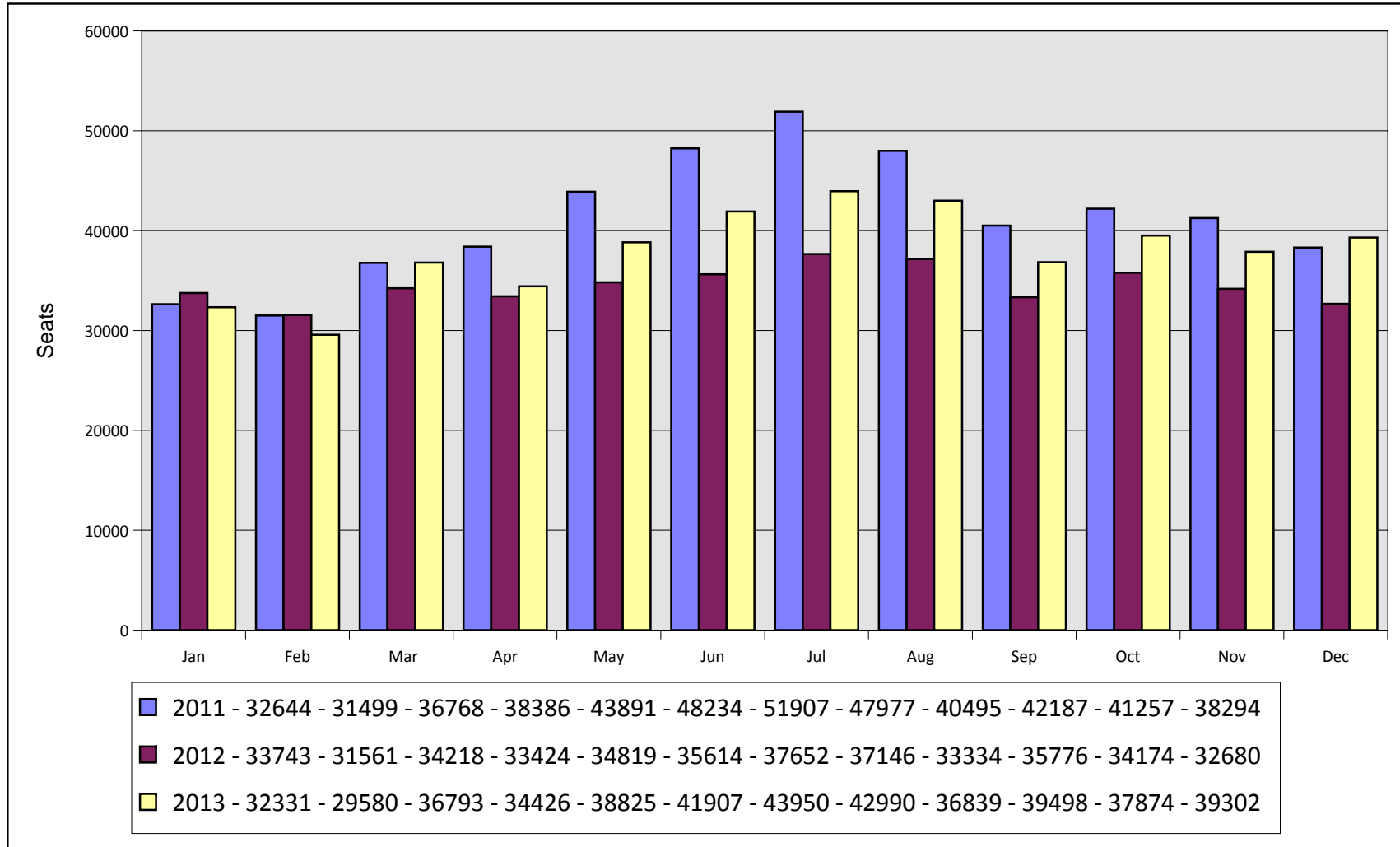


Airline	Scheduled Flights	Field	Cancellations Due To			Total Cancellations	Percentage of Completed
			Mechanical	Weather	Other		
Allegiant Air	47	0	0	0	0	0	100.0%
Delta Air Lines	212	0	0	0	0	0	100.0%
United Airlines	67	0	0	0	0	0	100.0%
US Airways	240	0	0	3	0	3	98.3%
Total	566	0	0	3	0	3	99.5%

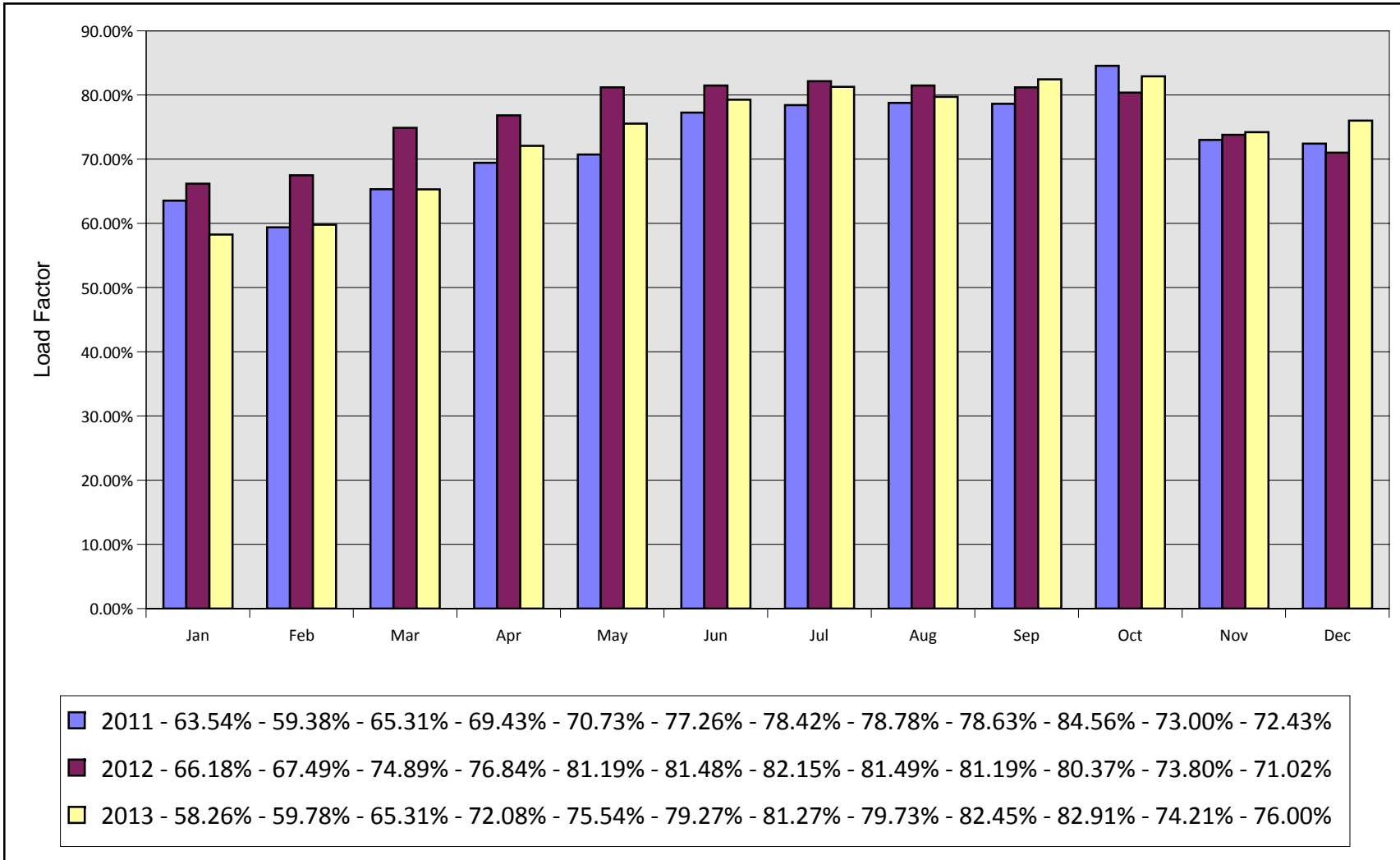
Monthly Enplanements By Year Asheville Regional Airport



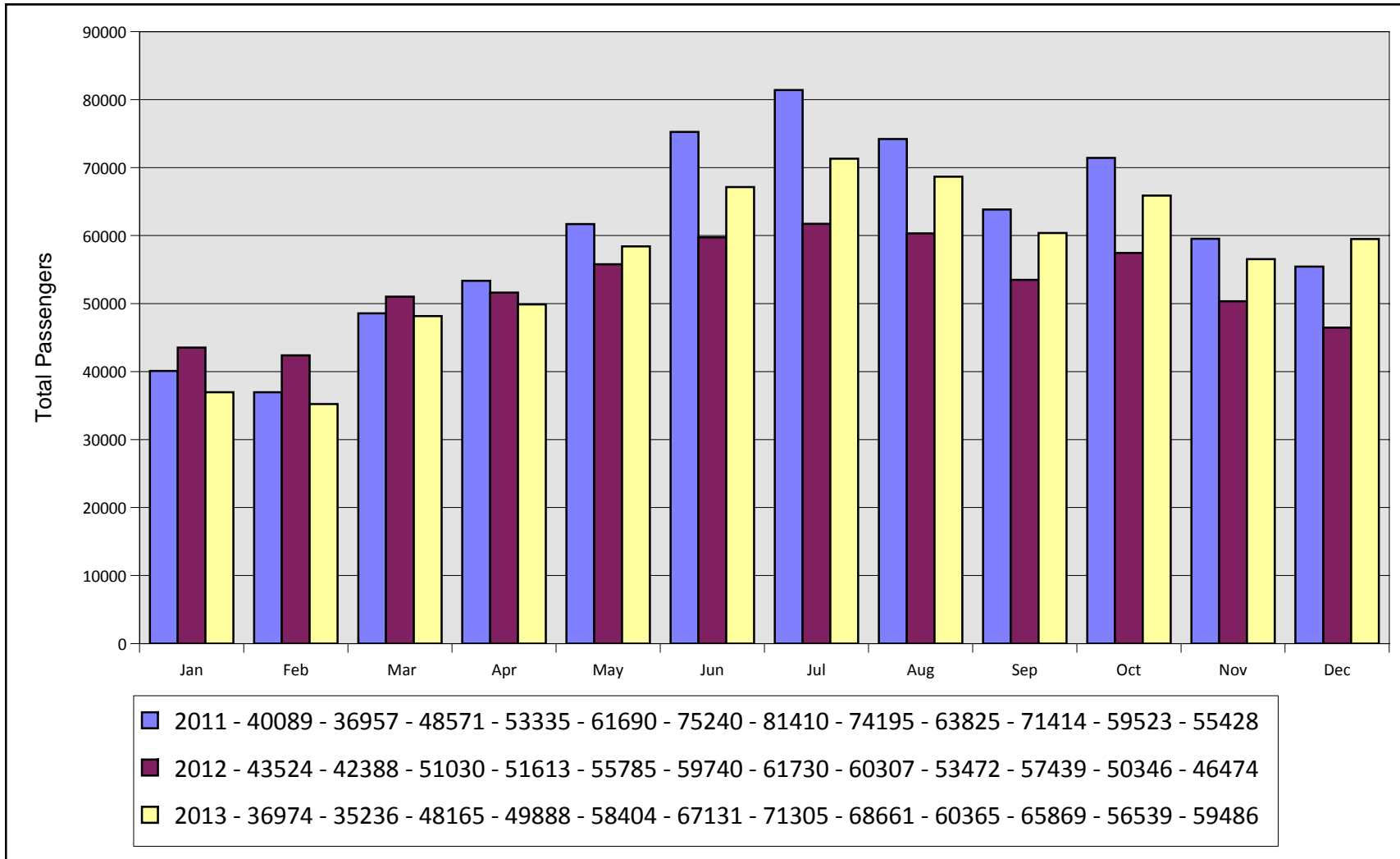
Monthly Seats By Year Asheville Regional Airport



Monthly Load Factors By Year Asheville Regional Airport

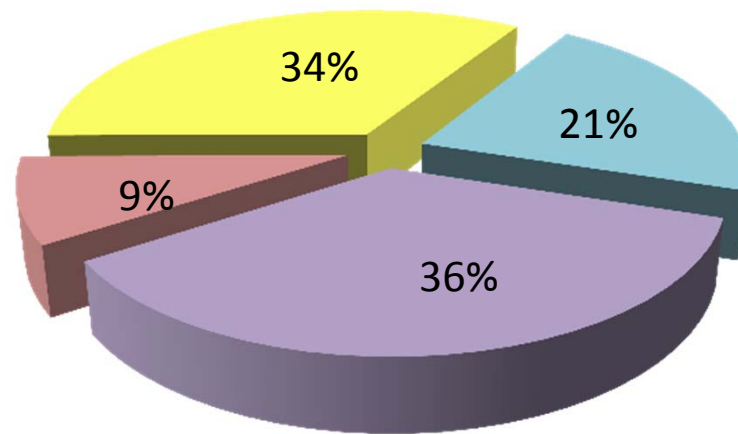


Total Monthly Passengers By Year Asheville Regional Airport



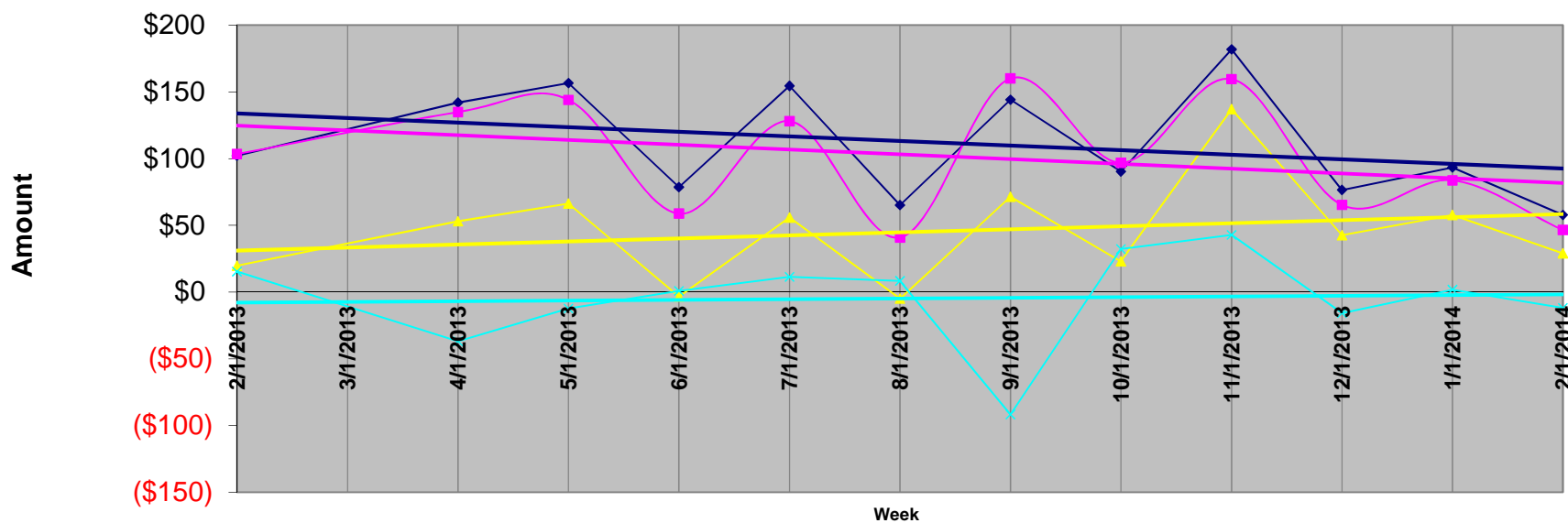
Airline Market Share Analysis (Enplanements) Asheville Regional Airport

Report Period From December 2013 Through December 2013



■ Allegiant Air ■ Delta Airlines ■ United Airlines ■ US Airways

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 2/1/14
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	\$476	\$377	\$354	\$380	\$514	\$99	\$122	\$96	(\$38)	
ATL	Atlanta	\$254		\$276	\$252	\$308	\$254	(\$22)	\$2	(\$54)	
AUS	Austin	\$335	\$308	\$311	\$366	\$335	\$27	\$24	(\$31)	\$0	
BWI	Baltimore	\$283	\$268	\$204	\$217	\$369	\$15	\$79	\$66	(\$86)	
BOS	Boston	\$309	\$301	\$153	\$251	\$332	\$8	\$156	\$58	(\$23)	
ORD	Chicago	\$262	\$280	\$294	\$244	\$336	(\$18)	(\$32)	\$18	(\$74)	
CVG	Cincinnati	\$281	\$263	\$272	\$310	\$361	\$18	\$9	(\$29)	(\$80)	
CLE	Cleveland	\$229	\$269	\$376	\$249	\$276	(\$40)	(\$147)	(\$20)	(\$47)	
DFW	Dallas	\$269	\$186	\$308	\$265	\$398	\$83	(\$39)	\$4	(\$129)	
DEN	Denver	\$414	\$350	\$379	\$402	\$421	\$64	\$35	\$12	(\$7)	
DTW	Detroit	\$307	\$256	\$323	\$316	\$340	\$51	(\$16)	(\$9)	(\$33)	
FLL	Fort Lauderdale	\$361	\$274	\$329	\$403	\$379	\$87	\$32	(\$42)	(\$18)	
RSW	Ft. Myers	\$506	\$374	\$402	\$442	\$502	\$132	\$104	\$64	\$4	
BDL	Hartford	\$324	\$308	\$274	\$324	\$324	\$16	\$50	\$0	\$0	
IAH	Houston	\$342	\$285	\$349	\$302	\$396	\$57	(\$7)	\$40	(\$54)	
IND	Indianapolis	\$315	\$234	\$266	\$258	\$363	\$81	\$49	\$57	(\$48)	
JAX	Jacksonville	\$289	\$226	\$270	\$230	\$358	\$63	\$19	\$59	(\$69)	
MCI	Kansas City	\$314	\$289	\$271	\$261	\$324	\$25	\$43	\$53	(\$10)	
LAS	Las Vegas	\$536	\$430	\$500	\$613	\$522	\$106	\$36	(\$77)	\$14	
LAX	Los Angeles	\$543	\$393	\$412	\$433	\$452	\$150	\$131	\$110	\$91	
MHT	Manchester	\$362	\$347	\$237	\$327	\$385	\$15	\$125	\$35	(\$23)	
MEM	Memphis	\$368	\$338	\$331	\$333	\$334	\$30	\$37	\$35	\$34	
MIA	Miami	\$439	\$259	\$479	\$512	\$509	\$180	(\$40)	(\$73)	(\$70)	
MKE	Milwaukee	\$326	\$270	\$286	\$270	\$324	\$56	\$40	\$56	\$2	
MSP	Minneapolis/Saint Pau	\$398	\$299	\$351	\$365	\$383	\$99	\$47	\$33	\$15	
BNA	Nashville	\$276	\$272	\$257	\$242	\$276	\$4	\$19	\$34	\$0	
MSY	New Orleans	\$419	\$273	\$376	\$445	\$445	\$146	\$43	(\$26)	(\$26)	

LGA	New York	\$324	\$282	\$192	\$276	\$324	\$42	\$132	\$48	\$0
EWR	Newark	\$316	\$308	\$273	\$285	\$324	\$8	\$43	\$31	(\$8)
MCO	Orlando	\$409	\$284	\$365	\$401	\$369	\$125	\$44	\$8	\$40
PHL	Philadelphia	\$292	\$314	\$255	\$291	\$315	(\$22)	\$37	\$1	(\$23)
PHX	Phoenix	\$456	\$392	\$439	\$444	\$452	\$64	\$17	\$12	\$4
PIT	Pittsburgh	\$312	\$245	\$264	\$270	\$312	\$67	\$48	\$42	\$0
PDX	Portland	\$440	\$284	\$355	\$337	\$400	\$156	\$85	\$103	\$40
PVD	Providence	\$384	\$365	\$233	\$259	\$367	\$19	\$151	\$125	\$17
RDU	Raleigh/Durham	\$278	\$212	\$264	\$304	\$305	\$66	\$14	(\$26)	(\$27)
RIC	Richmond	\$318	\$264	\$274	\$304	\$281	\$54	\$44	\$14	\$37
STL	Saint Louis	\$318	\$274	\$282	\$268	\$315	\$44	\$36	\$50	\$3
SLC	Salt Lake City	\$536	\$471	\$374	\$505	\$514	\$65	\$162	\$31	\$22
SAT	San Antonio	\$320	\$308	\$292	\$294	\$332	\$12	\$28	\$26	(\$12)
SAN	San Diego	\$491	\$392	\$447	\$440	\$455	\$99	\$44	\$51	\$36
SFO	San Francisco	\$472	\$428	\$331	\$423	\$398	\$44	\$141	\$49	\$74
SRQ	Sarasota/Bradenton	\$362	\$365	\$332	\$396	\$392	(\$3)	\$30	(\$34)	(\$30)
SEA	Seattle	\$387	\$376	\$355	\$322	\$404	\$11	\$32	\$65	(\$17)
SYR	Syracuse	\$370	\$330	\$296	\$319	\$367	\$40	\$74	\$51	\$3
TPA	Tampa	\$308	\$254	\$304	\$310	\$347	\$54	\$4	(\$2)	(\$39)
YYZ	Toronto	\$412	\$525	\$428	\$360	\$434	(\$113)	(\$16)	\$52	(\$22)
DCA	Washington DC	\$318	\$262	\$214	\$211	\$312	\$56	\$104	\$107	\$6
IAD	Washington DC	\$318	\$262	\$214	\$211	\$312	\$56	\$104	\$107	\$6
PBI	West Palm Beach	\$388	\$252	\$321	\$368	\$364	\$136	\$67	\$20	\$24

*These sample airfares were available 2/1/14, 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 specific airline or airline booking websites. Airfares are subject to change without notice - and lower airfares are often not available on all dates. Please see our "Low Fares" section on our web site for any last minute airfare specials.

\$58 \$46 \$29 (\$12)

Average Fare difference

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 2/1/14
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	\$810	\$478	\$784	\$892	\$1,181	\$332	\$26	(\$82)	(\$371)
ATL	Atlanta	\$496		\$732	\$491	\$622	\$496	(\$236)	\$5	(\$126)
AUS	Austin	\$631	\$602	\$375	\$831	\$631	\$29	\$256	(\$200)	\$0
BWI	Baltimore	\$540	\$546	\$341	\$284	\$721	(\$6)	\$199	\$256	(\$181)
BOS	Boston	\$631	\$795	\$296	\$638	\$627	(\$164)	\$335	(\$7)	\$4
ORD	Chicago	\$373	\$622	\$414	\$390	\$721	(\$249)	(\$41)	(\$17)	(\$348)
CVG	Cincinnati	\$441	\$777	\$524	\$712	\$541	(\$336)	(\$83)	(\$271)	(\$100)
CLE	Cleveland	\$354	\$711	\$626	\$405	\$497	(\$357)	(\$272)	(\$51)	(\$143)
DFW	Dallas	\$466	\$834	\$616	\$422	\$915	(\$368)	(\$150)	\$44	(\$449)
DEN	Denver	\$651	\$631	\$495	\$866	\$955	\$20	\$156	(\$215)	(\$304)
DTW	Detroit	\$345	\$729	\$612	\$482	\$673	(\$384)	(\$267)	(\$137)	(\$328)
FLL	Fort Lauderdale	\$597	\$714	\$655	\$652	\$627	(\$117)	(\$58)	(\$55)	(\$30)
RSW	Ft. Myers	\$601	\$624	\$697	\$610	\$597	(\$23)	(\$96)	(\$9)	\$4
BDL	Hartford	\$597	\$603	\$340	\$576	\$874	(\$6)	\$257	\$21	(\$277)
IAH	Houston	\$623	\$692	\$575	\$400	\$913	(\$69)	\$48	\$223	(\$290)
IND	Indianapolis	\$785	\$498	\$322	\$504	\$783	\$287	\$463	\$281	\$2
JAX	Jacksonville	\$687	\$435	\$574	\$560	\$898	\$252	\$113	\$127	(\$211)
MCI	Kansas City	\$631	\$612	\$339	\$736	\$597	\$19	\$292	(\$105)	\$34
LAS	Las Vegas	\$791	\$1,002	\$638	\$928	\$787	(\$211)	\$153	(\$137)	\$4
LAX	Los Angeles	\$877	\$870	\$703	\$948	\$1,086	\$7	\$174	(\$71)	(\$209)
MHT	Manchester	\$639	\$829	\$314	\$625	\$635	(\$190)	\$325	\$14	\$4
MEM	Memphis	\$716	\$907	\$767	\$702	\$716	(\$191)	(\$51)	\$14	\$0
MIA	Miami	\$466	\$754	\$736	\$511	\$466	(\$288)	(\$270)	(\$45)	\$0
MKE	Milwaukee	\$691	\$569	\$340	\$598	\$597	\$122	\$351	\$93	\$94
MSP	Minneapolis/Saint Paul	\$797	\$748	\$668	\$820	\$841	\$49	\$129	(\$23)	(\$44)
BNA	Nashville	\$435	\$608	\$616	\$367	\$435	(\$173)	(\$181)	\$68	\$0
MSY	New Orleans	\$601	\$565	\$380	\$656	\$597	\$36	\$221	(\$55)	\$4

LGA	New York	\$600	\$637	\$378	\$376	\$597	(\$37)	\$222	\$224	\$3
EWR	Newark	\$403	\$812	\$534	\$378	\$597	(\$409)	(\$131)	\$25	(\$194)
MCO	Orlando	\$541	\$583	\$717	\$565	\$597	(\$42)	(\$176)	(\$24)	(\$56)
PHL	Philadelphia	\$395	\$705	\$372	\$401	\$537	(\$310)	\$23	(\$6)	(\$142)
PHX	Phoenix	\$791	\$776	\$669	\$914	\$787	\$15	\$122	(\$123)	\$4
PIT	Pittsburgh	\$532	\$657	\$326	\$512	\$537	(\$125)	\$206	\$20	(\$5)
PDX	Portland	\$811	\$894	\$475	\$944	\$811	(\$83)	\$336	(\$133)	\$0
PVD	Providence	\$631	\$1,014	\$296	\$638	\$597	(\$383)	\$335	(\$7)	\$34
RDU	Raleigh/Durham	\$437	\$632	\$443	\$576	\$796	(\$195)	(\$6)	(\$139)	(\$359)
RIC	Richmond	\$541	\$559	\$382	\$654	\$437	(\$18)	\$159	(\$113)	\$104
STL	Saint Louis	\$541	\$731	\$340	\$596	\$537	(\$190)	\$201	(\$55)	\$4
SLC	Salt Lake City	\$671	\$1,047	\$864	\$921	\$851	(\$376)	(\$193)	(\$250)	(\$180)
SAT	San Antonio	\$631	\$528	\$341	\$776	\$627	\$103	\$290	(\$145)	\$4
SAN	San Diego	\$791	\$824	\$635	\$944	\$787	(\$33)	\$156	(\$153)	\$4
SFO	San Francisco	\$1,057	\$974	\$589	\$962	\$807	\$83	\$468	\$95	\$250
SRQ	Sarasota/Bradenton	\$661	\$659	\$647	\$908	\$657	\$2	\$14	(\$247)	\$4
SEA	Seattle	\$811	\$1,013	\$653	\$962	\$807	(\$202)	\$158	(\$151)	\$4
SYR	Syracuse	\$601	\$977	\$376	\$793	\$597	(\$376)	\$225	(\$192)	\$4
TPA	Tampa	\$601	\$546	\$402	\$392	\$597	\$55	\$199	\$209	\$4
YYZ	Toronto	\$737	\$1,045	\$747	\$634	\$690	(\$308)	(\$10)	\$103	\$47
DCA	Washington DC	\$541	\$730	\$705	\$287	\$537	(\$189)	(\$164)	\$254	\$4
IAD	Washington DC	\$541	\$722	\$763	\$354	\$537	(\$181)	(\$222)	\$187	\$4
PBI	West Palm Beach	\$601	\$584	\$739	\$671	\$597	\$17	(\$138)	(\$70)	\$4

*These sample airfares were available 2/1/14, 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 specific airline or airline booking websites. Airfares are subject to change without notice - and lower airfares are often not available on all dates. Please see our "Low Fares" section on our web site for any last minute airfare specials.

(\$93) \$77 (\$21) (\$74)

Average Fare difference

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

Schedule Weekly Summary Report for all nonstop Passenger (All) flights from AVL for travel February 2014 vs. February 2013

Mktg Al	Travel Period			Feb 2014		Feb 2013		Diff		Percent Diff	
	Orig	Dest	Miles	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats
DL	ATL	AVL	164	46	2,894	53	3,140	(7)	(246)	(13.2%)	(7.8%)
DL	AVL	ATL	164	46	2,894	53	3,140	(7)	(246)	(13.2%)	(7.8%)
G4	AVL	FLL	660	2	332	2	332	0	0	0.0%	0.0%
G4	AVL	PGD	588	2	332	0	0	2	332		
G4	AVL	PIE	518	2	332	0	0	2	332		
G4	AVL	SFB	465	2	332	2	332	0	0	0.0%	0.0%
G4	FLL	AVL	660	2	332	2	332	0	0	0.0%	0.0%
G4	PGD	AVL	588	2	332	0	0	2	332		
G4	PIE	AVL	518	2	332	0	0	2	332		
G4	SFB	AVL	465	2	332	2	332	0	0	0.0%	0.0%
UA	AVL	ORD	536	7	350	14	700	(7)	(350)	(50.0%)	(50.0%)
UA	ORD	AVL	536	7	350	14	700	(7)	(350)	(50.0%)	(50.0%)
US	AVL	CLT	92	47	2,642	61	3,152	(14)	(510)	(23.0%)	(16.2%)
US	CLT	AVL	92	47	2,642	61	3,152	(14)	(510)	(23.0%)	(16.2%)
TOTAL				216	14,428	264	15,312	(48)	(884)	(18.2%)	(5.8%)

Schedule Weekly Summary Report for all nonstop Passenger (All) flights from AVL for travel March 2014 vs. March 2013

Mktg Al	Travel Period			Mar 2014		Mar 2013		Diff		Percent Diff	
	Orig	Dest	Miles	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats
DL	ATL	AVL	164	46	3,175	53	3,140	(7)	35	(13.2%)	1.1%
DL	AVL	ATL	164	46	3,175	53	3,140	(7)	35	(13.2%)	1.1%
DL	AVL	DTW	470	0	0	7	350	(7)	(350)	(100.0%)	(100.0%)
DL	AVL	LGA	599	0	0	7	350	(7)	(350)	(100.0%)	(100.0%)
DL	DTW	AVL	470	0	0	7	350	(7)	(350)	(100.0%)	(100.0%)
DL	LGA	AVL	599	0	0	7	350	(7)	(350)	(100.0%)	(100.0%)
G4	AVL	FLL	660	2	332	3	498	(1)	(166)	(33.3%)	(33.3%)
G4	AVL	PGD	588	2	332	0	0	2	332		
G4	AVL	PIE	518	2	332	0	0	2	332		
G4	AVL	SFB	465	2	332	3	498	(1)	(166)	(33.3%)	(33.3%)
G4	FLL	AVL	660	2	332	3	498	(1)	(166)	(33.3%)	(33.3%)
G4	PGD	AVL	588	2	332	0	0	2	332		
G4	PIE	AVL	518	2	332	0	0	2	332		
G4	SFB	AVL	465	2	332	3	498	(1)	(166)	(33.3%)	(33.3%)
UA	AVL	ORD	536	14	700	14	700	0	0	0.0%	0.0%
UA	ORD	AVL	536	14	700	14	700	0	0	0.0%	0.0%
US	AVL	CLT	92	46	2,590	62	3,185	(16)	(595)	(25.8%)	(18.7%)
US	CLT	AVL	92	46	2,590	62	3,185	(16)	(595)	(25.8%)	(18.7%)
TOTAL				228	15,586	298	17,442	(70)	(1,856)	(23.5%)	(10.6%)

Schedule Weekly Summary Report for all nonstop Passenger (All) flights from AVL for travel April 2014 vs. April 2013

Mktg Al	Travel Period			Apr 2014		Apr 2013		Diff		Percent Diff	
	Orig	Dest	Miles	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats
DL	ATL	AVL	164	44	3,113	53	3,086	(9)	27	(17.0%)	0.9%
DL	AVL	ATL	164	46	3,213	53	3,086	(7)	127	(13.2%)	4.1%
DL	AVL	DTW	470	6	300	7	350	(1)	(50)	(14.3%)	(14.3%)
DL	AVL	LGA	599	0	0	7	350	(7)	(350)	(100.0%)	(100.0%)
DL	DTW	AVL	470	6	300	7	350	(1)	(50)	(14.3%)	(14.3%)
DL	LGA	AVL	599	0	0	7	350	(7)	(350)	(100.0%)	(100.0%)
G4	AVL	FLL	660	3	498	2	332	1	166	50.0%	50.0%
G4	AVL	PGD	588	2	332	0	0	2	332		
G4	AVL	PIE	518	3	498	0	0	3	498		
G4	AVL	SFB	465	2	332	2	332	0	0	0.0%	0.0%
G4	FLL	AVL	660	3	498	2	332	1	166	50.0%	50.0%
G4	PGD	AVL	588	2	332	0	0	2	332		
G4	PIE	AVL	518	3	498	0	0	3	498		
G4	SFB	AVL	465	2	332	2	332	0	0	0.0%	0.0%
UA	AVL	ORD	536	14	700	14	700	0	0	0.0%	0.0%
UA	ORD	AVL	536	14	700	14	700	0	0	0.0%	0.0%
US	AVL	CLT	92	43	2,485	62	3,176	(19)	(691)	(30.6%)	(21.8%)
US	CLT	AVL	92	43	2,456	62	3,176	(19)	(720)	(30.6%)	(22.7%)
TOTAL				236	16,587	294	16,652	(58)	(65)	(19.7%)	(0.4%)



MEMORANDUM

TO: Members of the Airport Authority

FROM: Vickie Thomas, Director of Finance & Accounting

DATE: February 14, 2014

ITEM DESCRIPTION – Information Section Item B

Asheville Regional Airport – Explanation of Extraordinary Variances
 Month of December, 2013 (Month 6 of FY2014)

SUMMARY

Operating Revenues for the month of December were \$768,007, 19.68% over budget. Operating Expenses for the month were \$579,638, 9.16% under budget. As a result, Net Operating Revenues before Depreciation were \$184,761 over budget. Net Non-Operating Revenues were \$176,325, 48.05% over budget.

Year-to-date Operating Revenues were \$4,533,452, 8.85% over budget. Year-to-date Operating Expenses were \$3,299,497, 13.91% below budget. Year-to-date Net Operating Revenues before Depreciation were \$901,807 over budget. Net Non-Operating Revenues for the year were \$1,302,584, 28.12% over budget.

REVENUES

Significant variations to budget for December were:

Terminal Space Rentals-Airline	\$14,772	15.61%	Enplanements over budget.
Auto Parking	\$52,117	29.53%	Enplanements over budget.
Landing Fees	\$50,681	118.78%	Enplanements over budget & \$41k billing for deicing chemical costs added to Landing Fee rates effective 7/1/12 instead of billed as used.
Customer Facility Charges	\$24,317	43.42%	Enplanements over budget & CFCs budgeted conservatively.
Passenger Facility Charges	\$32,362	44.33%	Enplanements over budget.

Information Section – Item B



EXPENSES

Significant variations to budget for December were:

Personnel Services	(\$38,416)	(9.99%)	10 FTE vacant positions.
Operating Supplies	(\$20,160)	(78.16%)	Deicing chemicals not purchased in December.
Business Development	\$39,524	526.99%	Catch up of advertising billing by Allegiant.

STATEMENT OF NET ASSETS

Significant variations to prior month were:

Grants Receivable – Grants Receivable increased by \$358k mainly due to spending on the Airfield Redevelopment and the ARFF Facility projects.

Construction in Progress – Construction in Progress increased by \$539k mainly due to spending on the Airfield Redevelopment and the ARFF Facility projects and the purchase of the Pinner Road property.

Property and Equipment, Net – Property and Equipment, Net decreased by \$398k of current month's depreciation.

**ASHEVILLE REGIONAL AIRPORT
INVESTMENT AND INTEREST INCOME SUMMARY
As of December 31, 2013**

<u>Institution:</u>	<u>Interest Rate</u>	<u>Investment Amount</u>	<u>Monthly Interest</u>
Bank of America - Operating Account	0.20%	\$ 6,365,219	1,396
First Citizens - Money Market Account	0.07%	6,381,829	379
NC Capital Management Trust - Cash Portfolio		17,171	0
NC Capital Management Trust - Term Portfolio		3,008,943	219
Petty Cash		200	
 <u>Restricted Cash:</u>			
Wells Fargo - CFC Revenue Account	0.00%	336,835	0
Bank of America - PFC Revenue Account	0.20%	1,327,431	218
 Total		 <u>\$ 17,437,628</u>	 <u>\$ 2,212</u>

Investment Diversification:

Banks	83%
NC Capital Management Trust	17%
Commercial Paper	0%
Federal Agencies	0%
US Treasuries	0%
	<u>100%</u>

ASHEVILLE REGIONAL AIRPORT
STATEMENT OF CHANGES IN FINANCIAL POSITION
For the Month Ended December 31, 2013

	<u>Current Month</u>	<u>Prior Period</u>
Cash and Investments Beginning of Period	\$ 17,343,077	\$ 17,656,305
Net Income/(Loss) Before Capital Contributions	(33,552)	(39,884)
Depreciation	398,246	398,246
Decrease/(Increase) in Receivables	(224,227)	(305,198)
Increase/(Decrease) in Payables	157,901	(282,716)
Decrease/(Increase) in Prepaid Expenses	17,734	17,734
Decrease/(Increase) in Fixed Assets	(538,647)	(336,034)
Principal Payments of Bond Maturities	(40,669)	(40,473)
Capital Contributions	357,765	275,097
Increase(Decrease) in Cash	<u>94,551</u>	<u>(313,228)</u>
Cash and Investments End of Period	<u>\$ 17,437,628</u>	<u>\$ 17,343,077</u>

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

For the Month Ending December 31, 2013

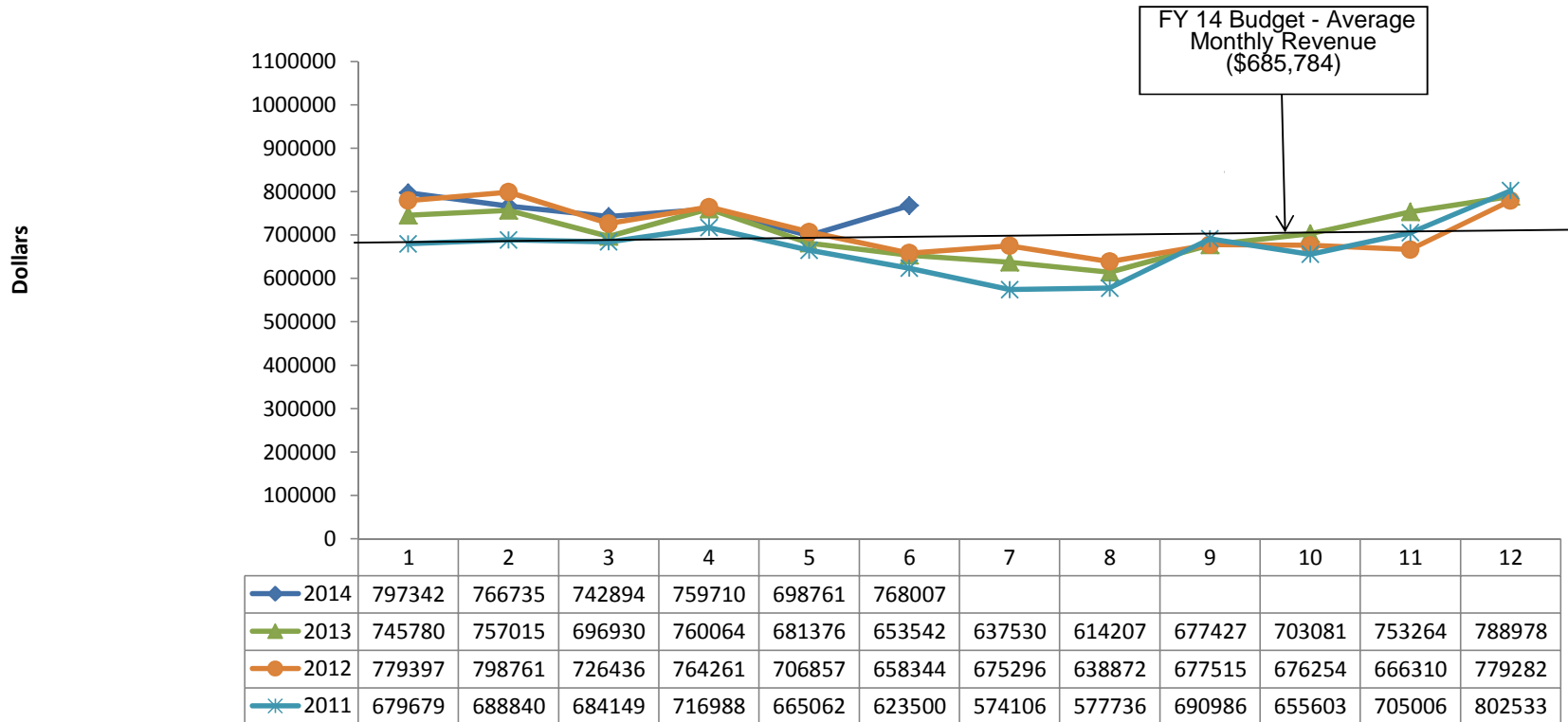
	<u>Current Month Actual</u>	<u>Current Month Budget</u>	<u>Variance \$</u>	<u>Variance %</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance \$</u>	<u>Variance %</u>	<u>Annual Budget</u>
Operating Revenue:									
Terminal Space Rentals - Non Airline	\$17,861	\$17,861	\$0	0.00%	\$106,245	\$106,246	(\$1)	(0.00%)	\$213,411
Terminal Space Rentals - Airline	109,433	94,661	14,772	15.61%	675,315	652,376	22,939	3.52%	1,240,000
Concessions	16,995	16,315	680	4.17%	115,668	108,890	6,778	6.22%	249,915
Auto Parking	228,617	176,500	52,117	29.53%	1,436,060	1,207,000	229,060	18.98%	2,371,000
Rental Car - Car Rentals	112,638	113,882	(1,244)	(1.09%)	683,962	690,218	(6,256)	(0.91%)	1,373,510
Rental Car - Facility Rent	50,454	50,431	23	0.05%	294,540	296,945	(2,405)	(0.81%)	592,179
Commercial Ground Transportation	671	200	471	235.50%	10,118	6,600	3,518	53.30%	36,900
Landing Fees	93,348	42,667	50,681	118.78%	359,800	271,002	88,798	32.77%	548,000
FBO'S	78,737	79,729	(992)	(1.24%)	485,737	487,674	(1,937)	(0.40%)	966,739
Building Leases	11,613	11,479	134	1.17%	69,642	68,874	768	1.12%	137,751
Land Leases	2,120	2,099	21	1.00%	12,678	12,594	84	0.67%	25,208
Other Leases/Fees	45,520	35,872	9,648	26.90%	283,687	256,342	27,345	10.67%	474,800
Total Operating Revenue	\$768,007	\$641,696	\$126,311	19.68%	\$4,533,452	\$4,164,761	\$368,691	8.85%	\$8,229,413
Operating Expenses:									
Personnel Services	\$345,985	\$384,401	(\$38,416)	(9.99%)	\$1,990,946	\$2,151,609	(\$160,663)	(7.47%)	\$4,547,573
Professional Services	2,645	12,619	(9,974)	(79.04%)	65,586	93,264	(27,678)	(29.68%)	232,178
Accounting & Auditing	0	0	-	0.00%	6,200	6,200	-	0.00%	15,000
Other Contractual Services	56,904	54,960	1,944	3.54%	321,687	331,361	(9,674)	(2.92%)	646,888
Travel & Training	7,498	14,205	(6,707)	(47.22%)	45,385	61,965	(16,580)	(26.76%)	159,035
Communications & Freight	5,202	6,694	(1,492)	(22.29%)	33,948	40,164	(6,216)	(15.48%)	80,323
Utility Services	42,407	40,938	1,469	3.59%	204,672	210,081	(5,409)	(2.57%)	432,015
Rentals & Leases	941	1,026	(85)	(8.28%)	6,001	6,156	(155)	(2.52%)	12,316
Insurance	15,884	19,125	(3,241)	(16.95%)	96,207	114,750	(18,543)	(16.16%)	229,500
Repairs & Maintenance	14,991	22,060	(7,069)	(32.04%)	106,501	178,610	(72,109)	(40.37%)	339,682
Advertising, Printing & Binding	10,569	4,404	6,165	139.99%	76,840	91,584	(14,744)	(16.10%)	207,800
Promotional Activities	12,908	22,425	(9,517)	(42.44%)	51,453	72,475	(21,022)	(29.01%)	109,725
Other Current Charges & Obligations	7,959	9,832	(1,873)	(19.05%)	40,813	42,442	(1,629)	(3.84%)	80,000
Office Supplies	441	1,000	(559)	(55.90%)	2,768	6,000	(3,232)	(53.87%)	12,000
Operating Supplies	5,633	25,793	(20,160)	(78.16%)	100,544	181,017	(80,473)	(44.46%)	297,777
Books, Publications, Subscriptions & Meml	2,647	2,106	541	25.69%	9,563	31,103	(21,540)	(69.25%)	43,782
Contingency	0	0	-	0.00%	0	15,582	(15,582)	(100.00%)	23,007
Emergency Repair	0	9,000	(9,000)	(100.00%)	0	36,000	(36,000)	(100.00%)	90,000
Business Development	47,024	7,500	39,524	526.99%	140,383	162,250	(21,867)	(13.48%)	406,000
Total Operating Expenses	\$579,638	\$638,088	(\$58,450)	(9.16%)	\$3,299,497	\$3,832,613	(\$533,116)	(13.91%)	\$7,964,601

Operating Revenue before Depreciation	\$188,369	\$3,608	\$184,761	5,120.90%	\$1,233,955	\$332,148	\$901,807	271.51%	\$264,812
Depreciation	<u>398,246</u>	<u>-</u>	<u>398,246</u>	<u>100.00%</u>	<u>2,389,476</u>	<u>-</u>	<u>2,389,476</u>	<u>100.00%</u>	<u>-</u>
Operating Income(Loss) Before Non-Operating Revenue and Expenses	(\$209,877)	\$3,608	(\$213,485)	(5,917.02%)	(\$1,155,521)	\$332,148	(\$1,487,669)	(447.89%)	\$264,812
Non-Operating Revenue and Expense									
Customer Facility Charges	\$80,317	\$56,000	\$24,317	43.42%	\$640,845	\$487,000	\$153,845	31.59%	\$ 900,000
Passenger Facility Charges	105,362	73,000	32,362	44.33%	721,550	592,000	129,550	21.88%	1,150,000
Interest Revenue	2,212	1,666	546	32.77%	12,498	9,996	2,502	25.03%	20,000
Interest Expense	(11,566)	(11,566)	-	0.00%	(72,309)	(72,308)	(1)	0.00%	(137,554)
Reimbursable Cost Revenues	11,547	29,166	(17,619)	(60.41%)	64,218	174,996	(110,778)	(63.30%)	350,000
Reimbursable Cost Expenses	(11,547)	(29,166)	17,619	(60.41%)	(64,218)	(174,996)	110,778	(63.30%)	(350,000)
Gain/Loss on Disposal of Assets	<u>0</u>	<u>0</u>	<u>-</u>	<u>0.00%</u>	<u>0</u>	<u>0</u>	<u>-</u>	<u>0.00%</u>	
Non-Operating Revenue-Net	\$176,325	\$119,100	\$57,225	48.05%	\$1,302,584	\$1,016,688	\$285,896	28.12%	\$1,932,446
Income (Loss) Before Capital Contributions	<u>(\$33,552)</u>	<u>\$122,708</u>	<u>(\$156,260)</u>	<u>(127.34%)</u>	<u>\$147,063</u>	<u>\$1,348,836</u>	<u>(\$1,201,773)</u>	<u>(89.10%)</u>	<u>\$2,197,258</u>
Capital Contributions	<u>\$357,765</u>	<u>\$0</u>	<u>\$357,765</u>	<u>100.00%</u>	<u>\$2,573,385</u>	<u>\$0</u>	<u>\$2,573,385</u>	<u>100.00%</u>	<u>\$0</u>
Increase in Net Assets	<u><u>\$324,213</u></u>	<u><u>\$122,708</u></u>	<u><u>\$201,505</u></u>	<u><u>164.22%</u></u>	<u><u>\$2,720,448</u></u>	<u><u>\$1,348,836</u></u>	<u><u>\$1,371,612</u></u>	<u><u>101.69%</u></u>	<u><u>\$2,197,258</u></u>

**ASHEVILLE REGIONAL AIRPORT
STATEMENT OF FINANCIAL POSITION
As of December 31, 2013**

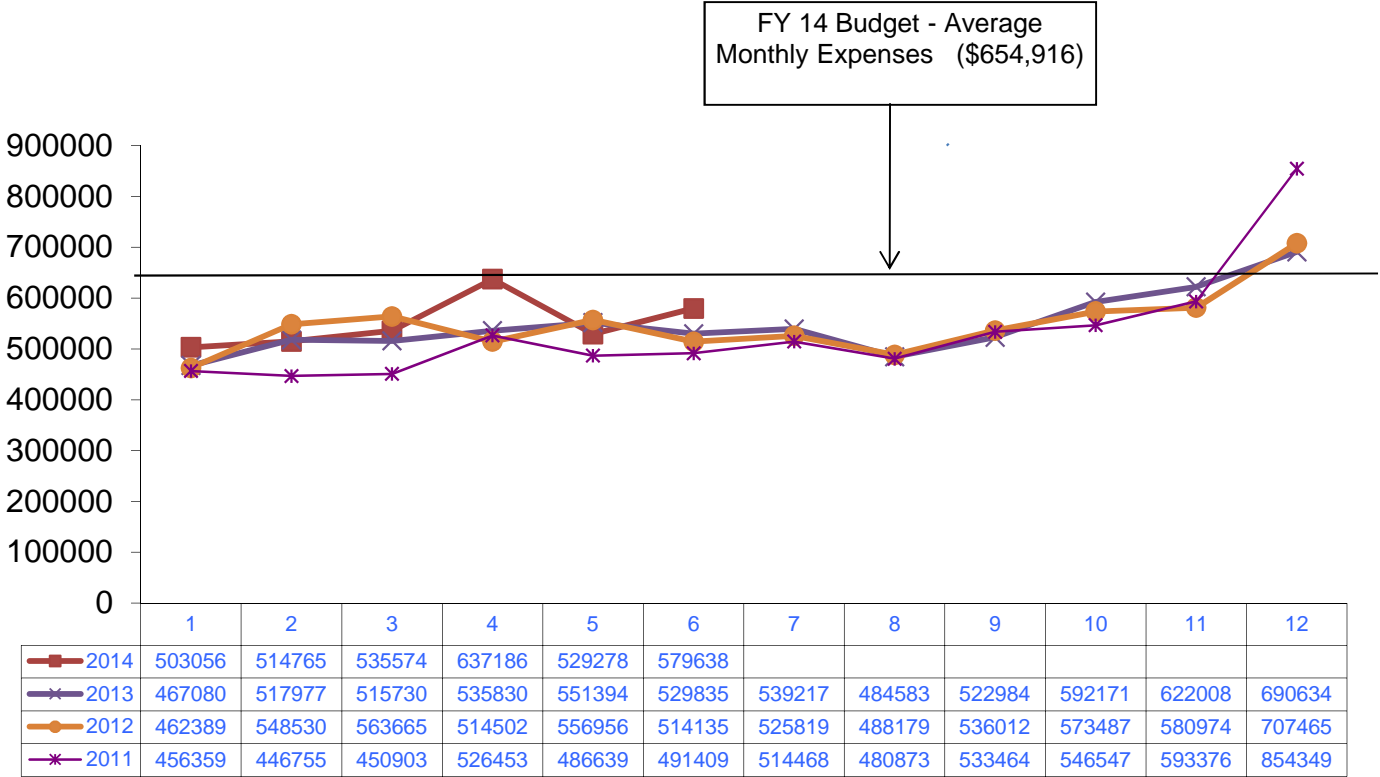
<u>ASSETS</u>	<u>Current Month</u>	<u>Last Month</u>
Current Assets:		
Unrestricted Net Assets:		
Cash and Cash Equivalents	\$15,773,362	\$15,867,536
Accounts Receivable	491,483	636,509
Passenger Facility Charges Receivable	181,000	181,000
Refundable Sales Tax Receivable	139,126	127,637
Grants Receivable	2,008,198	1,650,433
Prepaid Expenses	105,524	123,258
Total Unrestricted Assets	<u>18,698,693</u>	<u>18,586,373</u>
Restricted Assets:		
Cash and Cash Equivalents	1,664,266	1,475,541
Total Restricted Assets	<u>1,664,266</u>	<u>1,475,541</u>
 Total Current Assets	 <u>20,362,959</u>	 <u>20,061,914</u>
Noncurrent Assets:		
Construction in Progress	4,992,995	4,454,348
Property and Equipment - Net	60,662,055	61,060,301
Total Noncurrent Assets	<u>65,655,050</u>	<u>65,514,649</u>
	<u>\$86,018,009</u>	<u>\$85,576,563</u>
 <u>LIABILITIES AND NET ASSETS</u>		
Current Liabilities:		
Payable from Unrestricted Assets:		
Accounts Payable & Accrued Liabilities	\$843,890	\$747,309
Customer Deposits	1,675	1,675
Unearned Revenue	282,257	209,582
Construction Contract Retainages	0	11,356
Revenue Bond Payable - Current	503,605	501,187
Total Payable from Unrestricted Assets	<u>1,631,427</u>	<u>1,471,109</u>
 Total Current Liabilities	 <u>1,631,427</u>	 <u>1,471,109</u>
Noncurrent Liabilities:		
Other Postemployment Benefits	852,101	852,101
Compensated Absences	379,579	379,579
Net Pension Obligation-LEO Special Separation Allowance	(37,547)	(37,547)
Revenue Bond Payable - Noncurrent	1,852,919	1,896,006
Total Noncurrent Liabilities	<u>3,047,052</u>	<u>3,090,139</u>
 Total Liabilities	 <u>4,678,479</u>	 <u>4,561,248</u>
Net Assets:		
Invested in Capital Assets	63,298,526	63,117,456
Restricted	1,664,266	1,475,541
Unrestricted	16,376,738	16,422,318
Total Net Assets	<u>81,339,530</u>	<u>81,015,315</u>
	<u>\$86,018,009</u>	<u>\$85,576,563</u>

ASHEVILLE REGIONAL AIRPORT Annual Operating Revenue by Month December 2013



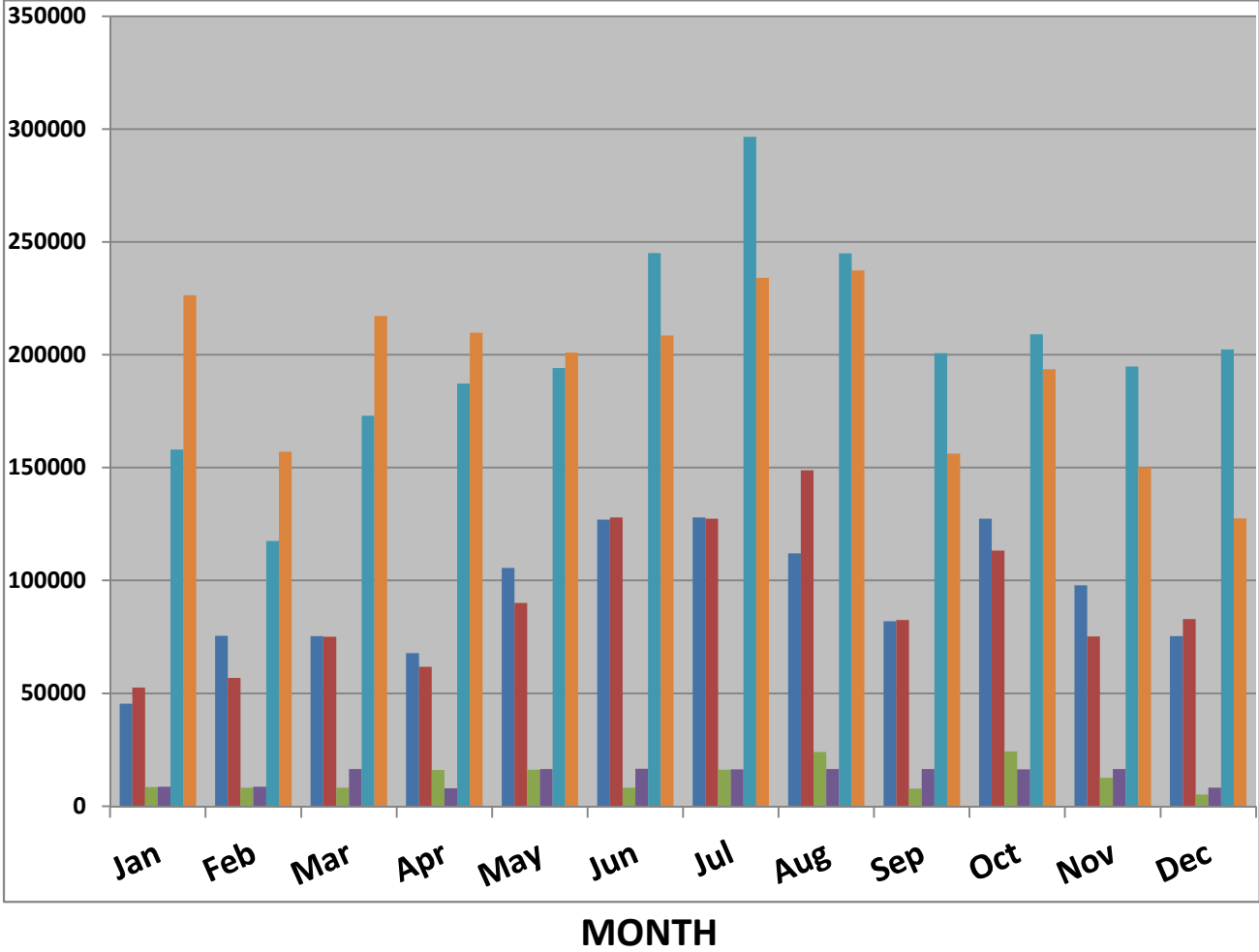
ASHEVILLE REGIONAL AIRPORT Annual Operating Expenses by Month December 2013

Dollars



**ASHEVILLE REGIONAL AIRPORT
FUEL SALES - GALLONS
December 2013**

**G
A
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S**



- Jet A - 2013
- Jet A - 2012
- 100LL - 2013
- 100LL - 2012
- Airline - 2013
- Airline - 2012

JetA 75,367 Gallons
100LL 5,244 Gallons
Airline 202,328 Gallons

Planning Phase														
Project Number	Project Name	Project Description	Professional Services Consultant	Professional Services Contract	General Contractor	Original Construction Contract	Change Orders (thru 2/01/2014)	Percent of Original Contract	Board Approved Project Cost	Percent Complete	Expensed to Date (thru 2/01/2014)	Start Date	End Date	Current Project Status (as of 2/01/2014)
Design Phase														
Project Number	Project Name	Project Description	Professional Services Consultant	Professional Services Contract	General Contractor	Original Construction Contract	Change Orders (thru 2/01/2014)	Percent of Original Contract	Board Approved Project Cost	Percent Complete	Expensed to Date (thru 2/01/2014)	Start Date	End Date	Current Project Status (as of 2/01/2014)
1	Airfield Re-Development Project	Budget for the complete project							\$64,000,000.00		\$1,605,158.47			All Engineer contracts and expenses will be inclusive of budget.
1A	Airfield Re-Development Project	Phase I - Design Services	RS&H	\$447,983.00	N/A	N/A	\$0.00	0.00%	<i>(Overall total included in above number)</i>	67%	\$297,707.26	Dec-12	Mar-14	FAA is expected to review the MOS documents and anticipate a response by mid-Feb.
1B	Airfield Re-Development Project	Phase II - Design Services and Project Management.	RS&H	\$1,842,318.00	N/A	N/A	\$0.00	0.00%	<i>(Overall total included in above number)</i>	8.0%	\$147,178.58	Jun-13	Dec-15	Project Management work continues to establish milestones and phases of construction. Bid documents for Phase 1 are being assembled.
1C	Airfield Re-Development Project	Temporary Runway/Taxiway Design	AVCON	\$1,837,826.00	N/A	N/A	\$0.00	0.00%	<i>(Overall total included in above number)</i>	33.4%	\$613,717.20	Mar-13	Mar-14	100% Ph-I plans for site preparation are pending FAA review of MOS . 30% Ph-II plans are in review for the temporary runway.
1D	Airfield Re-Development Project	New Runway Design	Michael Baker Engineering Inc.	\$2,299,934.00	N/A	N/A	\$0.00	0.00%	<i>(Overall total included in above number)</i>	12.4%	\$286,853.95	Mar-13	Mar-14	30% plans turned in for review by Project Manager.
1E	Airfield Re-Development Project	Miscellaneous and Administrative Expenses			N/A	N/A	\$0.00	0.00%	<i>(Overall total included in above number)</i>		\$259,726.21	Jan-13	Dec-17	Misc. and Administrative expenses outside of the Engineers contracts
Construction Phase														
Project Number	Project Name	Project Description	Professional Services Consultant	Professional Services Contract	General Contractor	Original Construction Contract	Change Orders (thru 2/01/2014)	Percent of Original Contract	Board Approved Project Cost	Percent Complete	Expensed to Date (thru 2/01/2014)	Start Date	End Date	Current Project Status (as of 2/01/2014)
1	Westside Phase 2	Construction for the Westside Project to level land utilizing engineered ash to fill and top with soil embankment/cap for future development.	AVCON	\$349,732.00	Charah	N/A	\$0.00	0.00%	\$349,732.00* <i>(project expenses are being reimbursed by Charah through a separate agreement)</i>	71%	\$248,732.43	Feb-11	Jul-15	Ash fill is almost completed for the remaining subcells. Weather and temperatures slowed progress somewhat.
2	Westside Area 3	North section on West of the Airfield needs to be developed to accommodate new temporary runway.	AVCON	\$278,060.00	Charah	N/A	\$0.00	0.00%	\$278,060 * <i>(project expenses are being reimbursed by Charah through a separate agreement)</i>	22.5%	\$62,972.81	Mar-13	Jul-15	Area 3 liner deployment continues for cells 1-5 with 6-7 beginning. Ash placement continues weather permitting.
3	ARFF Facility Construction	Design, Project Management and Construction of a new Aircraft Rescue Fire Fighting Building.	LPA/BAKER	\$541,409.00	Goforth Builders Inc.	\$4,122,500.00	\$124,422.50	1.60%	\$543,409.00 (Design) & \$4,534,750.00 (Construction)	48.0%	\$2,032,626.72	Jun-13	Jul-14	ARFF construction work includes; administrative portion interior work utility installation and framework; apparatus bay roof custom metal panels continue to be installed.

Amounts are based on invoices received and processed through Development.

Airportsurvey.com



AVL

Airport Facilities Review For 4th Quarter 2013

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

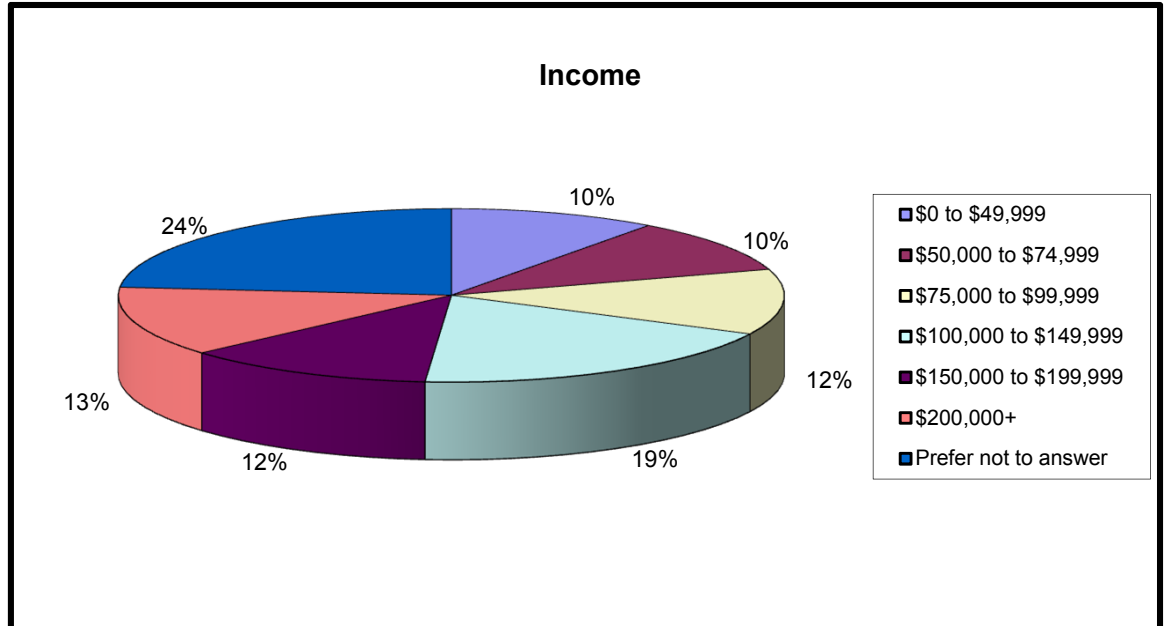
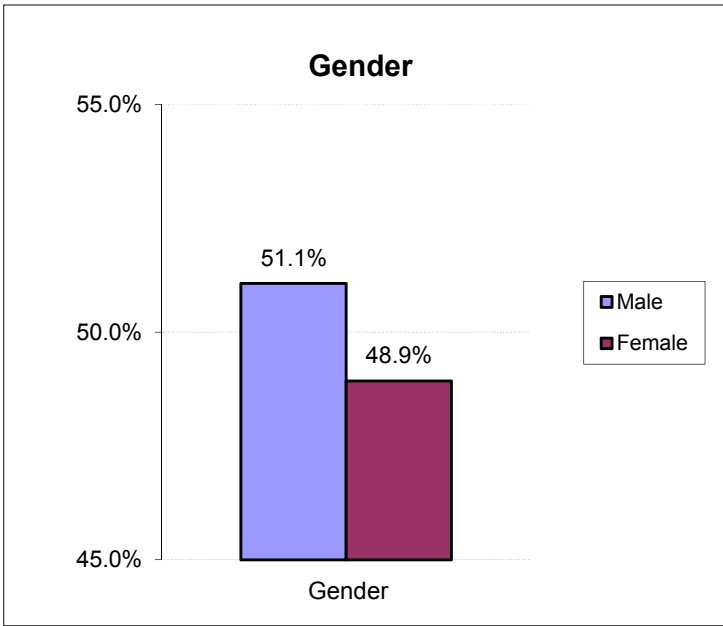
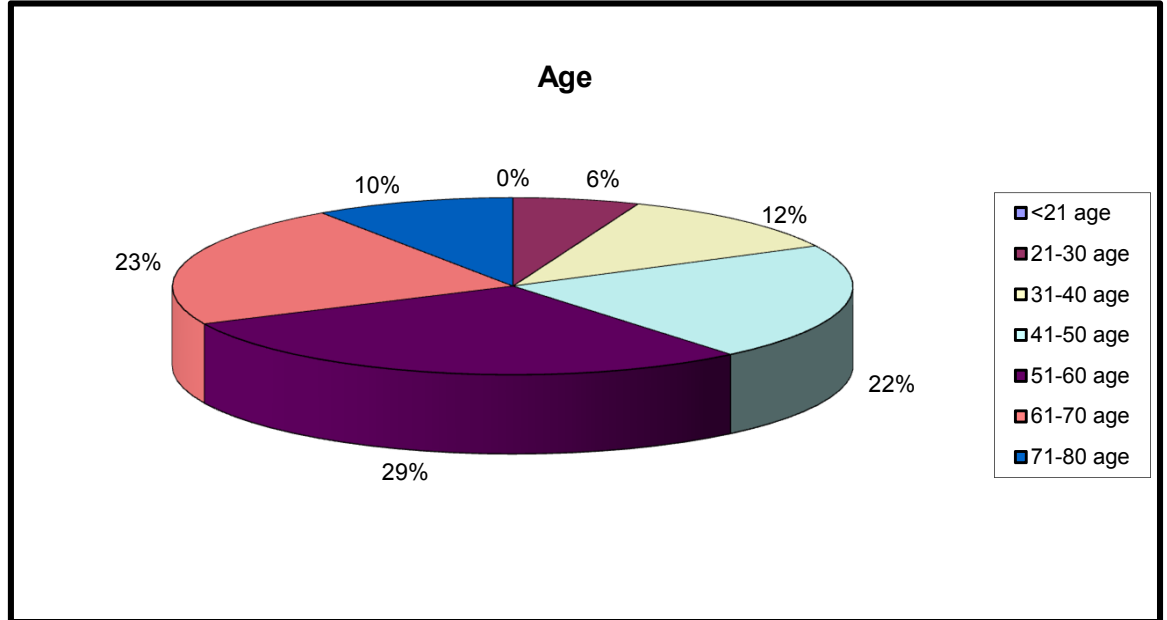
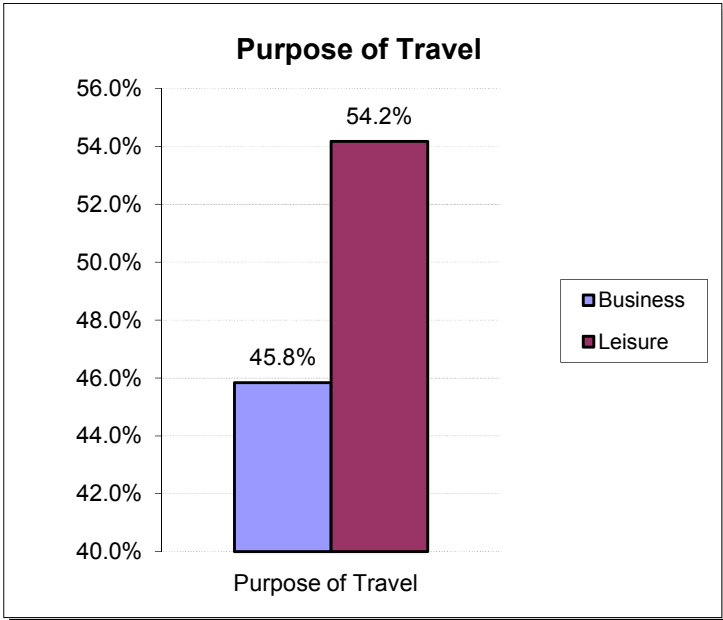
No representations are made as to the completeness or accuracy of information contained herein. Airport facility raw data is available upon request.

Overview

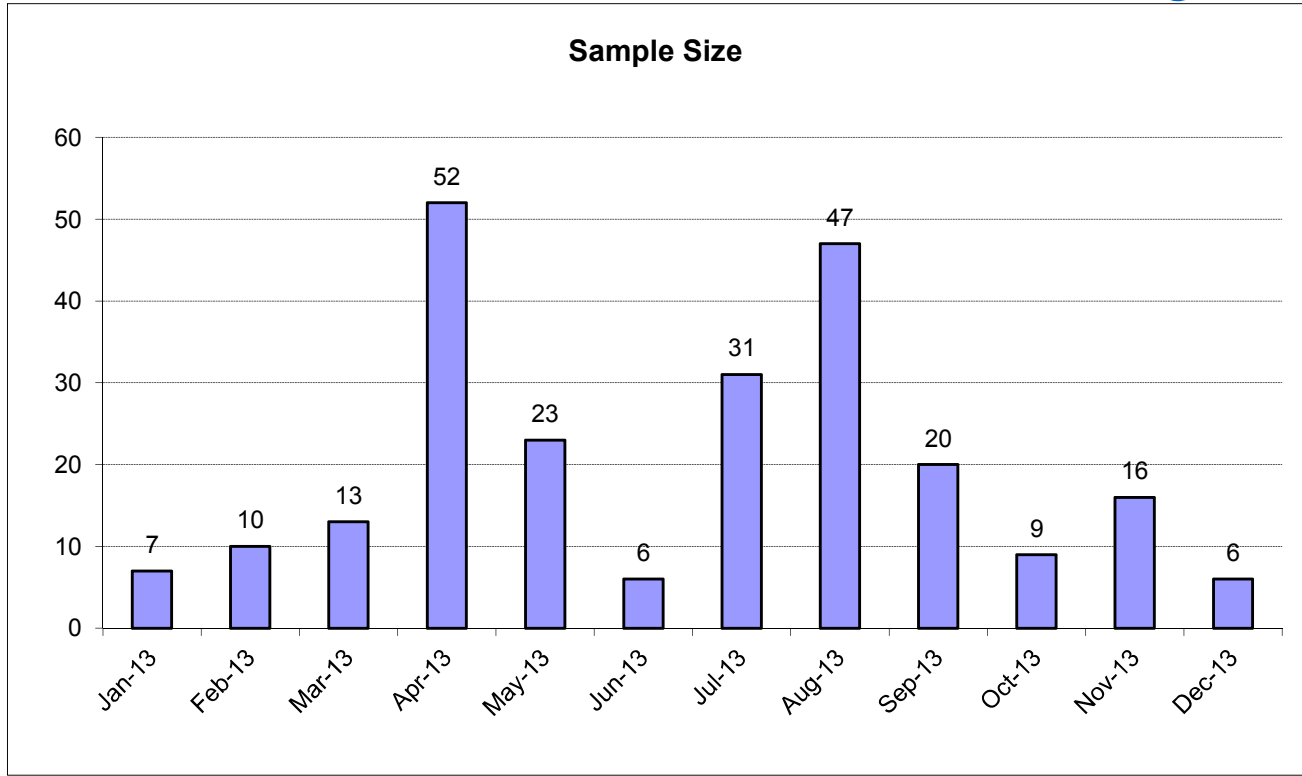
- ***Airportsurvey.com*** is an ongoing, all-inclusive online passenger satisfaction survey program from Canmark Research Center
- Invitations to take the survey are distributed at select airports across the country
- Over 30 airports participate
- Each survey invitation card is single-use, and must 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 4rd Quarter 2012

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	4.44	4.23	0.20	4.6%
Availability of parking	4.31	4.17	0.14	3.2%
Cost of parking	3.71	3.53	0.18	4.9%
Clear, easy to follow signs	4.28	4.07	0.20	4.7%
Cleanliness	4.51	4.32	0.20	4.4%
Restrooms	4.47	4.17	0.29	6.5%
Concessions / restaurants	3.70	3.61	0.09	2.6%
Transportation to your gate / concourse / terminal	4.54	3.99	0.56	12.3%
Security: Wait time at checkpoint	4.57	4.23	0.34	7.5%
Security: Professionalism of personnel	4.64	4.30	0.34	7.3%
Security: Confidence in airport security procedures	4.44	4.12	0.32	7.2%

Statistical means testing not performed on results

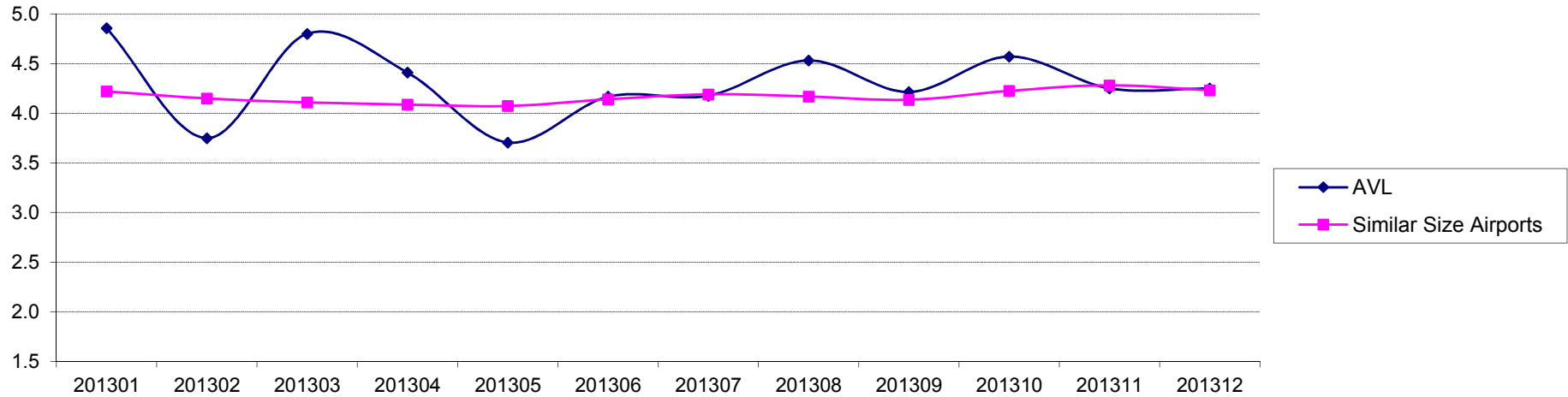
AVL	
Responses	240

Overall Satisfaction with Airport Facilities

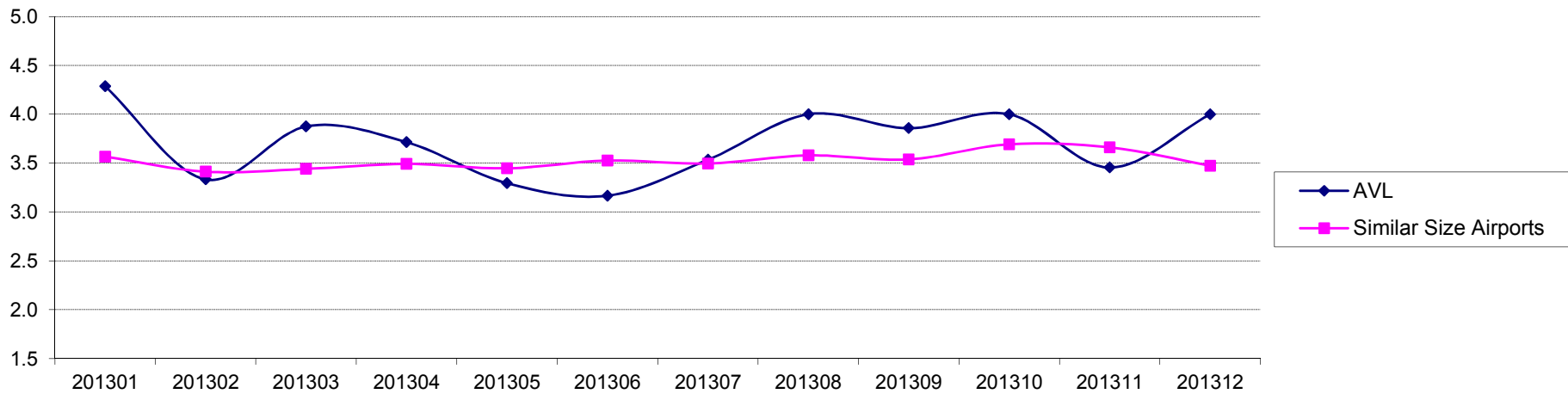


Parking Satisfaction

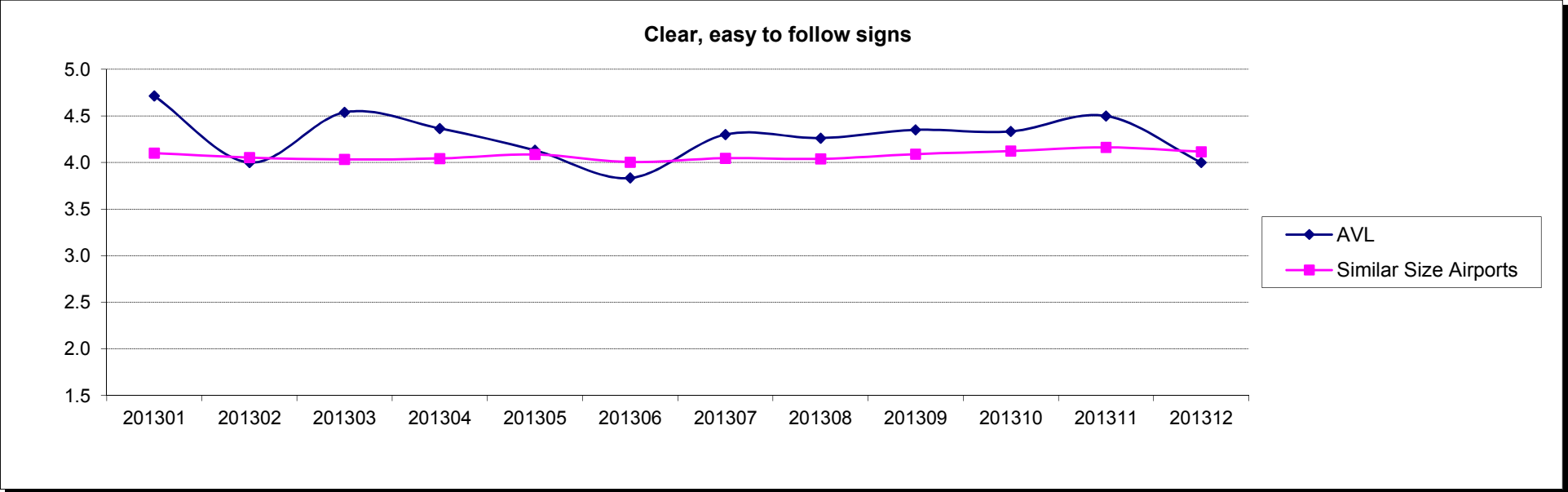
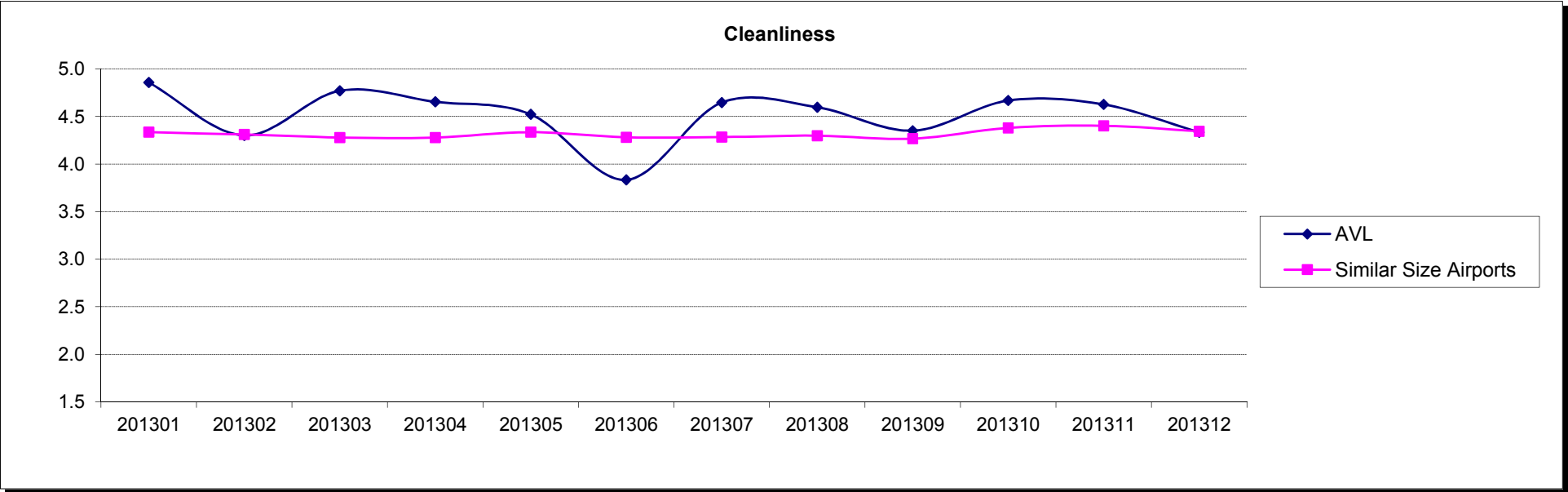
Availability of parking



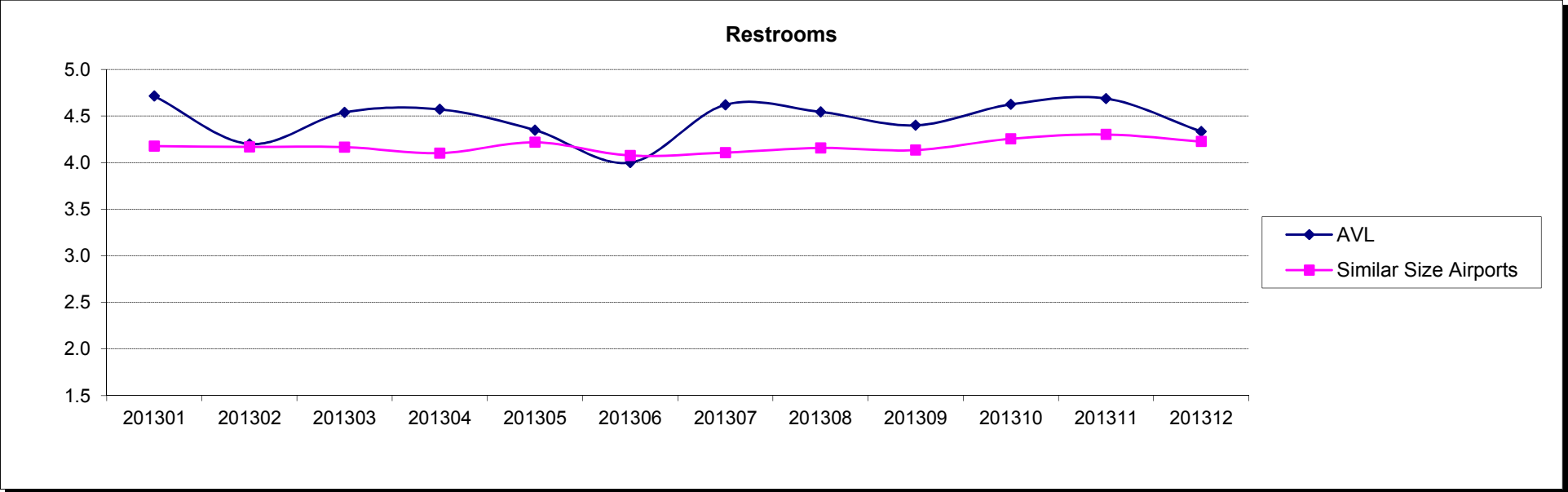
Cost of parking



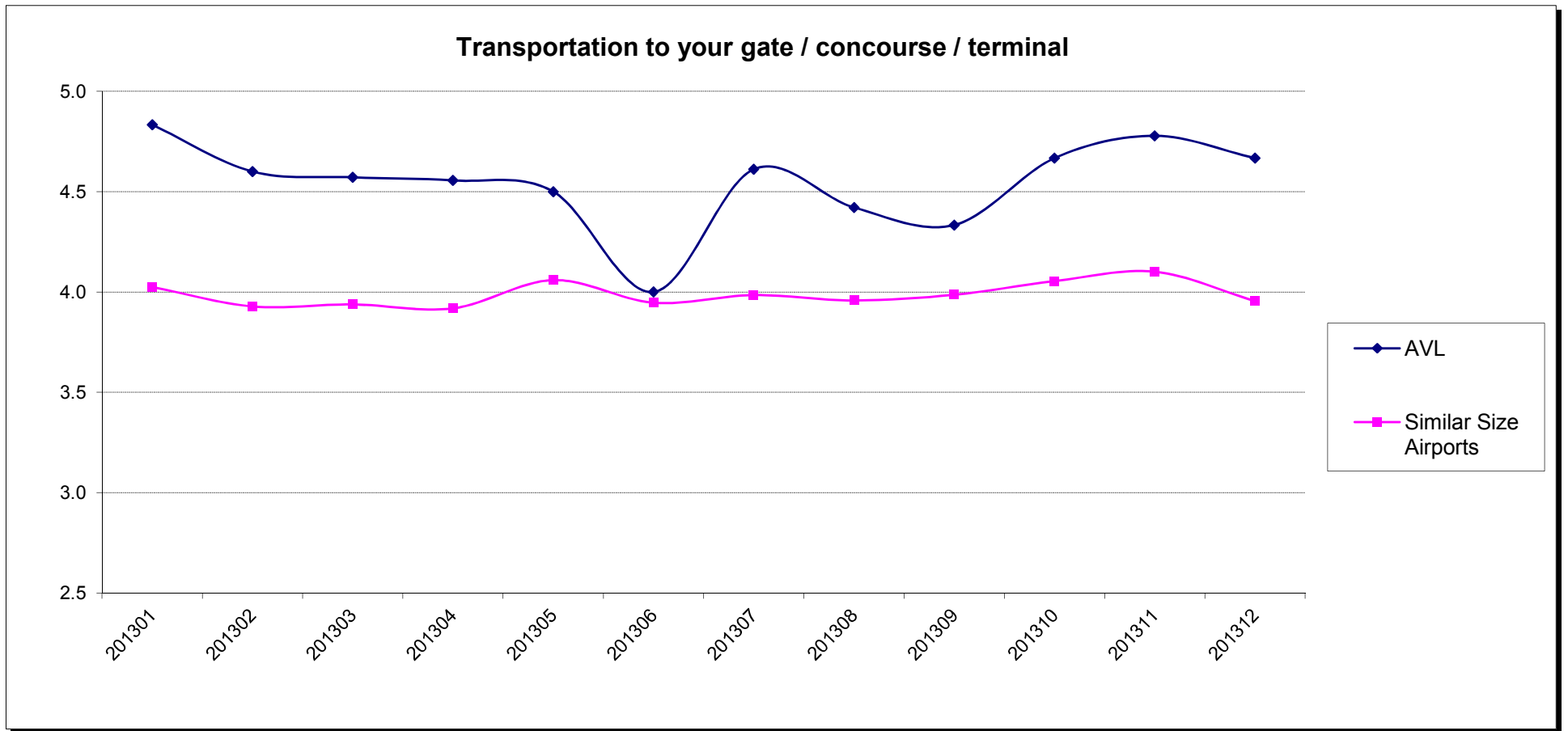
Cleanliness and Signage



Concessions and Restrooms

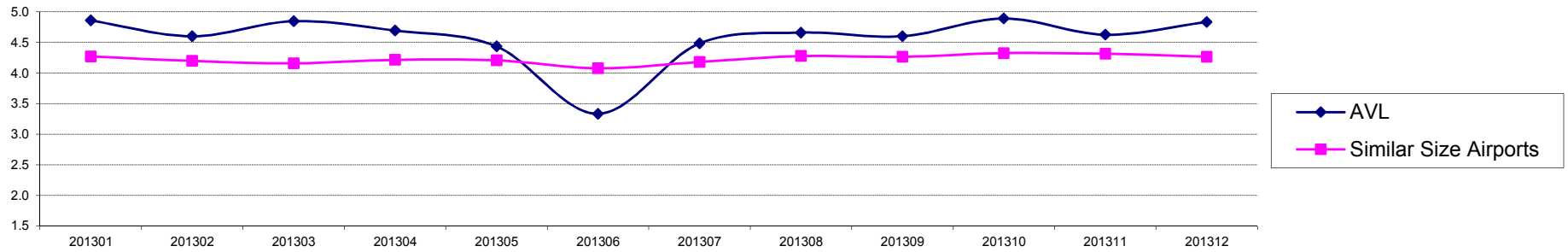


Transportation to Departure Gate

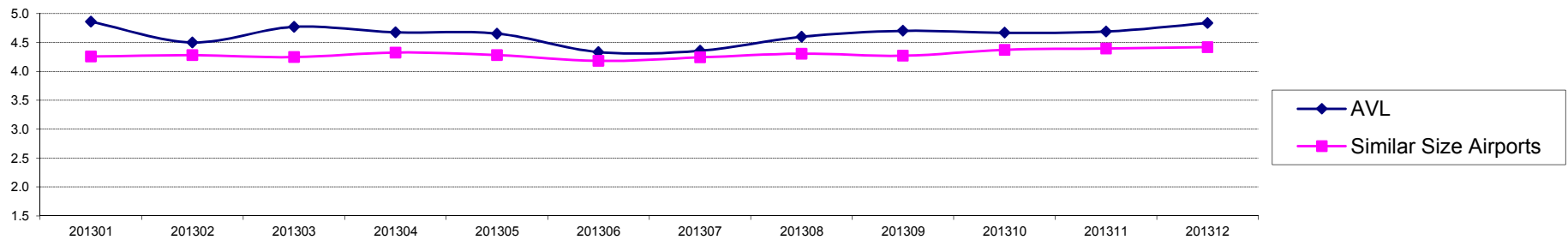


Airport Security

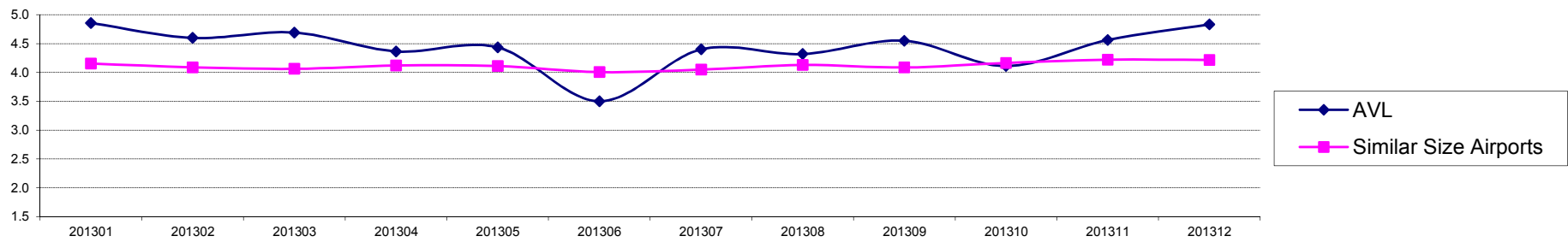
Security: Wait time at checkpoint



Security: Professionalism of security personnel



Security: Confidence in airport security procedures



Appendix A - Geographic Breakdown of Respondents

AK	1	SD	1
CA	7	TX	6
CO	2	UT	3
CT	1	VA	1
DE	1	WA	3
FL	16	WI	3
GA	2	WV	1
ID	1	WY	2
IL	3	ASIA	2
KS	1	CANADA	2
LA	4		
MA	2		
MD	4		
ME	2		
MI	1		
MN	2		
MO	2		
MT	1		
NC	131		
NE	1		
NJ	2		
NY	11		
OH	1		
OR	1		
PA	7		
SC	3		

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

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

