



AGENDA

Asheville Regional Airport Authority Regular Meeting
Friday, June 10, 2011, 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 Recording Secretary prior to the agenda item being called by the Chairman.

- I. CALL TO ORDER:
- II. APPEARANCES: None
- III. PRESENTATIONS:
 - A. Air Service Leakage Study ([document](#))
 - B. Information Technology ([document](#))
- IV. FINANCIAL REPORT ([document](#))
- V. CONSENT AGENDA:
 - A. Approval of the Asheville Regional Airport Authority April 15, 2011 Regular Meeting Minutes ([document](#))
 - B. Approval of the Asheville Regional Airport Authority April 15, 2011 Closed Session Minutes
 - C. Approve Contract with Kimball Communications, Inc. for Purchase and Installation of Digital Radio System Infrastructure and Equipment ([document](#))



- D. Approval of Award for ARFF Truck Purchase ([document](#))
 - E. Approval of Insurance Policies ([document](#))
 - F. Approval of Banking Corporate Resolution ([document](#))
 - G. Approval of Amendment to the FY11/12 Budget ([document](#))
- VI. OLD BUSINESS: None
- VII. NEW BUSINESS:
- A. Approval of Records Retention and Disposition Schedule ([document](#))
 - B. Approval of Electric Belt Loader Asset Transfer ([document](#))
 - C. Approval to Unseal Closed Session Minutes
- VIII. DIRECTOR'S REPORT:
- A. Delay of Runway Rejuvenation Project
 - B. Ground Transportation Procedures
 - C. ARFF Station Design Award
 - D. Master Plan Selection Process
 - E. Employee Salary Adjustments
 - F. 50th Anniversary Event
- IX. INFORMATION SECTION:
(Staff presentations will not be made on these items. Staff will be available to address any questions the Board may have.)
- A. April, 2011 Traffic Report ([document](#))
 - B. April, 2011 Monthly Financial Report ([document](#))
 - C. June, 2011 Development/Project Status Report ([document](#))



D. Potential Board Items for the Next Regular Scheduled Meeting:

- Airport Master Plan Award

X. AUTHORITY MEMBERS' REPORTS:

A. ACI-NA Commissioners Conference Report – Bob Roberts

B. Pending Independent Authority Legislation

XI. PUBLIC AND TENANTS' COMMENTS:

XII. CLOSED SESSION:

Pursuant to Subsection 143-318.11 (a) (1) of the General Statutes of North Carolina in order to prevent the disclosure of information that is privileged or confidential.

XIV. CALL FOR NEXT MEETING.

XV. ADJOURNMENT.

Respectfully submitted,

Lew Bleiweis, A.A.E.
Airport Director

Approved:

David Hillier
Chairman

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



11.May.11 _____

Air Service Assessment and Leakage Study

Asheville Regional Airport

■ Agenda

■ AVL air service performance

■ AVL versus regional peers

■ Potential impact of AirTran/Southwest merger

■ Leakage assessment

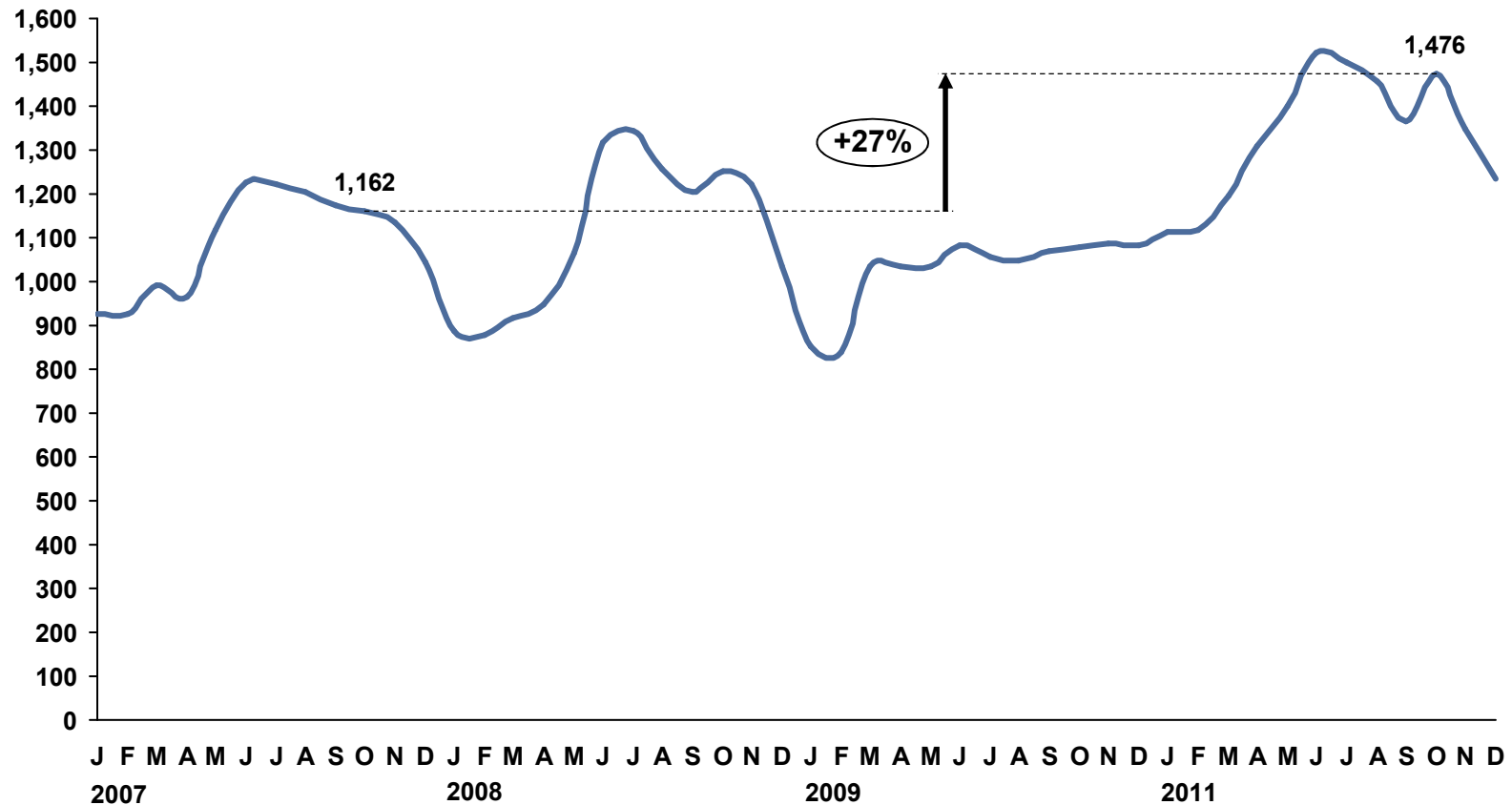
■ Updates / recommendations

AVL seat capacity is up 27% in October 2011 vs. October 2007

AVL is significantly outperforming overall domestic U.S. capacity, which is down 9.8% in October 2011 vs. October 2007

Average Daily Seats to/from AVL

January 2007 – December 2011



Source: APGDat internet-based aviation data portal

AVL currently has 28 departures to 9 markets on 6 carriers

October 2007



Airline	Market	Daily Dptrs.		Daily Seats	
		Oct-07	Oct-10	Oct-07	Oct-10
American	DFW	-	1.0	-	44
Continental	EWR	1.9	1.9	84	93
	IAH	1.0	1.0	50	50
Delta	ATL	5.6	9.1	331	457
	CVG	2.6	-	104	-
	DTW	1.9	1.9	93	93
	LGA	-	1.0	-	50
	MCO	0.7	-	36	-
	MSP	1.0	-	50	-
AirTran	MCO	-	0.9	-	106
United	ORD	-	2.1	-	107
US Airways	CLT	8.7	8.7	414	476
Total		23.3	27.6	1,162	1,476

Discontinued Markets

- Delta (Northwest) to Cincinnati, Orlando, and Minneapolis

New Markets

- American to Dallas/Ft. Worth
- Delta to New York LaGuardia
- AirTran to Orlando
- United to Chicago O'Hare

Source: Innovata schedule data via APGDat internet-based aviation data portal

October 2011

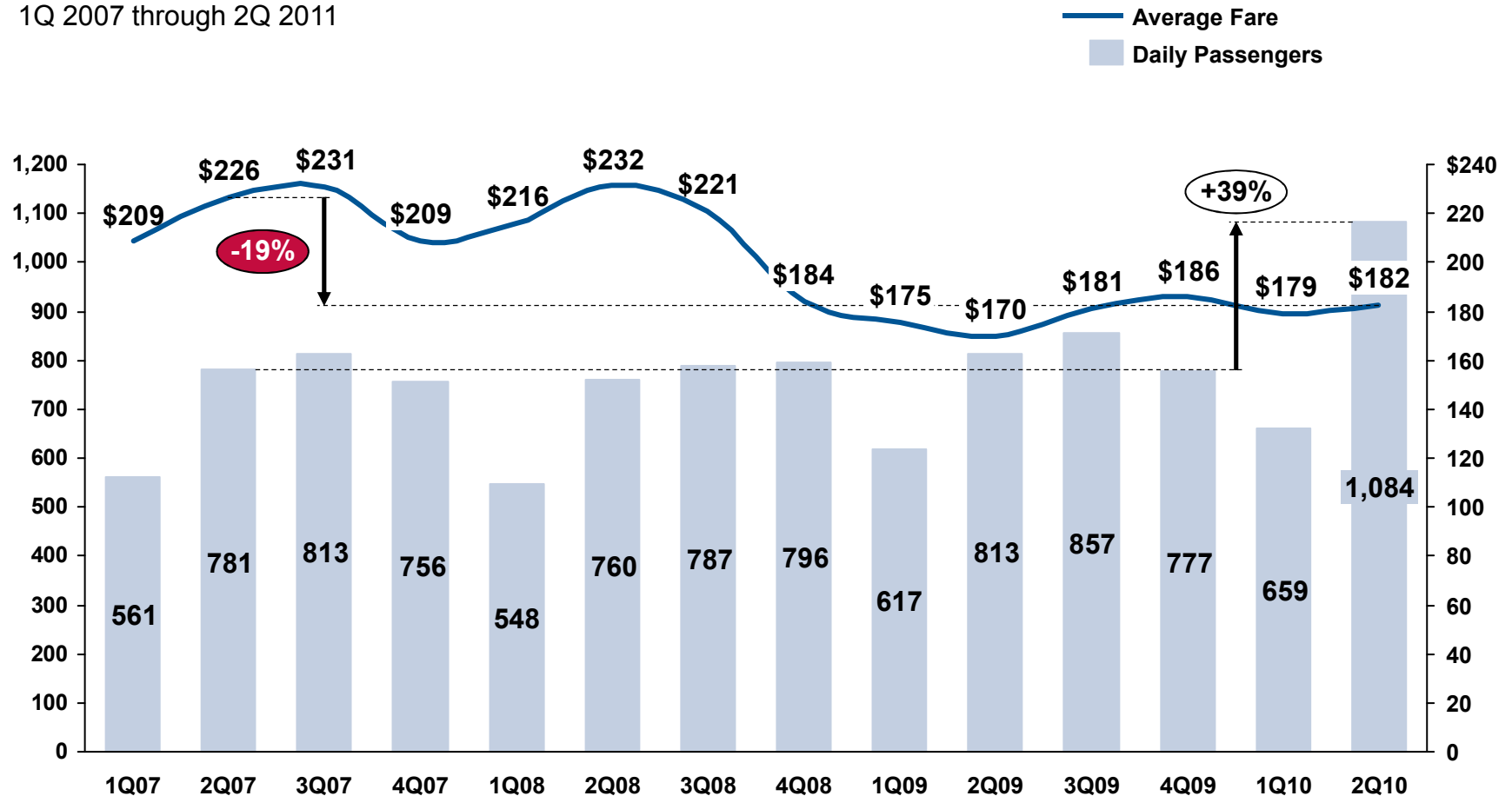


With lower fares, AVL traffic is up substantially in 2Q 2011

Overall traffic is up 39% in 2Q10 versus 2Q07 with 19% lower fares and has increased 33% since 2Q09 with 7% higher fares

Average O&D Fare and Traffic to/from AVL

1Q 2007 through 2Q 2011



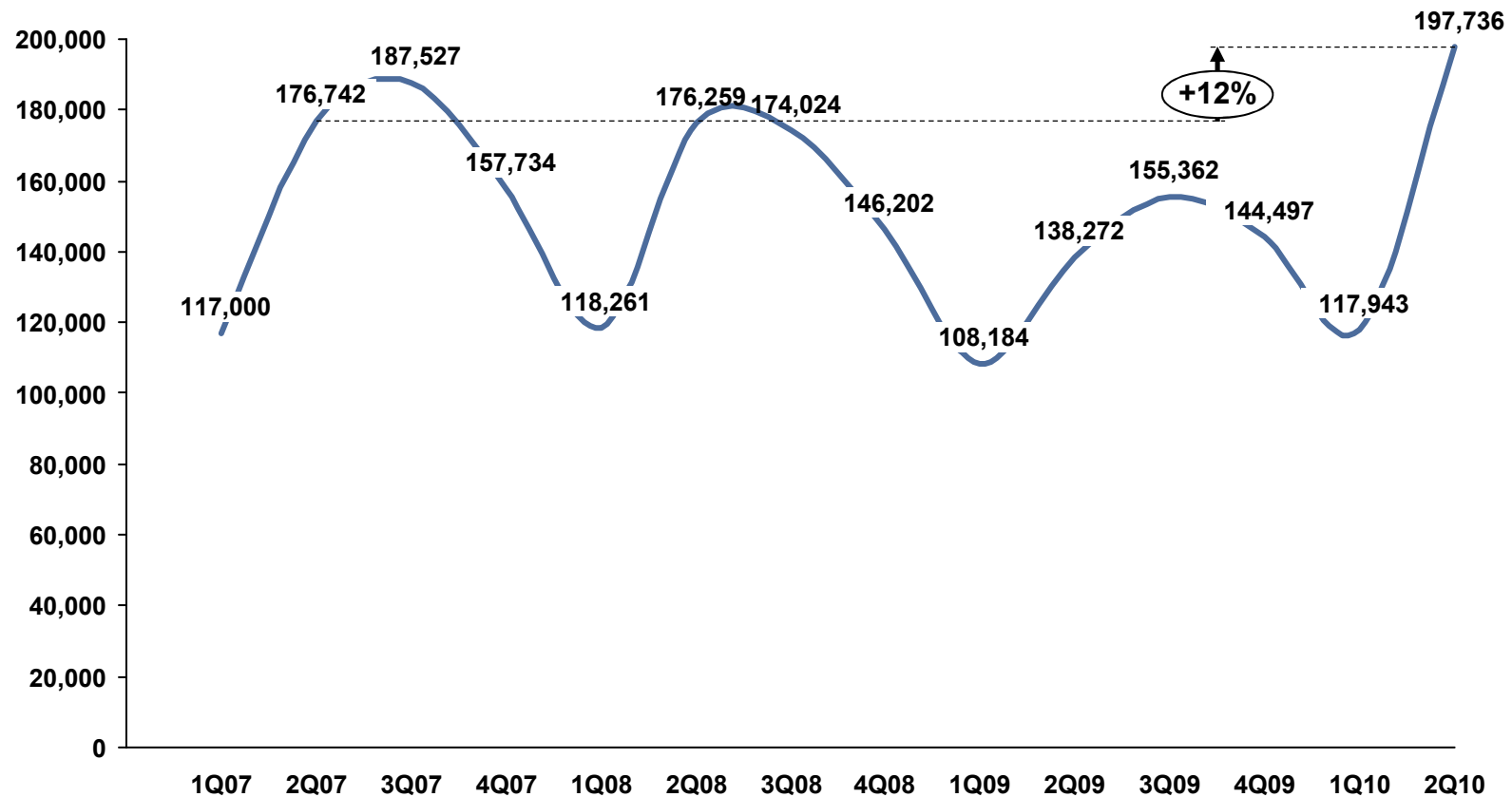
Source: APGDat internet-based aviation data portal

This has resulted in 12% higher revenue at AVL

Revenue has rebounded in 2Q10 following the recession in 2009, surpassing previous years' revenue levels

Average Daily Revenue to/from AVL

1Q 2007 through 2Q 2011



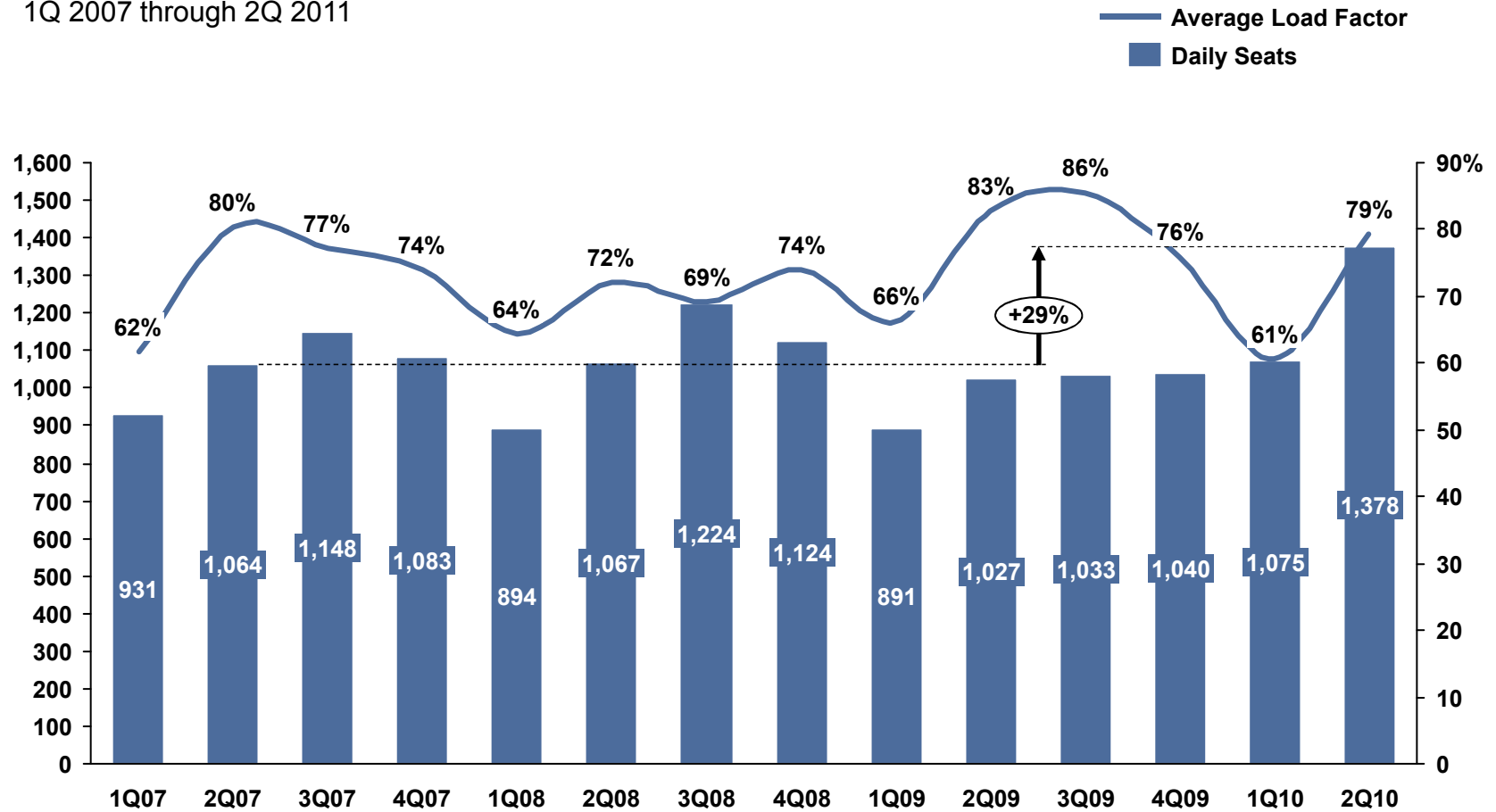
Source: APGDat internet-based aviation data portal

Load factors remain strong despite increased capacity

The average load factor at AVL fell only 1 point from 80% to 79% in 2Q10 vs. 2Q07 despite 29% more capacity

Average Load Factor Relative to Capacity to/from AVL

1Q 2007 through 2Q 2011



Source: APGDat internet-based aviation data portal

AVL load factor trends by market

Year over year load factors are also down in most markets, except IAH, which has seen 5 point increase in load factor on constant capacity; LGA may be at risk given low loads

AVL Load Factors by Market

1Q09 – 2Q10

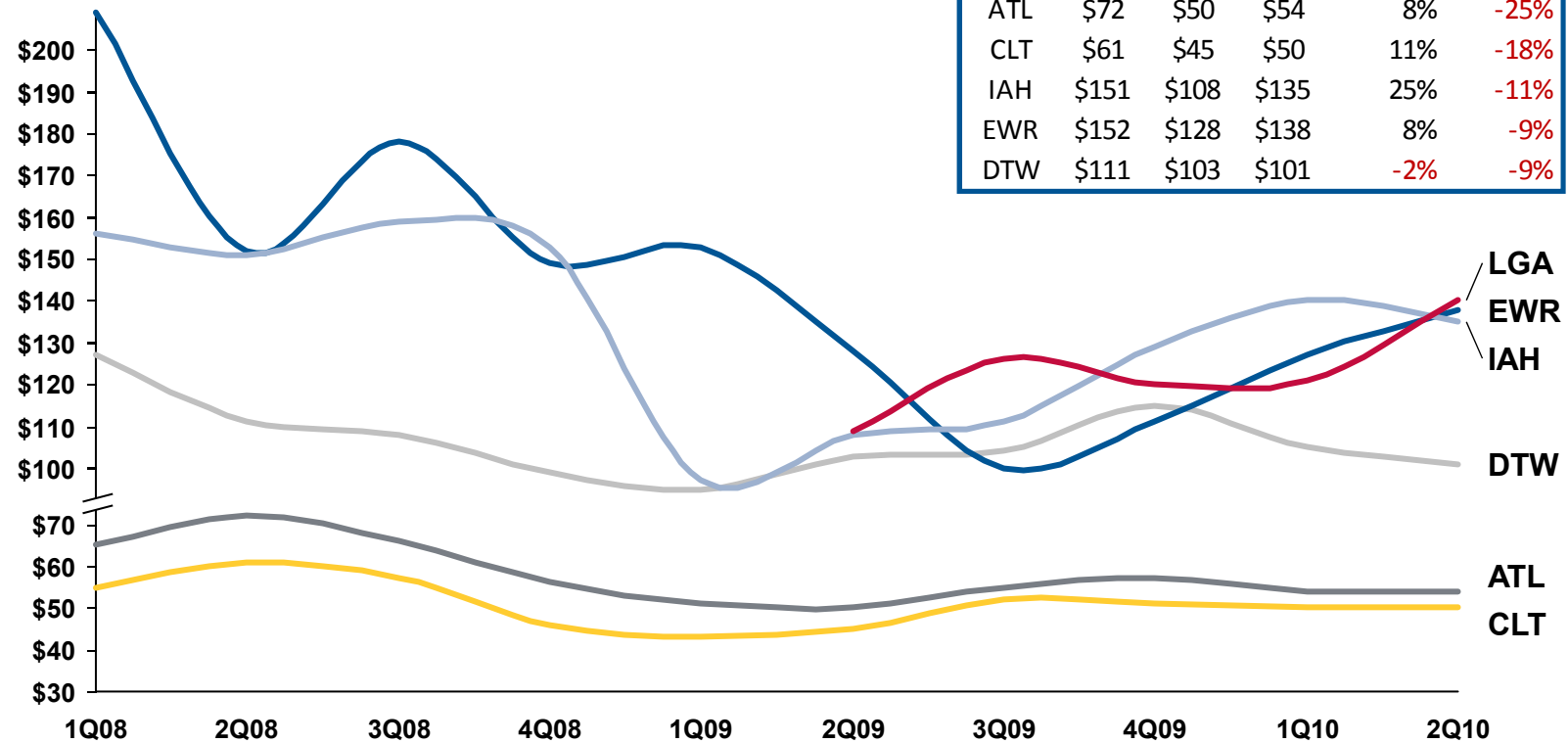
Market	2009 Q1	2009 Q2	2009 Q3	2009 Q4	2010 Q1	2010 Q2	Year Ending 2010 Q2
IAH	52	82	88	82	57	87	79
ATL	72	82	87	77	68	83	79
MCO		92	91	75	67	81	79
TPA						78	78
DFW						77	77
ORD				88	64	88	77
CLT	76	85	83	79	63	80	77
DTW	75	87	86	78	55	78	74
EWR	55	81	84	74	48	66	70
LGA		79	73	57	52	60	61
CVG	61	81					
MSP	61						
Average	66	83	86	76	61	79	76

Source: DOT T-100 Data via APGDat Internet-Based Aviation Data Portal

AVL segment fares by market

While fares have begun to recover in most AVL markets, they are still down substantially from 2008 levels

AVL Segment Fares by Market
1Q08 – 2Q10



Definition and discussion: Segment Fare is the average prorated fare for all passengers onboard a flight, regardless of their true origin and destination. For example, if a passenger paid \$150 (the 'system fare') to fly one-way from AVL to AUS via ATL, the segment fare for the AVL to ATL flight would be a just portion of the \$150 allocated using proprietary Seabury APG methodologies. In this case assuming a 33/67 split between the AVL-ATL and ATL-AUS segments, respectively, then AVL to ATL would be allocated \$50 and ATL to AUS would be allocated \$100. Note that stage length has a significant impact on fare proration and generally fares themselves, as such the data should be analyzed for the trends and not on a relative basis between markets.

Source: proprietary Seabury APG estimates based on DOT DB1B O&D data

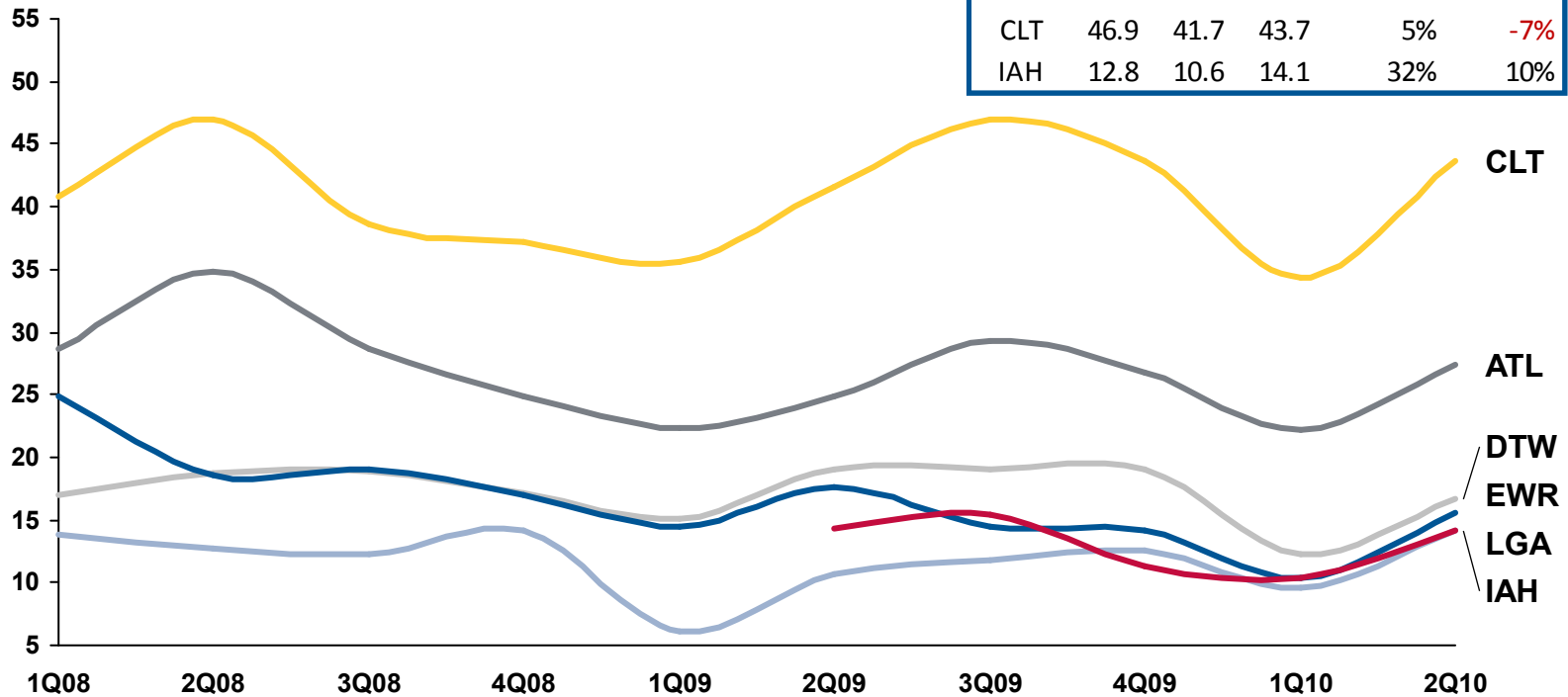
AVL RASM trends by market

All markets are down in 2Q10 as compared to the peak in 2008, with the exception of Houston (IAH), which is up 10% versus 2Q08

AVL Segment Passenger RASM by Market

1Q08 – 2Q10 (cents per mile)

Market	RASM (in cents)			2Q10	2Q10
	2Q08	2Q09	2Q10	vs. 2Q09	vs. 2Q08
ATL	34.8	24.9	27.3	10%	-21%
EWR	18.6	17.7	15.6	-12%	-16%
DTW	18.8	19.1	16.7	-13%	-11%
CLT	46.9	41.7	43.7	5%	-7%
IAH	12.8	10.6	14.1	32%	10%



Definition and discussion: RASM – Revenue per Available Seat Mile is the primary revenue metric used by most airlines to measure route revenue performance as it encompasses both load factor and fare performance. Note that RASM is dramatically impacted by the stage length of a flight and other factors such as percent local versus flow traffic, as such RASM should not be compared across markets originating from AVL– for example, while CLT has a much higher RASM than the other markets that should be expected given its dramatically shorter stage length (note that its CASM, Cost per Available Seat Mile, will also be dramatically higher). The trend in the RASM is what is important.

Source: proprietary Seabury APG estimates based on DOT DB1B O&D and T-100 data

AVL top O&D markets

Based on DOT market sizes, however, there are few markets with large enough local traffic bases to be attractive for new nonstop service

AVL Top 20 O&D Markets

YE2Q10

<u>Rank</u>	<u>Destination</u>	<u>Miles</u>	<u>Daily Passengers</u>	<u>Average Fare</u>	<u>Yield</u>	<u>Daily</u>	
						<u>Dptrs.</u>	<u>Seats</u>
1	Orlando	488	65.1	\$81	\$0.17	0.5	53
2	Chicago-O'Hare	536	36.2	\$107	\$0.20	1.1	55
3	Newark	583	35.4	\$133	\$0.23	1.2	60
4	Washington, D.C.	389	34.7	\$171	\$0.44	-	-
	Washington-National	384	16.3	\$184	\$0.48	-	-
	Baltimore	414	12.3	\$144	\$0.35	-	-
	Washington-Dulles	370	6.1	\$192	\$0.52	-	-
5	New York-La Guardia	599	32.3	\$146	\$0.24	0.9	43
6	Tampa	514	23.2	\$120	\$0.23	0.1	11
7	Fort Lauderdale	660	22.8	\$149	\$0.23	-	-
8	Denver	1,248	22.7	\$165	\$0.13	-	-
9	Boston	783	20.6	\$154	\$0.20	-	-
10	Los Angeles	2,034	20.4	\$192	\$0.09	-	-
11	Houston-Intercontinental	834	20.3	\$183	\$0.22	1.0	48
12	Detroit	470	17.5	\$169	\$0.36	1.3	67
13	San Francisco	2,205	17.2	\$189	\$0.09	-	-
14	Philadelphia	503	16.6	\$161	\$0.32	-	-
15	Minneapolis/St. Paul	861	16.1	\$168	\$0.19	-	-
16	Las Vegas	1,825	15.2	\$179	\$0.10	-	-
17	Dallas/Fort Worth	848	13.6	\$193	\$0.23	0.3	11
18	Phoenix	1,682	13.0	\$176	\$0.10	-	-
19	Seattle/Tacoma	2,196	12.7	\$200	\$0.09	-	-
20	Atlanta	164	12.6	\$112	\$0.68	9.1	455

**Washington D.C.
may be a candidate
for potential
regional service
while Fort
Lauderdale may be
a candidate for
potential weekly
service**

Source: DOT T-100 and DB1B O&D Data via APGDat Internet-Based Aviation Data Portal

■ Agenda

- AVL air service performance

- AVL versus regional peers

- Potential impact of AirTran/Southwest merger

- Leakage assessment

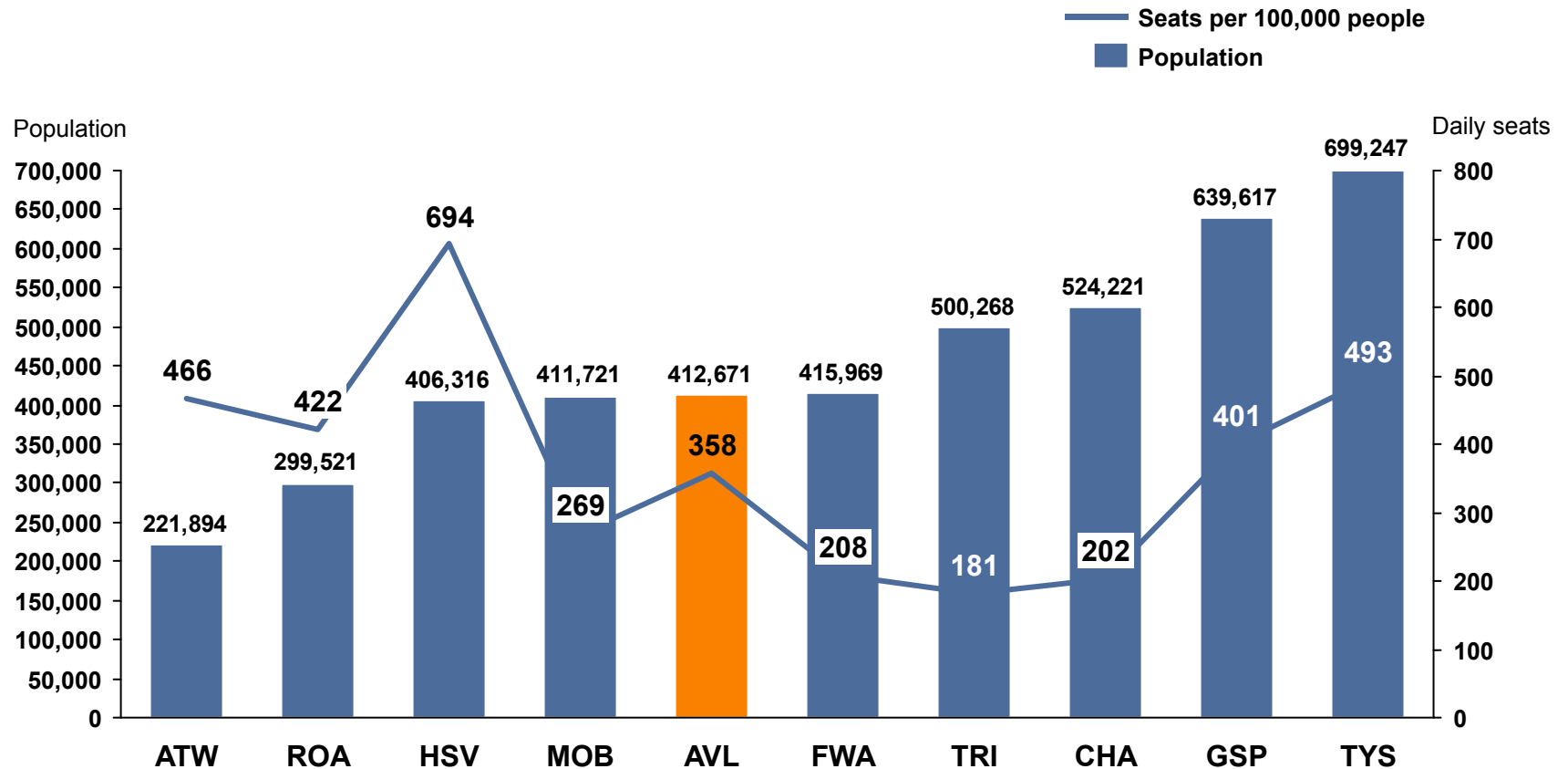
- Updates / recommendations

Seats per capita

Asheville is just below the average for per capita air service ratios for cities of similar size with 358 seats per 100,000 people versus the average of 365

Population and Seats per Capita Comparison – AVL vs. Peers

2009 population statistics and October 2011 seat capacity



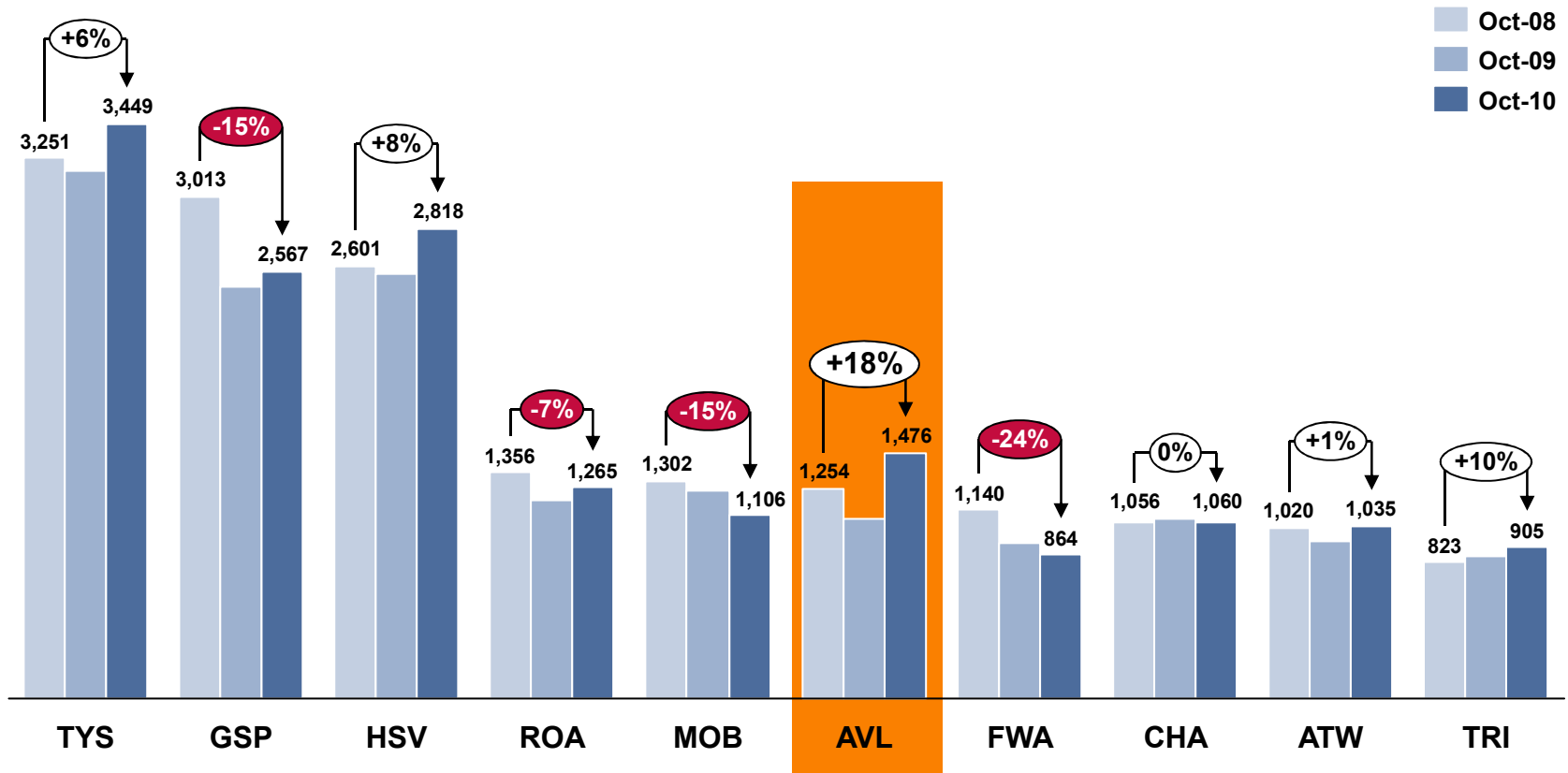
Source: APGDat Internet-Based Aviation Data Portal; United States Census Bureau

Capacity versus peers

AVL has seen the largest capacity increase October 2011 vs. October 2008, while many peers have seen capacity reductions, such as GSP, ROA, MOB and FWA

Daily Seats per Day – AVL versus Peers

October 2011 vs. October 2008



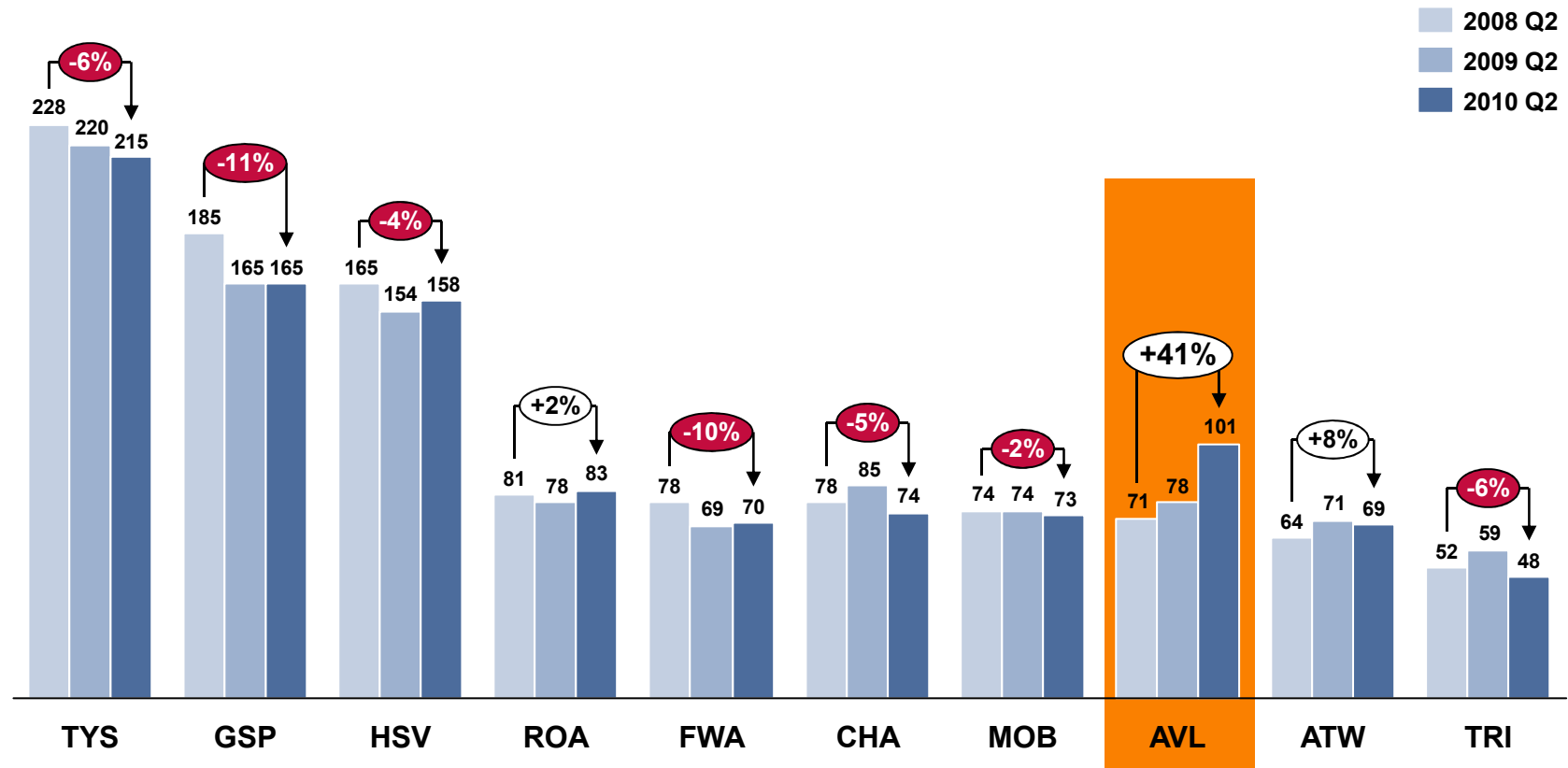
Source: APGDat Internet-Based Aviation Data Portal

Onboards versus peers

AVL has also seen a significant increase in traffic, the largest increase of all its peers, the majority of which have seen traffic decline

Quarterly Onboards (in 000s) – AVL versus Peers

2Q 2011 vs. 2Q 2008



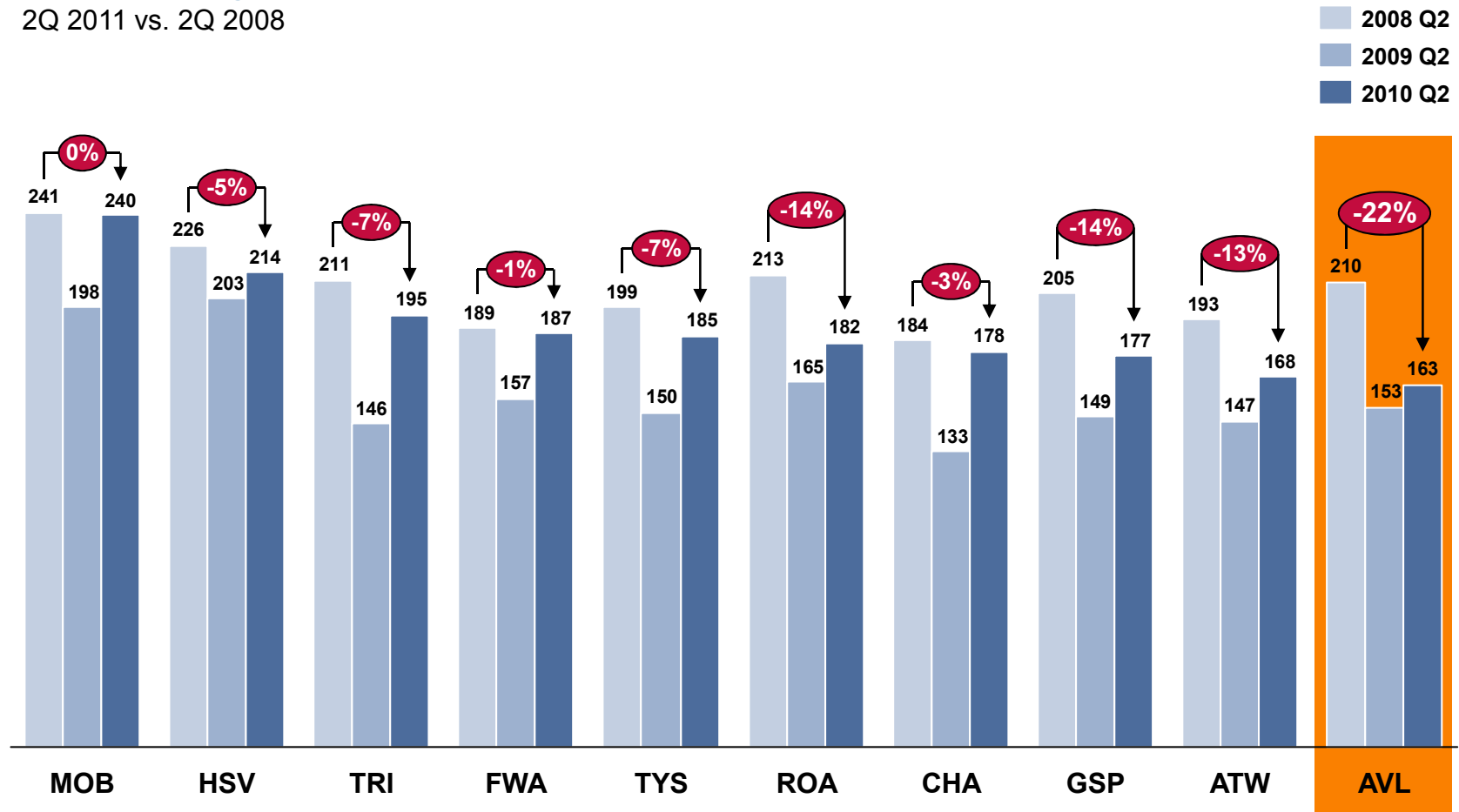
Source: APGDat Internet-Based Aviation Data Portal

Average fare versus peers

Significantly lower fares along with increased capacity has driven traffic growth at AVL – currently AVL has the lowest average domestic fare of its peers

Overall Average Domestic O&D Fare – AVL versus Peers

2Q 2011 vs. 2Q 2008



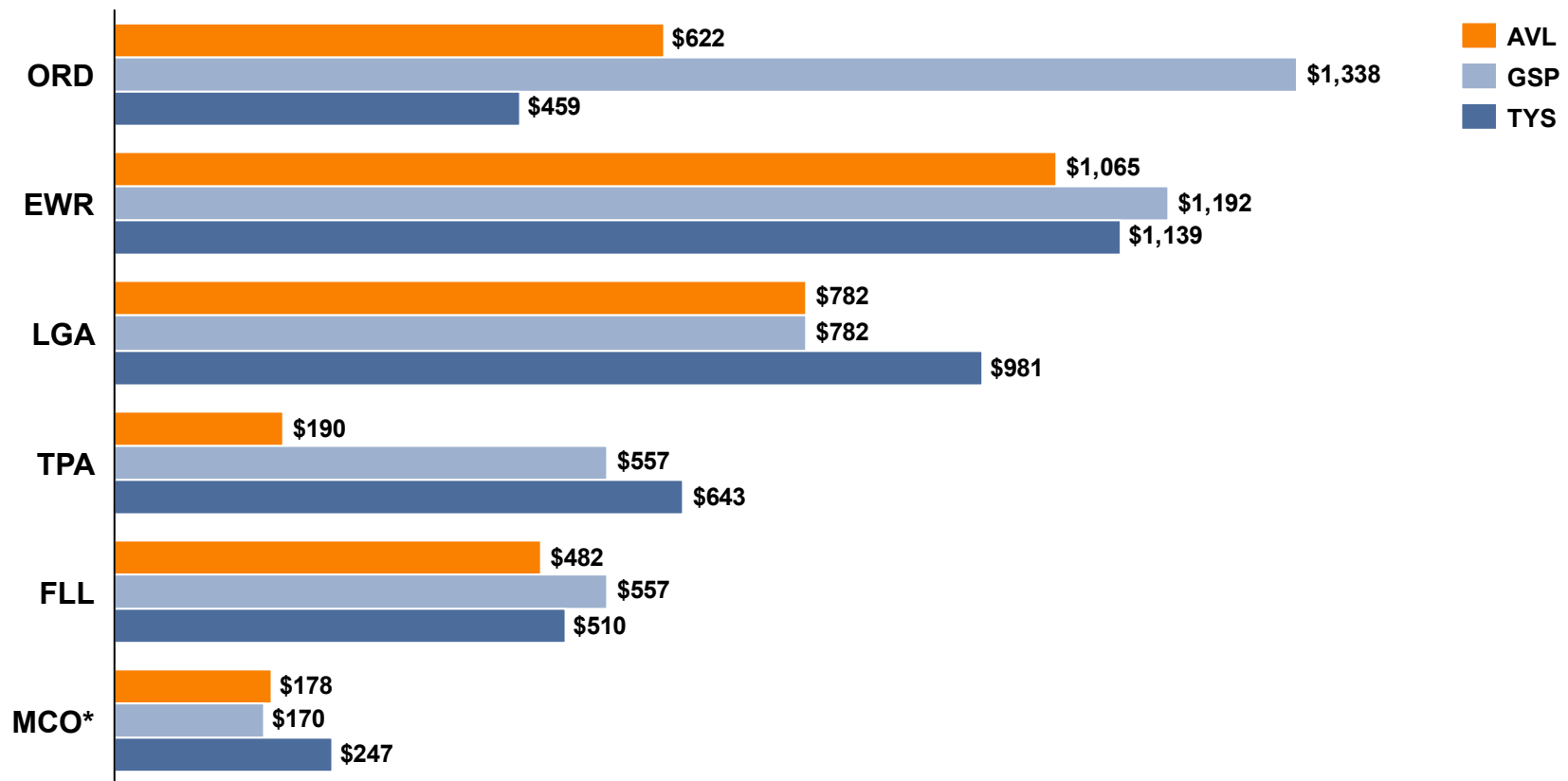
Source: APGDat Internet-Based Aviation Data Portal

Walk-up fare versus peer markets

In key top markets, AVL has the lowest or one of the lowest walk up fares of its neighbor peers, especially to Chicago and Tampa

AVL Walk-up Fares to top O&D Markets versus Nearby Peer Airports

Top AVL O&D markets as of YE2Q10



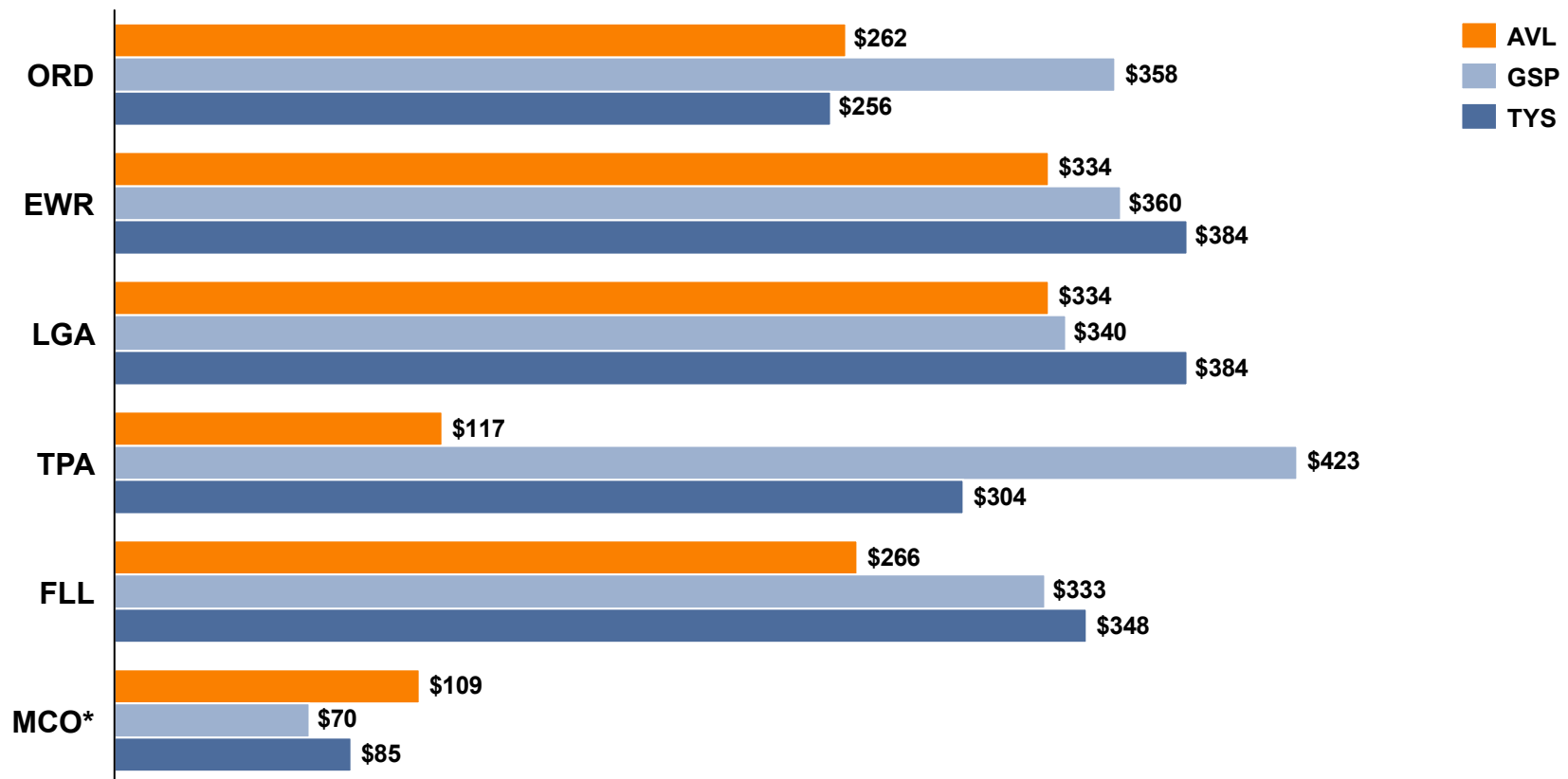
* Walk-up fare from GSP and TYS to MCO represents the fare for nonstop Allegiant service as per the Allegiant website in order to show lowest average available fare from each city
 Source: Orbitz website – data pulled November 9th, 2011 for outbound travel November 10th returning November 11th and represents round trip airfare excl taxes

Leisure fare versus peer markets

While leisure fares are more consistent across all peer airports, AVL again tends to have one of the lowest fares among its peers

AVL Leisure Fares to top O&D Markets versus Nearby Peer Airports

Top AVL O&D markets as of YE2Q10



* Leisure fare from GSP and TYS to MCO represents the fare for nonstop Allegiant service as per the Allegiant website in order to show lowest average available fare from each city
 Source: Orbitz website – data pulled November 10th, 2011 for outbound travel December 9th returning December 16th and represents round trip airfare excl. taxes

Charlotte: AVL versus peer markets

AVL performs well compared to peer airports on US Airways to Charlotte with strong loads and system revenue per seat

US Airways Performance at CLT – AVL versus Peers

YE 2Q10

CLT to:	Miles	Seats/Day	Departures/Day		Load Factor	Segment Fare	Segment	System Fare	System
			RJ RTs	Tur RTs			RASM (in cents)		Revenue per Seat
MOB	527	126	2.6	-	64%	\$132	16.08	\$247	\$159
AVL	92	356	5.9	1.4	77%	\$51	42.40	\$195	\$150
ROA	155	311	3.6	3.0	74%	\$63	29.81	\$201	\$148
TYS	177	394	6.9	0.7	69%	\$75	29.16	\$206	\$142
GSP	76	355	5.0	2.4	71%	\$50	46.87	\$199	\$141
HSV	334	269	4.6	-	67%	\$98	19.78	\$205	\$138
TRI	120	251	2.3	3.1	62%	\$60	30.83	\$215	\$132
CHA	242	232	2.5	2.6	68%	\$84	23.77	\$190	\$130

Source: APGDat Internet-Based Aviation Data Portal

Atlanta: AVL versus peer markets

While load factors are strong on Delta's AVL-ATL route, average fares are substantially below those at peer airports

Delta Performance at ATL – AVL versus Peers

YE 2Q10

ATL to:	Miles	Seats/Day	Departures/Day				LF	Segment	Segment	System	System
			NB RTs	RJ RTs	Tur RTs	Fare		RASM (in cents)	Fare	Revenue per Seat	
GSP	154	559	0.2	9.7	-	74%	\$70	33.56	\$261	\$194	
HSV	151	647	1.2	9.0	-	75%	\$70	34.61	\$252	\$188	
ATW	766	56	-	1.0	-	88%	\$130	14.89	\$212	\$187	
FWA	509	99	-	2.0	-	81%	\$124	19.74	\$229	\$185	
MOB	303	454	0.5	7.6	-	73%	\$98	23.57	\$249	\$181	
TYS	152	557	0.4	9.1	-	78%	\$63	32.40	\$225	\$175	
ROA	357	222	-	4.6	-	81%	\$96	21.80	\$213	\$173	
TRI	227	357	-	7.1	0.2	68%	\$83	24.85	\$235	\$159	
CHA	106	443	-	8.2	0.9	75%	\$50	35.53	\$198	\$149	
AVL	164	439	-	9.0	-	79%	\$55	26.48	\$182	\$144	

Source: APGDat Internet-Based Aviation Data Portal

Detroit and NYC LaGuardia: AVL versus peer markets

Similarly, AVL has lower average fares to DTW landing it towards the bottom of its peer airports in terms of performance, however outperforms peers to LGA

Delta Performance at DTW – AVL versus Peers

YE 2Q10

DTW to:	Miles	Seats/Day	Departures/Day				LF	Segment	Segment	System	System
			NB RTs	RJ RTs	Tur RTs	Fare		RASM	Revenue	Revenue	
							(in cents)	Fare	per Seat		
FWA	128	213	-	3.71	0.87	75%	\$67	39.65	\$200	\$151	
ATW	296	202	0.21	3.54	0.14	75%	\$90	22.90	\$178	\$134	
GSP	510	129	0.00	2.60	-	76%	\$147	21.84	\$242	\$183	
TYS	444	126	-	2.89	-	66%	\$137	20.28	\$246	\$161	
ROA	383	111	-	2.28	0.03	70%	\$104	18.98	\$205	\$143	
HSV	556	100	0.02	2.07	-	65%	\$150	17.50	\$257	\$166	
AVL	471	66	-	1.36	-	74%	\$105	16.51	\$175	\$129	
TRI	400	20	-	0.42	-	46%	\$139	16.07	\$287	\$132	

Delta Performance at LGA – AVL versus Peers

YE 2Q10

LGA to:	Miles	Seats/Day	Departures/Day			LF	Segment	Segment	System	System
			RJ RTs	Tur RTs	Fare		RASM	Revenue	Revenue	
						(in cents)	Fare	per Seat		
AVL	599	41	0.87	-	60%	\$128	12.91	\$134	\$81	
TYS	647	29	0.64	-	34%	\$208	10.97	\$221	\$75	
GSP	610	40	0.84	-	46%	\$144	10.84	\$156	\$72	

Source: APGDat Internet-Based Aviation Data Portal

Houston and Newark: AVL versus peer markets

Despite higher load factors, low fares drop AVL towards the bottom of its peer group in terms of performance on Continental routes to IAH and EWR

Continental Performance at IAH – AVL versus Peers

YE 2Q10

IAH to:	Miles	Seats/Day	Departures/Day			LF	Segment Fare	Segment RASM (in cents)	System Fare	System Revenue per Seat
			RJ RTs	Tur RTs						
MOB	427	244	4.94	-	59%	\$149	20.66	\$271	\$161	
HSV	595	127	2.57	-	70%	\$131	15.35	\$218	\$153	
GSP	837	115	2.31	-	70%	\$167	14.02	\$249	\$175	
TYS	772	169	3.37	-	71%	\$136	12.53	\$218	\$155	
AVL	834	47	0.96	-	79%	\$127	12.09	\$187	\$148	

Continental Performance at EWR – AVL versus Peers

YE 2Q10

EWR to:	Miles	Seats/Day	Departures/Day			LF	Segment Fare	Segment RASM (in cents)	System Fare	System Revenue per Seat
			RJ RTs	Tur RTs						
GSP	594	108	2.3	-	53%	\$158	13.98	\$241	\$127	
AVL	583	57	1.2	-	70%	\$115	13.84	\$155	\$109	
TYS	631	68	1.4	-	46%	\$167	12.13	\$263	\$121	

Source: APGDat Internet-Based Aviation Data Portal

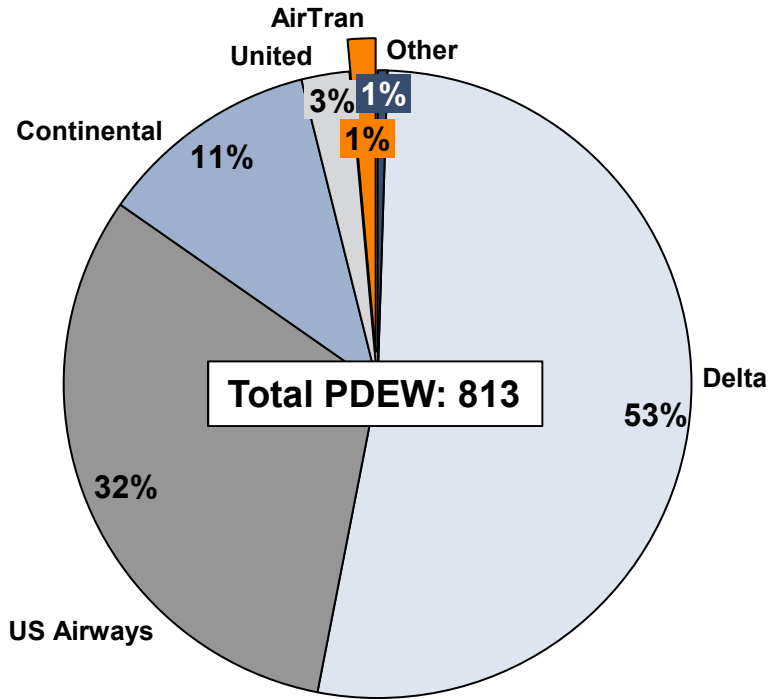
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- AVL air service performance
- AVL versus regional peers
- Potential impact of AirTran/Southwest merger
- Leakage assessment
- Updates / recommendations

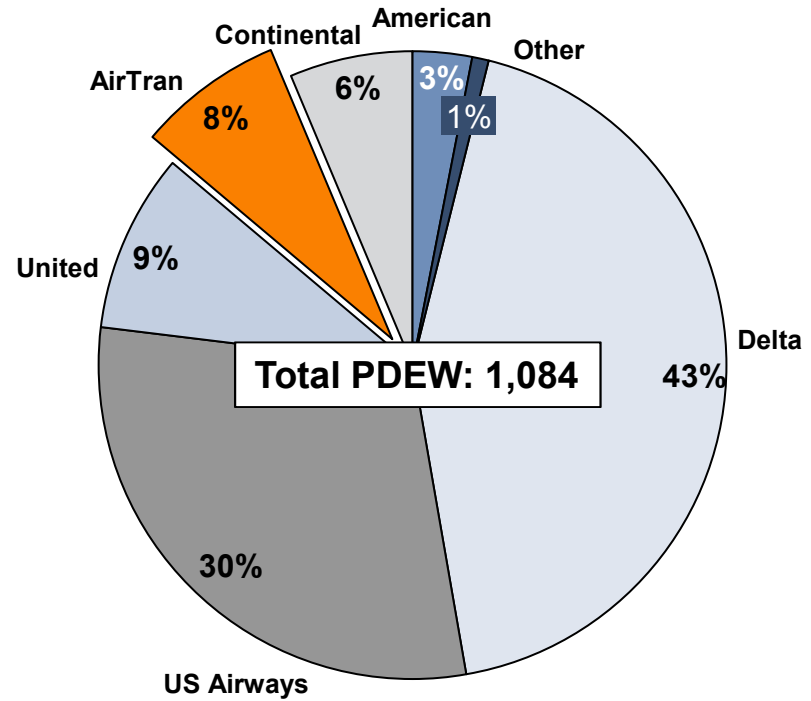
AirTran O&D traffic share

AirTran has gained substantial traffic share in its one year of operation at AVL

Airline O&D Traffic Share at AVL
2Q 2009



Airline O&D Traffic Share at AVL
2Q 2011



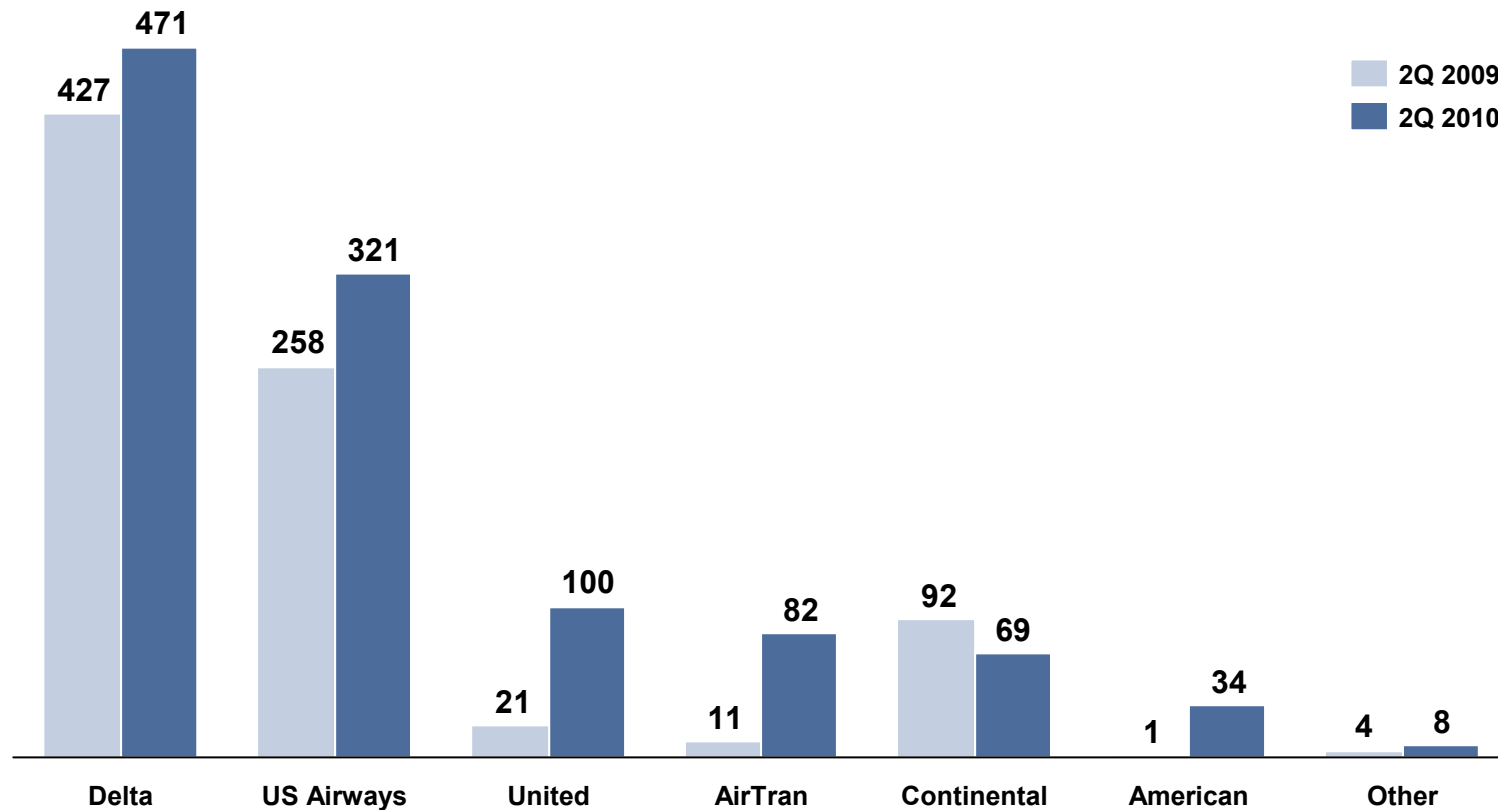
Source: APGDat Internet-Based Aviation Data Portal

AVL O&D traffic by carrier

However, the majority of carriers that service AVL have seen increased traffic year over year in 2Q 2011 as compared to 2Q 2009 – despite reduced traffic share

AVL Total O&D Traffic by Carrier

2Q 2011 versus 2Q 2009



Source: APGDat Internet-Based Aviation Data Portal

AirTran impact on traffic and fares at AVL

AirTran primarily carries traffic to Orlando and Tampa – these are the two markets that will be affected with higher fares and reduced traffic if AirTran were to pull its service

AirTran O&D Traffic from AVL by Destination 2Q 2011

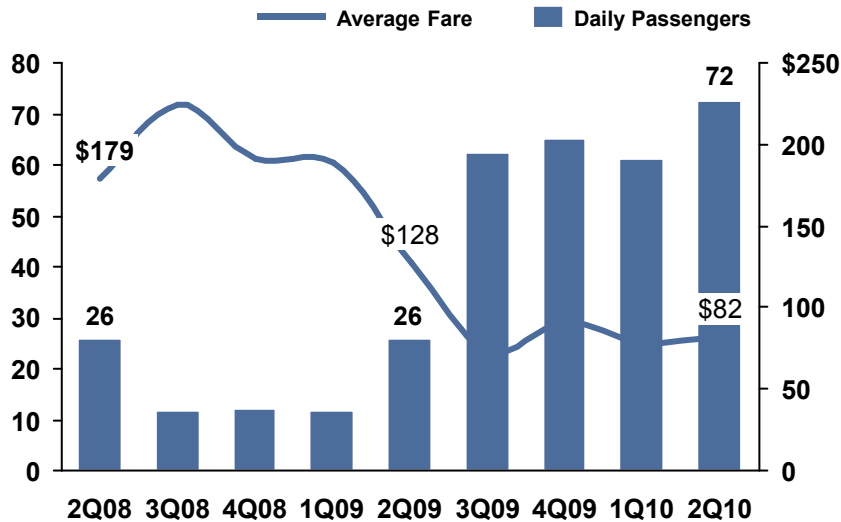
Dest.	Miles	Daily Pax	Average Fare	Daily Revenue
MCO	487	48.7	\$70	\$3,386
TPA	514	32.8	\$71	\$2,340
Other		0.3	\$219	\$59
Total		81.7	\$71	\$5,785

- AirTran began AVL-MCO in June 2009 and AVL-TPA in May 2011

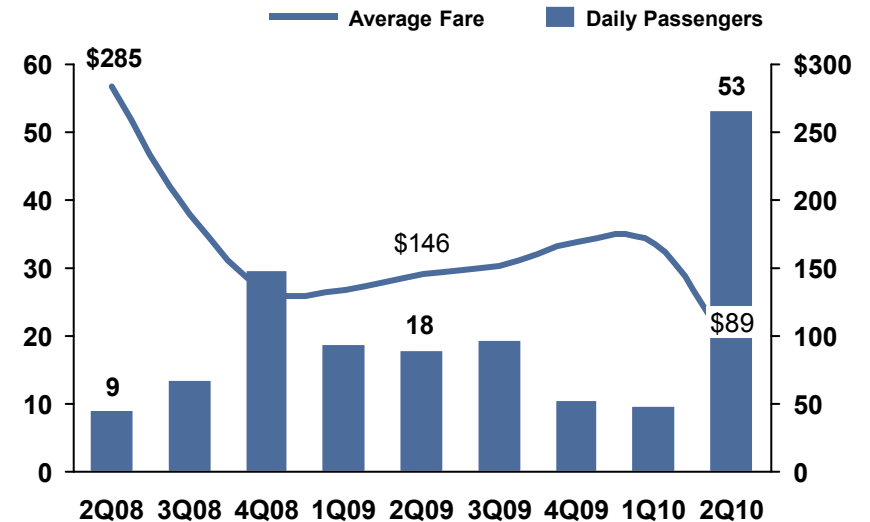
- Average fares fell 36% to \$82 in AVL-MCO while daily passengers increased 178% to 72 PDEW with new AirTran service

- With new AirTran service, average fares fell 39% to \$89 in AVL-TPA while daily passengers increased 196% to 53 PDEW

Average Fare and Traffic from AVL to MCO 2Q 2008 through 2Q 2011



Average Fare and Traffic from AVL to TPA 2Q 2008 through 2Q 2011



Source: APGDat Internet-Based Aviation Data Portal

WN coming to GSP

Southwest has announced service from GSP beginning in March 2011 with service to Chicago, Nashville, Houston, Orlando and Baltimore

AVL Route Map March 2011



GSP Route Map March 2011



— Scheduled WN routes



AVL's Chicago and Houston service may be at risk with Southwest competition in nearby GSP

Source: Innovata schedule data via APGDat internet-based aviation data portal

Potential impact of WN on AVL

Several AVL markets may be at risk given estimated Southwest average fares from GSP, including Chicago, Newark, Dallas, Houston, Detroit and Baltimore

Average Fare Comparison – AVL vs. GSP

2Q 2011

Rank	Destination	To/From AVL			To/From GSP			AVL vs. Est. WN Fare at GSP
		Miles	PDEW	Average Fare	Miles	Actual Avg. Fare	Est. WN Avg. Fare	
1	Orlando	488	72.4	\$82	449	\$57	\$126	-35%
2	Tampa	514	53.1	\$89	478	\$208	\$128	-30%
3	Chicago-O'Hare	536	49.5	\$85	577	\$210	\$135	-37%
4	New York-La Guardia	599	39.0	\$157	610	\$174	\$137	14%
5	Newark	583	30.2	\$166	594	\$194	\$136	22%
6	Fort Lauderdale	660	29.1	\$149	620	\$79	\$138	9%
7	Denver	1,248	27.5	\$176	1,278	\$197	\$169	4%
8	San Francisco	2,205	26.1	\$169	2,233	\$284	\$198	-15%
9	Boston	783	25.6	\$153	794	\$206	\$148	4%
10	Los Angeles	2,034	24.0	\$175	2,057	\$240	\$194	-10%
11	Philadelphia	503	23.8	\$155	514	\$220	\$131	19%
12	Dallas/Fort Worth	848	22.1	\$196	862	\$231	\$151	29%
13	Houston-Intercontinental	834	21.3	\$204	838	\$222	\$150	36%
14	Washington-National	384	20.0	\$201	396	\$169	\$121	65%
15	Minneapolis/St. Paul	861	19.2	\$171	902	\$198	\$153	12%
16	Las Vegas	1,825	18.5	\$193	1,851	\$210	\$188	3%
17	Phoenix	1,682	18.5	\$174	1,704	\$187	\$184	-5%
18	Detroit	470	18.0	\$171	508	\$209	\$130	32%
19	Seattle/Tacoma	2,196	16.1	\$196	2,232	\$257	\$198	-1%
20	Baltimore	414	14.9	\$144	425	\$210	\$124	16%

 Nonstop WN markets from GSP

 Potential connect markets at risk

Source: APGDat Internet Based Aviation Data Portal; Seabury APG analysis

■ Agenda

- AVL air service performance
- AVL versus regional peers
- Potential impact of AirTran/Southwest merger
- Leakage assessment
- Updates / recommendations

Objectives

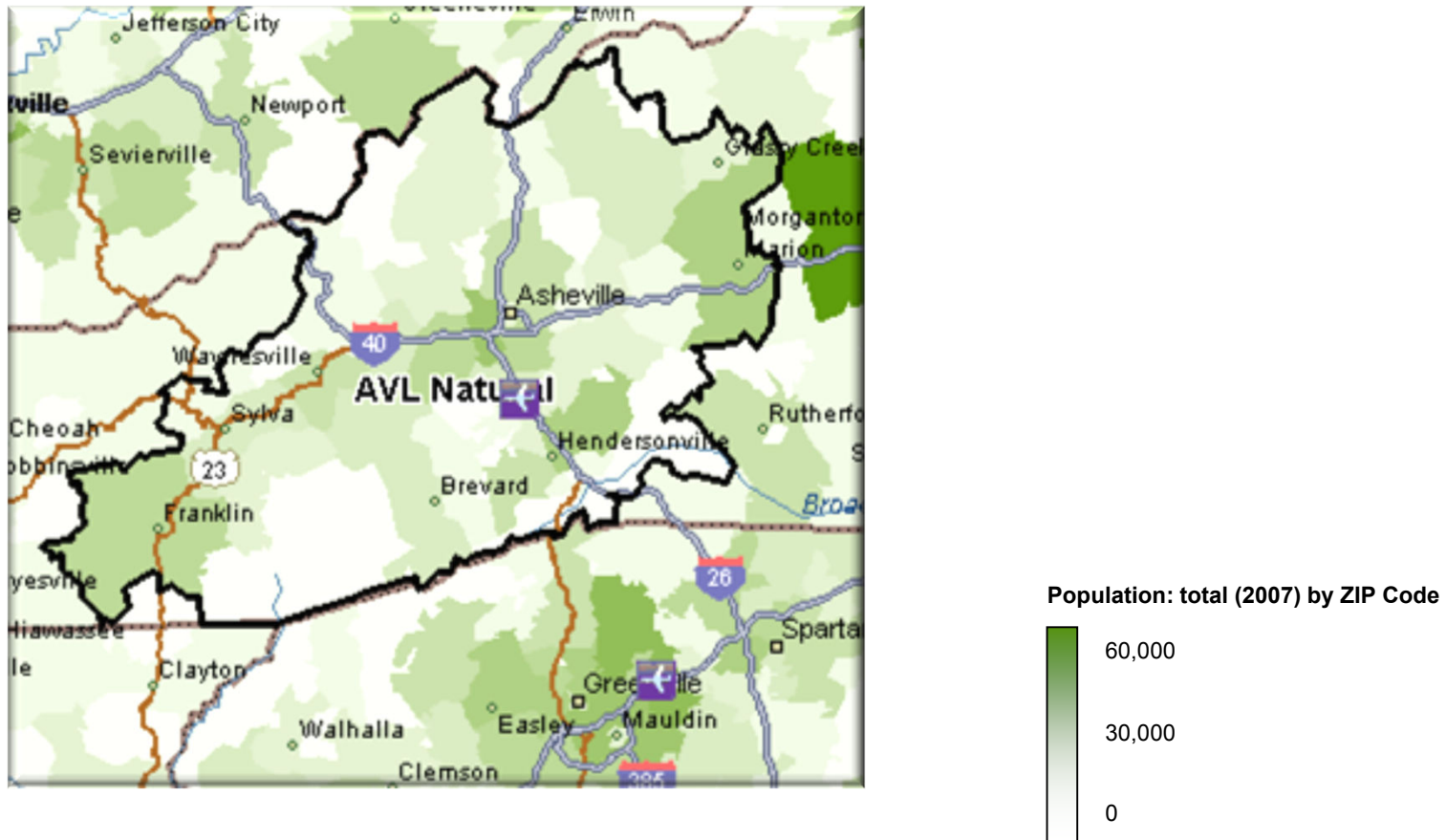
The primary objective of this analysis is to quantify AVL passenger traffic “leakage”

- Use airline ticketing data from ARC, determine “leakage” from the AVL Natural Catchment area to surrounding airports
 - Leakage = passengers booking a ticket (i.e. living) in one city, but flying from another
 - Leakage results in the under-reporting of a market’s traffic, and can hinder expansion
- Determine what airports benefit most from AVL’s traffic leakage
- Determine the markets that are subject to the greatest leakage from AVL
- Derive which carriers are benefiting most from AVL leakage
- Estimate actual market sizes to/from AVL for top destinations

AVL region population

The AVL Natural Catchment area has a population of nearly 570K people

AVL Population distribution (2007 census)

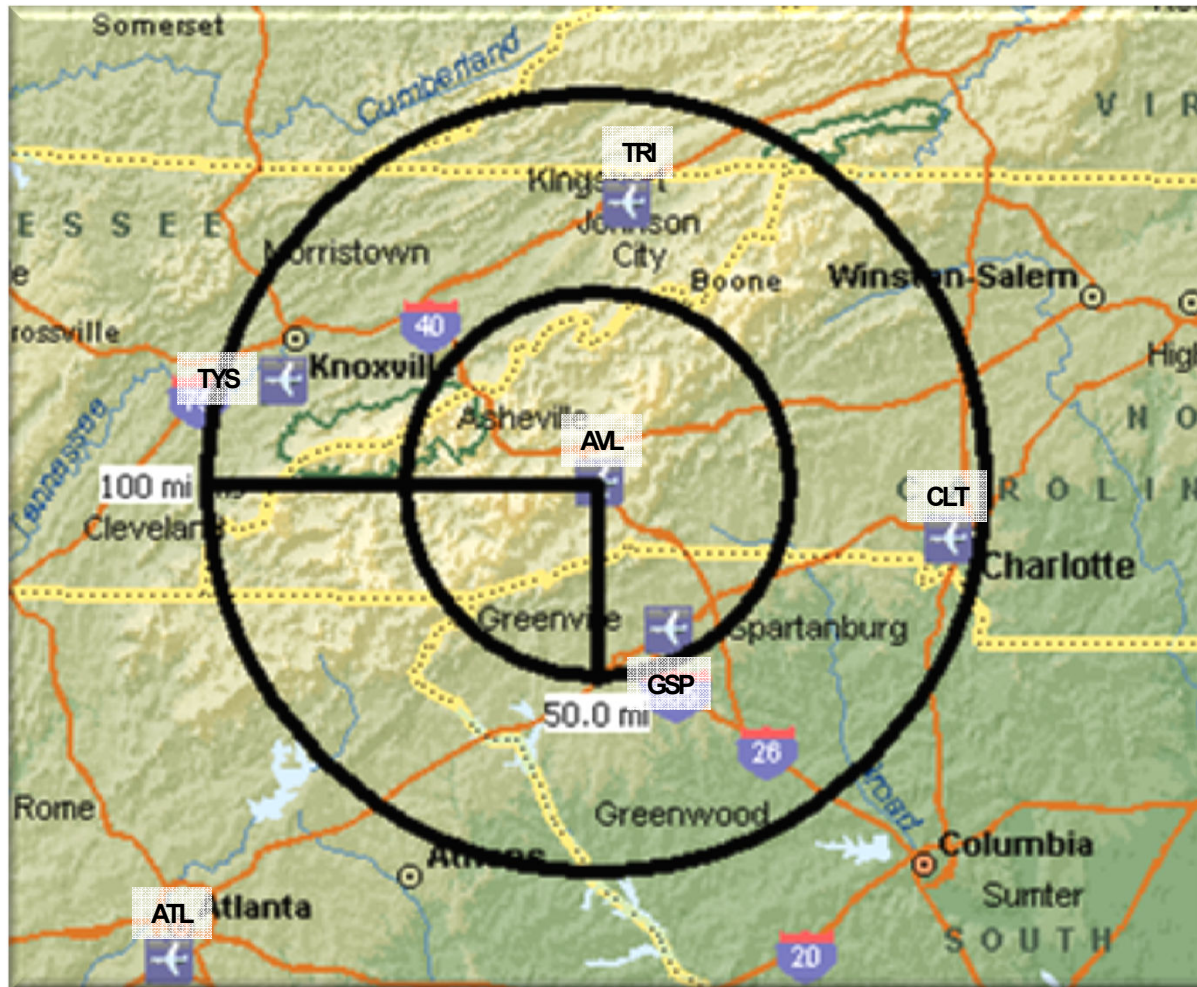


AVL and surrounding airports

There are 4 airports within 100 miles of AVL: GSP (60 miles / 1 hour), TRI (90 miles / 1.5 hours), CLT (105 miles / 1.75 hours) and TYS (130 miles / 2.25 hours)

ATL is also an option for passengers even though it is more than 200 miles / 3 hours away

Map of AVL region

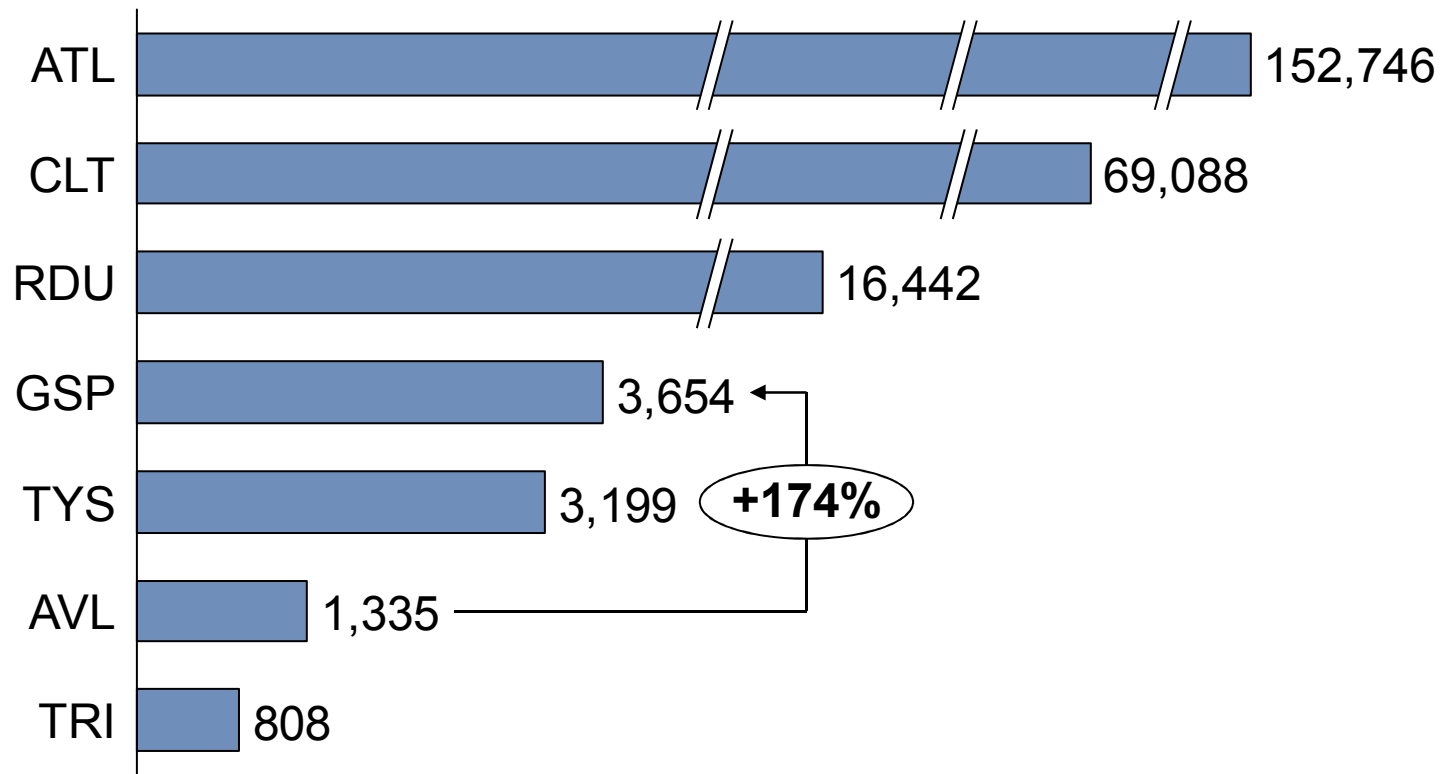


Capacity at airports in the region

Neighboring airports offer many more times the number of seats as AVL

Airline Capacity

Seats per day, April 2011



Source: Innovata schedule data via APGDat Internet-Based Aviation Data Portal

Methodology

SAPG reviewed leakage from AVL from September 2009 – December 2011

- SAPG used 16 months of ARC ticketing data covering September 2009 through November 2011 (new ARC customer zip code data is only available back to Sep 2009)
 - Area reviewed captured all zip codes within ~70 miles of AVL
 - Area reviewed was divided into 6 “catchment areas,” as defined on subsequent slide

- Data analyzed contained all ARC tickets with zip codes in the 80-mile area
 - Traditional travel agent data reported by the zip code of the travel agency
 - Online travel agent data (sites such as Orbitz) reported by the customer zip code used to purchase the ticket
 - Captured tickets used for the analysis totaled 147,363 and included both domestic and international traffic using one of the following airports: AVL, ATL, CLT, GSP, TRI and TYS

- ARC data contains the following relevant information that was used in SAPG’s analysis:

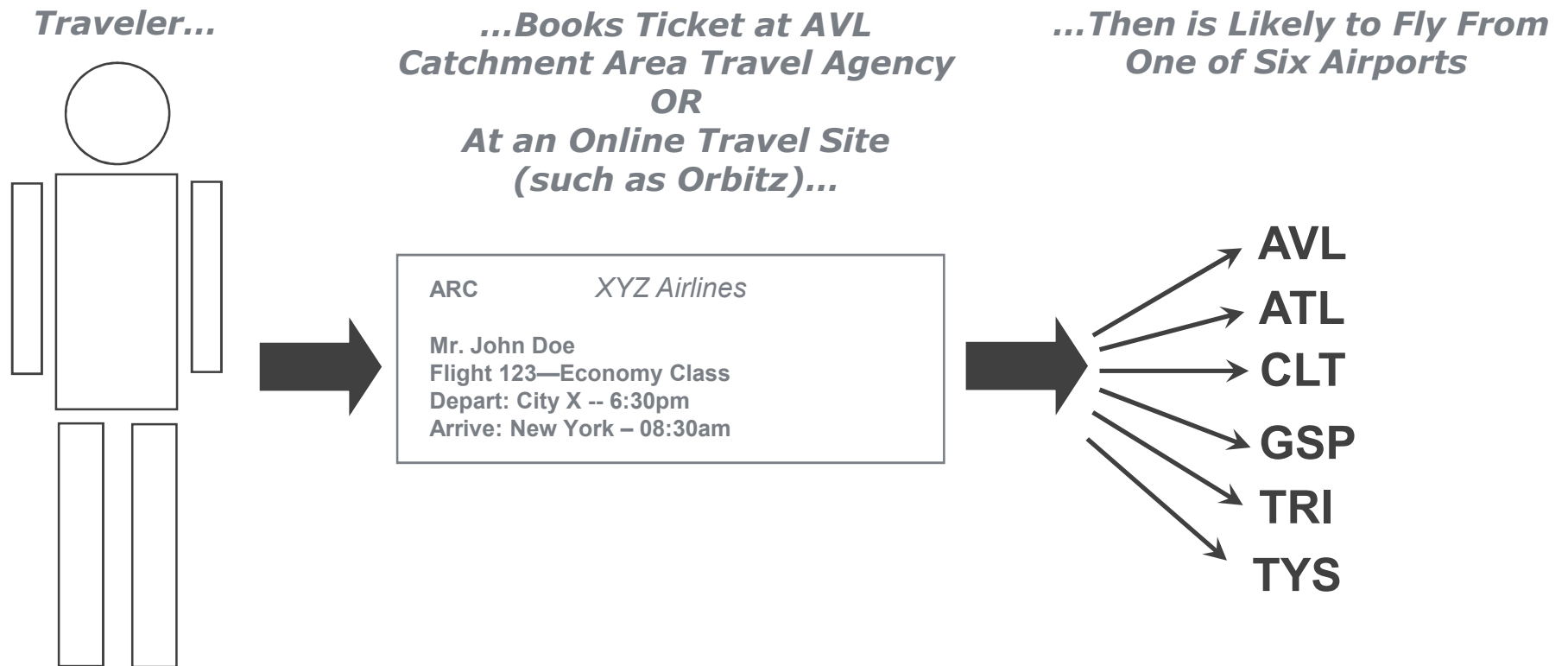
Origin	Destination	Dominant airline	Zip code
Ticketing date	Travel date	Service class	

- ARC was adjusted to reflect bookings it does not capture from some low cost carriers (LCCs)
 - LCC tickets were adjusted separately by carrier for all airports reviewed to reflect passenger market share by carrier at each airport and adjust for distribution penetration differences.
 - Allegiant (G4) excluded from all numbers
 - Adjustments of ARC data can help understand total, not just “ticketed,” traffic leaked
 - Even without adjustments ARC data trends can give a clear picture of travel patterns

Flow of leakage ARC data

The leakage analysis captured bookings made within ~70 miles of AVL and which flew from airports near the region

Schematic Outlining Key Data Elements Captured in Leakage Analysis

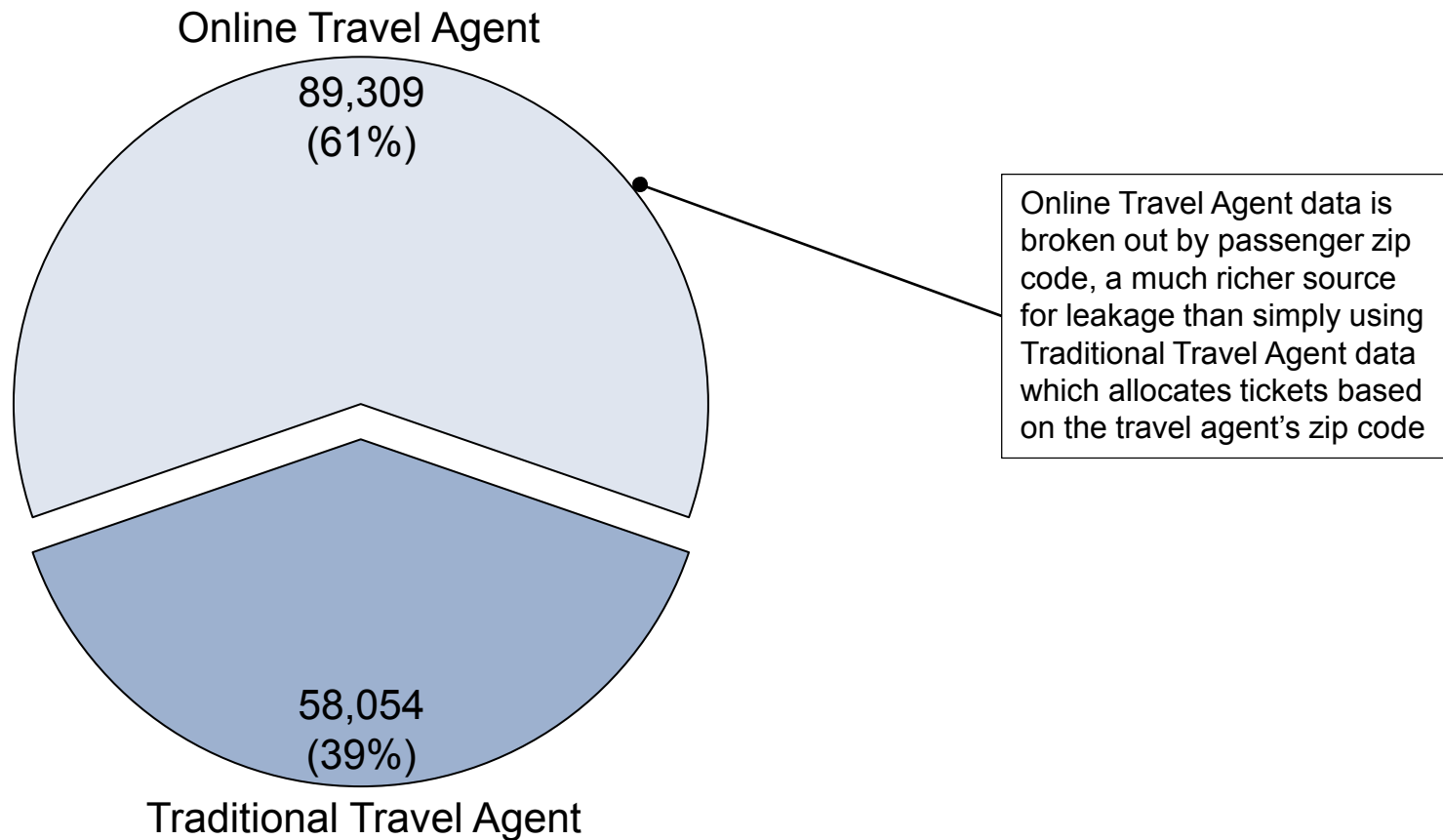


Mix of data by source

This study is based on Seabury APG's proprietary methodology which blends Online Travel Agent data with Traditional Travel Agent data – this results in a 61% larger sample size than previous approaches to leakage

Ticketing data by source

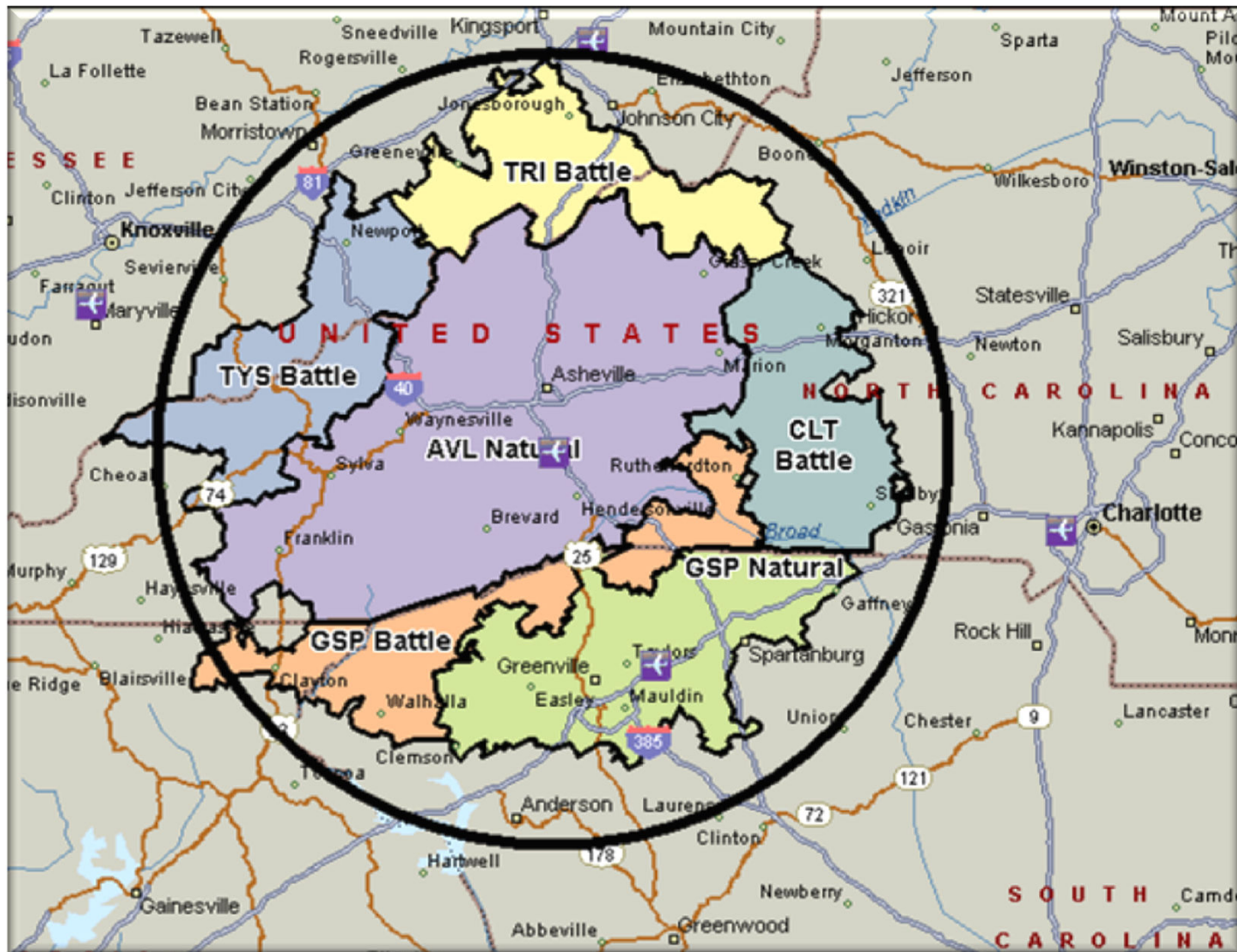
Sep 2009 – Dec 2011



Source: ARC ticketing data; Seabury APG analysis

Catchment areas

The catchment area reviewed is ~70 mile radius around AVL and was divided into six distinct regions for analysis

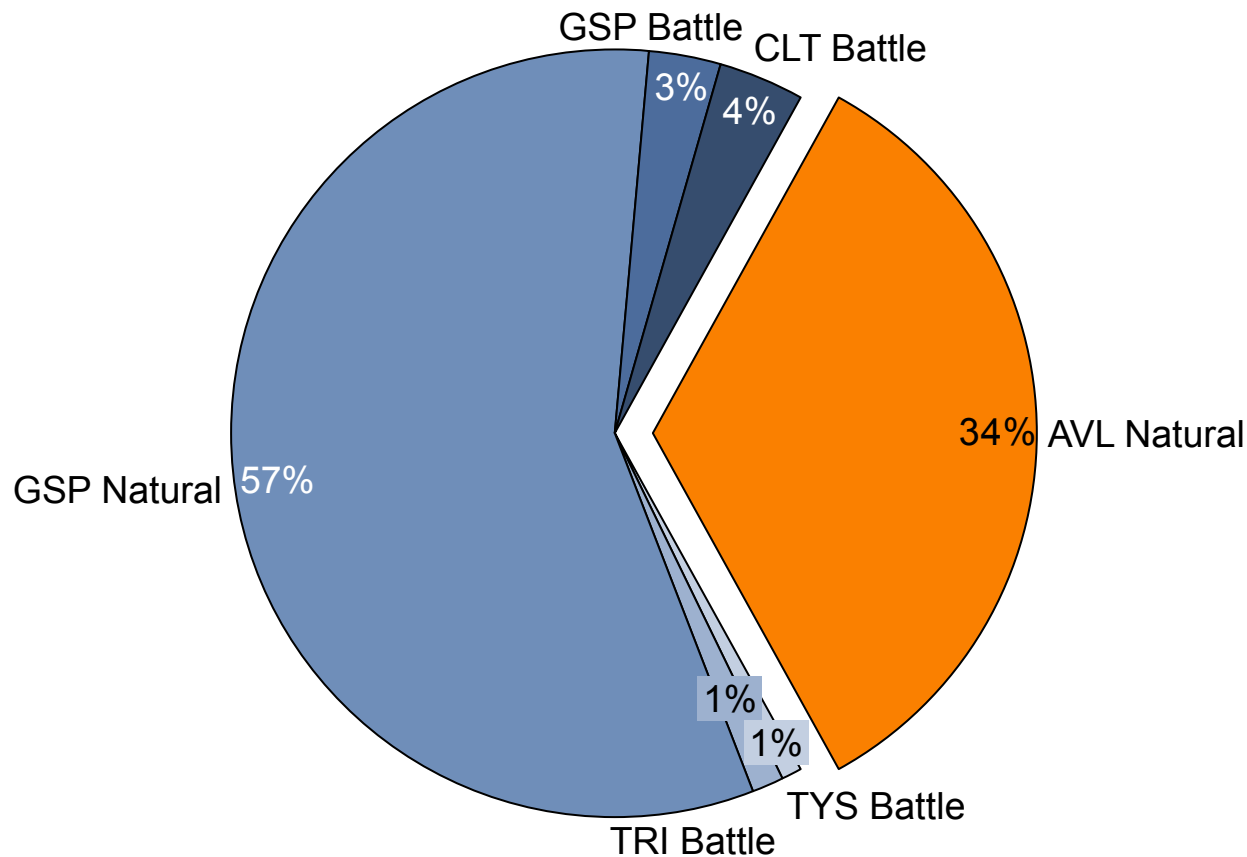


All catchment areas: total bookings by catchment area

AVL Natural catchment area represented 34% of the total adjusted booking with GSP Natural being the largest of the regions

Percent of all bookings reviewed by catchment area

Sep 2009 – Dec 2011



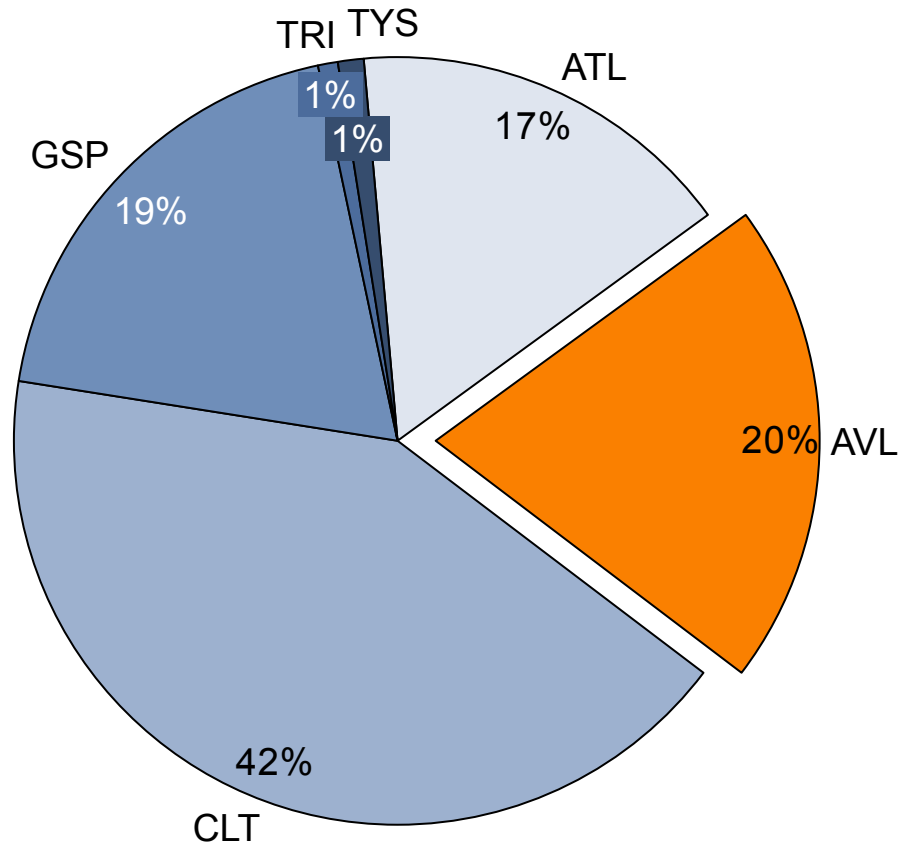
Source: ARC ticketing data; Seabury APG analysis

All catchment areas: total bookings by airport used

While AVL captured the most of the regional airports at 20%, significant leakage to both ATL and CLT occurs with 59% diverting to the hub airports

Percent of all bookings reviewed by airport used

Sep 2009 – Dec 2011



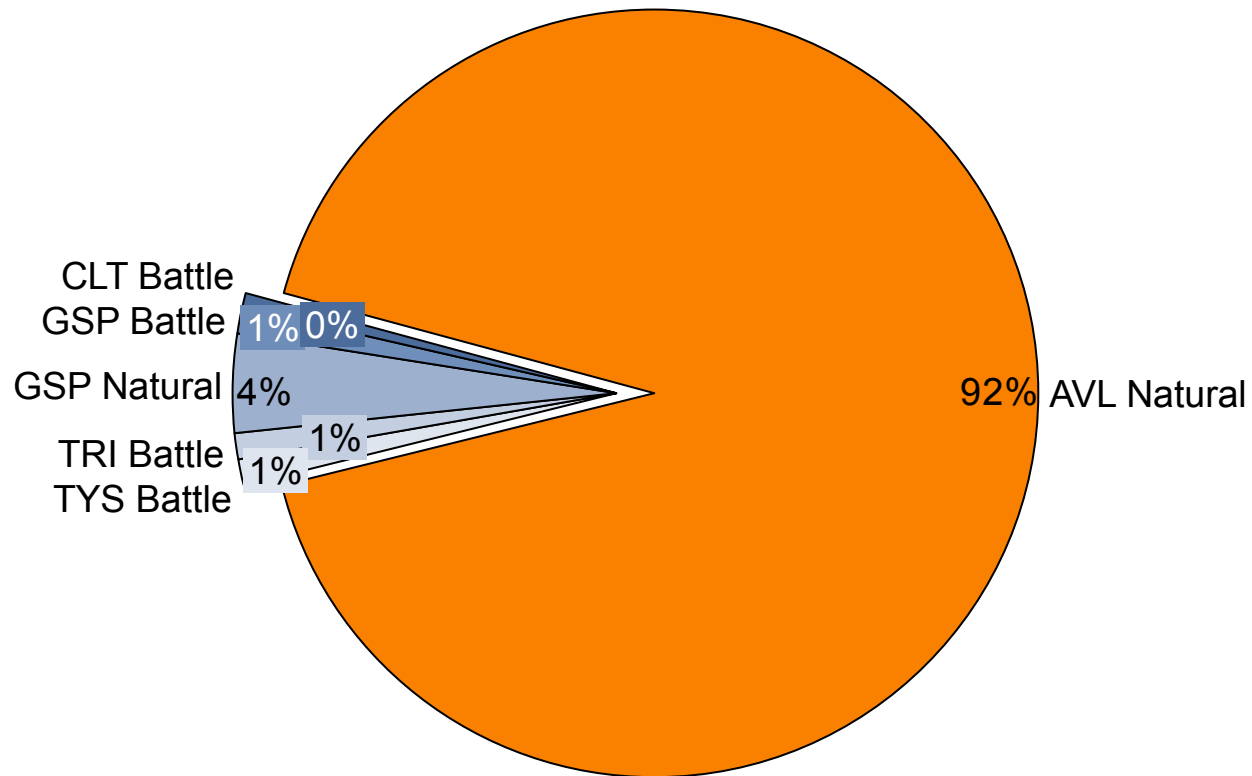
Source: ARC ticketing data; Seabury APG analysis

Travelers using AVL: bookings by catchment area

Nearly all of the traffic at AVL which originates in the analyzed region comes from the natural catchment area with a small percent being drawn from GSP Natural and the others

Percent of AVL bookings by source catchment area

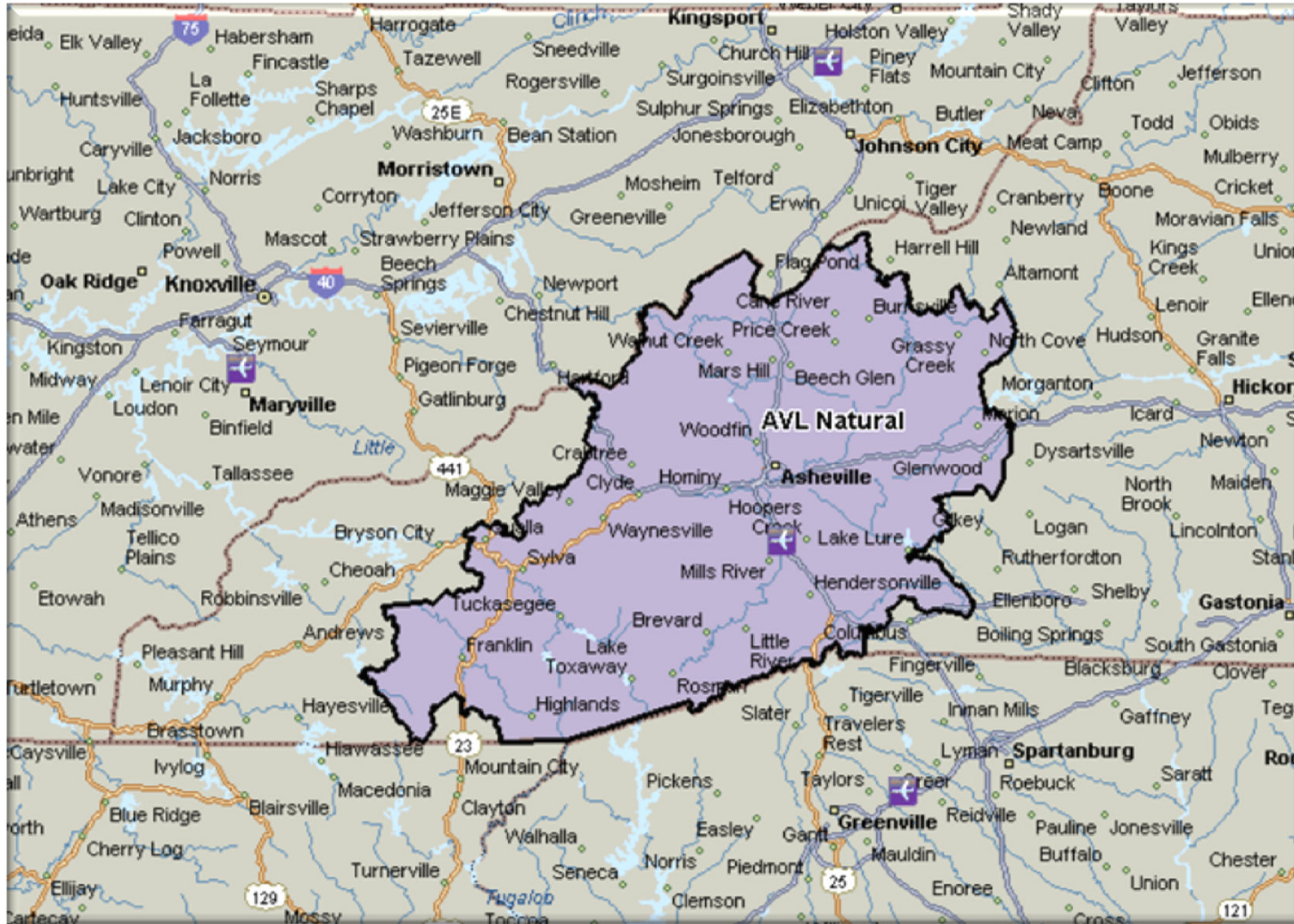
Sep 2009 – Dec 2011



Source: ARC ticketing data; Seabury APG analysis

AVL Natural catchment region

This section examines just the tickets purchased in the AVL Natural catchment region

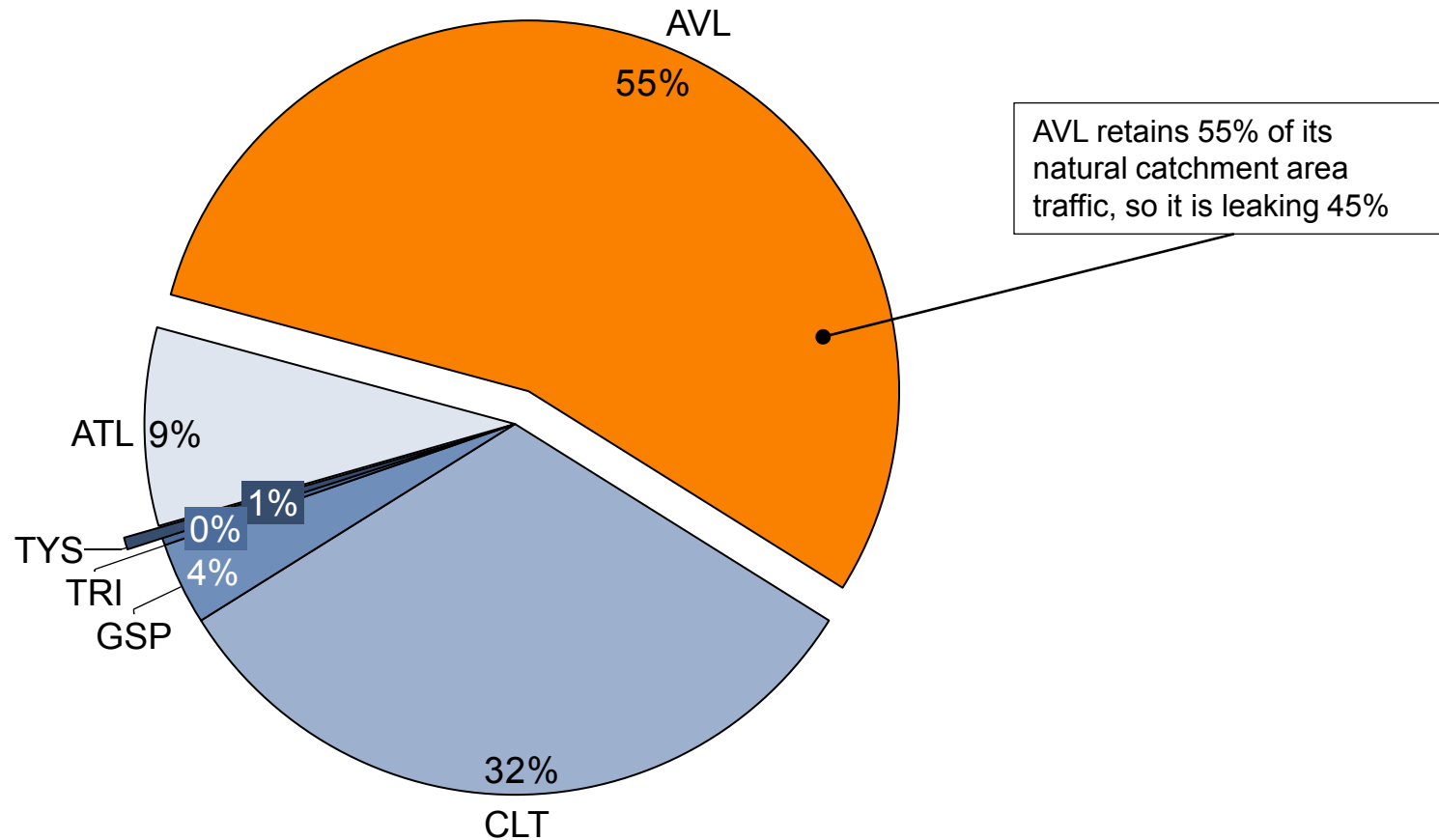


AVL Natural catchment: bookings by originating airport

For the entire sample period, AVL leaked 45% of its traffic with CLT capturing the largest share and the remaining traffic spread between the other airports including ATL

Leakage from AVL Natural catchment by originating airport

Sep 2009 – Dec 2011



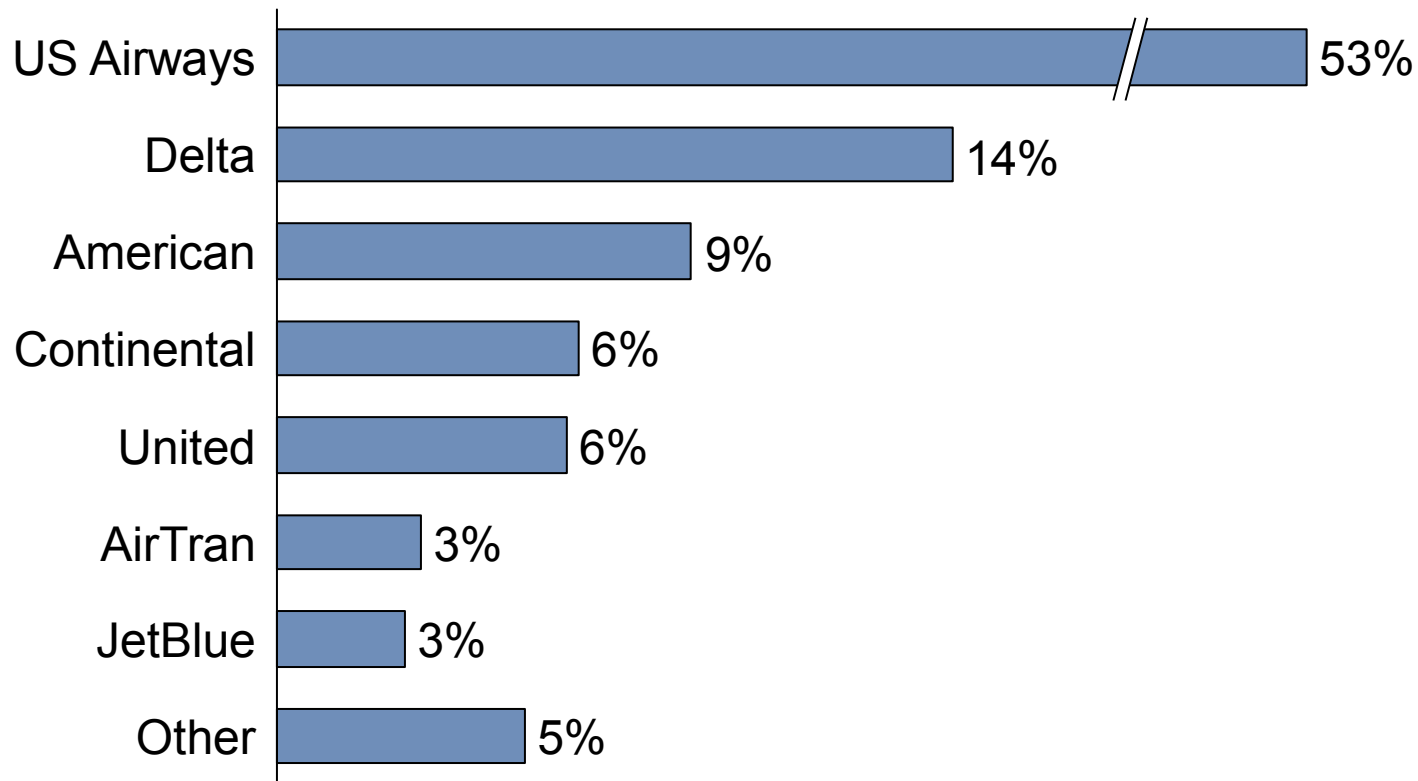
Source: ARC ticketing data; Seabury APG analysis

Leakage from AVL to CLT by carrier

Not surprisingly, with its hub operation US Airways captures the majority of the passengers leaking from AVL to CLT

By carrier

Seats per day, Aug 2011



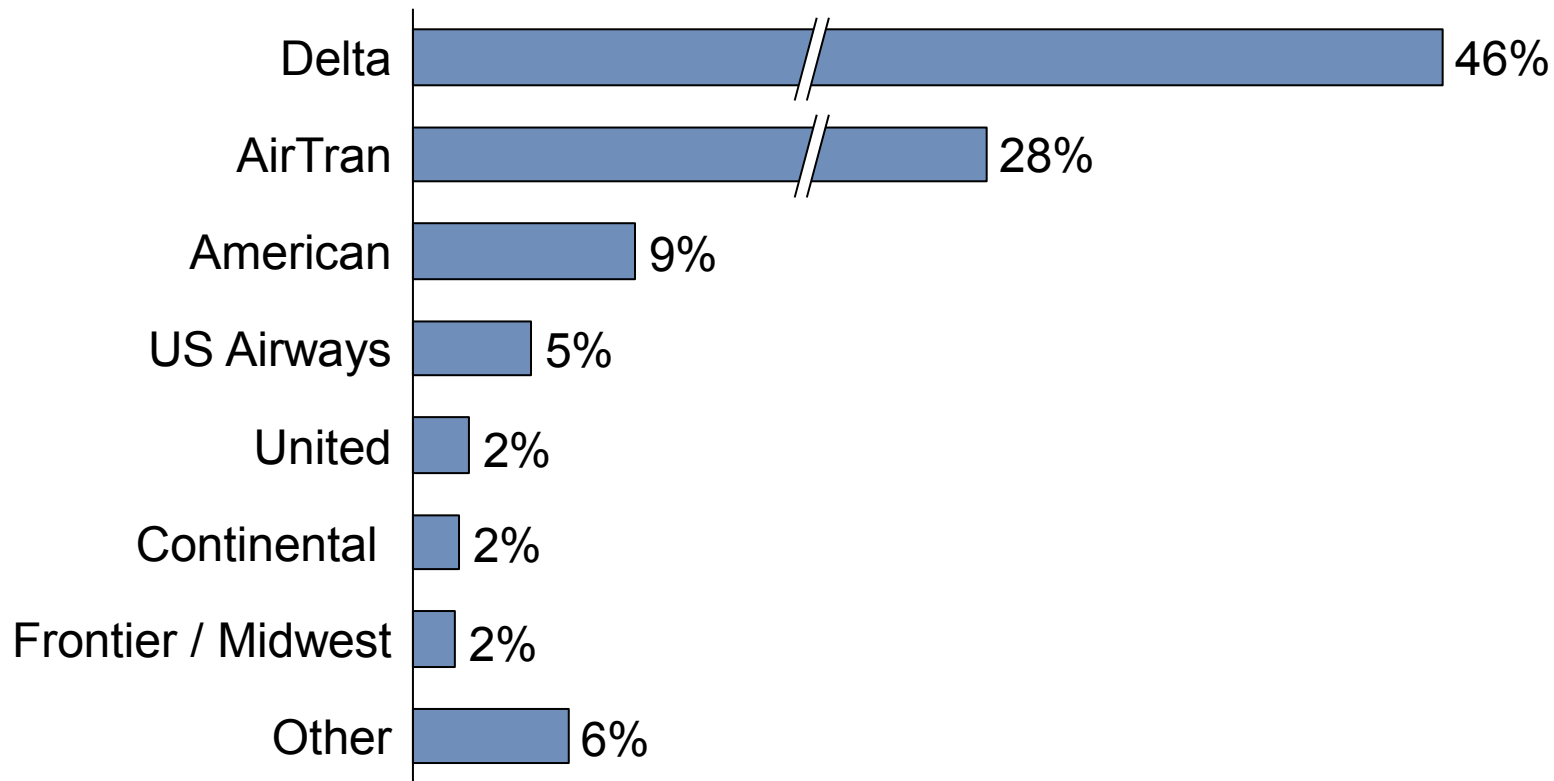
Source: ARC ticketing data; Seabury APG analysis

Leakage from AVL to ATL by carrier

Leakage to ATL is split with Delta receiving a near majority and AirTran picking more than a quarter

By carrier

Seats per day, Aug 2011



Source: ARC ticketing data; Seabury APG analysis

AVL total outbound leakage

Leakage of outbound AVL traffic from its Natural Catchment area totals 288 lost passengers per day each way (PDEW); factoring in inbound leakage is estimated at 701 PDEW

Estimated leaked traffic

Year-ending 3Q10

	Total PDEW	% Origin AVL	AVL Origin PDEW
<i>(from DOT DB1B O&D Data)</i>			
Total AVL O&D PDEW	928	59%	548
% of AVL airport passengers coming from AVL Natural			92%
PDEW from AVL Natural			504
% leakage from AVL Natural to other airports			45%
Outbound Leaked PDEW			414
Estimated Inbound Leaked PDEW			288
Estimated Total Leaked PDEW			701

Definitions: O&D – Origin and Destination (e.g. Asheville to Los Angeles); POO – Point of origin; PDEW – Passengers daily each way
Source: ARC ticketing data; Seabury APG analysis; U.S. DOT DB1b data

AVL inbound and outbound leakage by destination

Despite non-stop service to both EWR and LGA, NY leaks a substantial amount of traffic possibly warranting additional non-stop service; other markets such as FLL have potential for non-stop service on a low cost carrier given traffic stimulation from lower fares

Natural Catchment leaked and captured traffic estimates

Dest	AVL Natural Catchment Leakage %	AVL Natural POO PDEW YE 3Q10	Outbound Leaked PDEW	Est. Inbound Leaked PDEW*	Total Leaked PDEW	AVL Total DB1B PDEW YE 1Q10	Total AVL PDEW Potential
1 NY	61%	33	53	43	96	71	167
LGA	61%	18	28	22	50	34	84
EWR	47%	14	13	15	28	34	62
JFK	89%	2	13	6	19	2	21
2 DC	49%	19	19	13	32	35	66
DCA	44%	9	7	4	11	16	27
BWI	50%	7	7	5	12	13	25
IAD	60%	3	4	4	8	6	14
3 MIA	74%	7	18	10	28	11	40
4 BOS	57%	12	15	13	28	23	51
5 FLL	54%	11	13	13	26	24	50
6 MSP	53%	8	9	8	17	16	33
7 DFW	54%	7	8	8	16	15	32
8 IAH	45%	8	6	9	15	20	35
9 LAS	48%	14	13	1	14	17	31
10 LAX	42%	12	9	5	14	21	36
Other		373	250	165	414	669	1,083
Total	45%	504	414	288	701	922	1,623

•Data is intended as a representation that considers market POO split and detailed analysis performed on AVL POO ("outbound") bookings

•Definitions: POO – Point of origin; PDEW – Passengers daily each way

Source: Source: ARC ticketing data; Seabury APG analysis; U.S. DOT DB1b data

■ Agenda

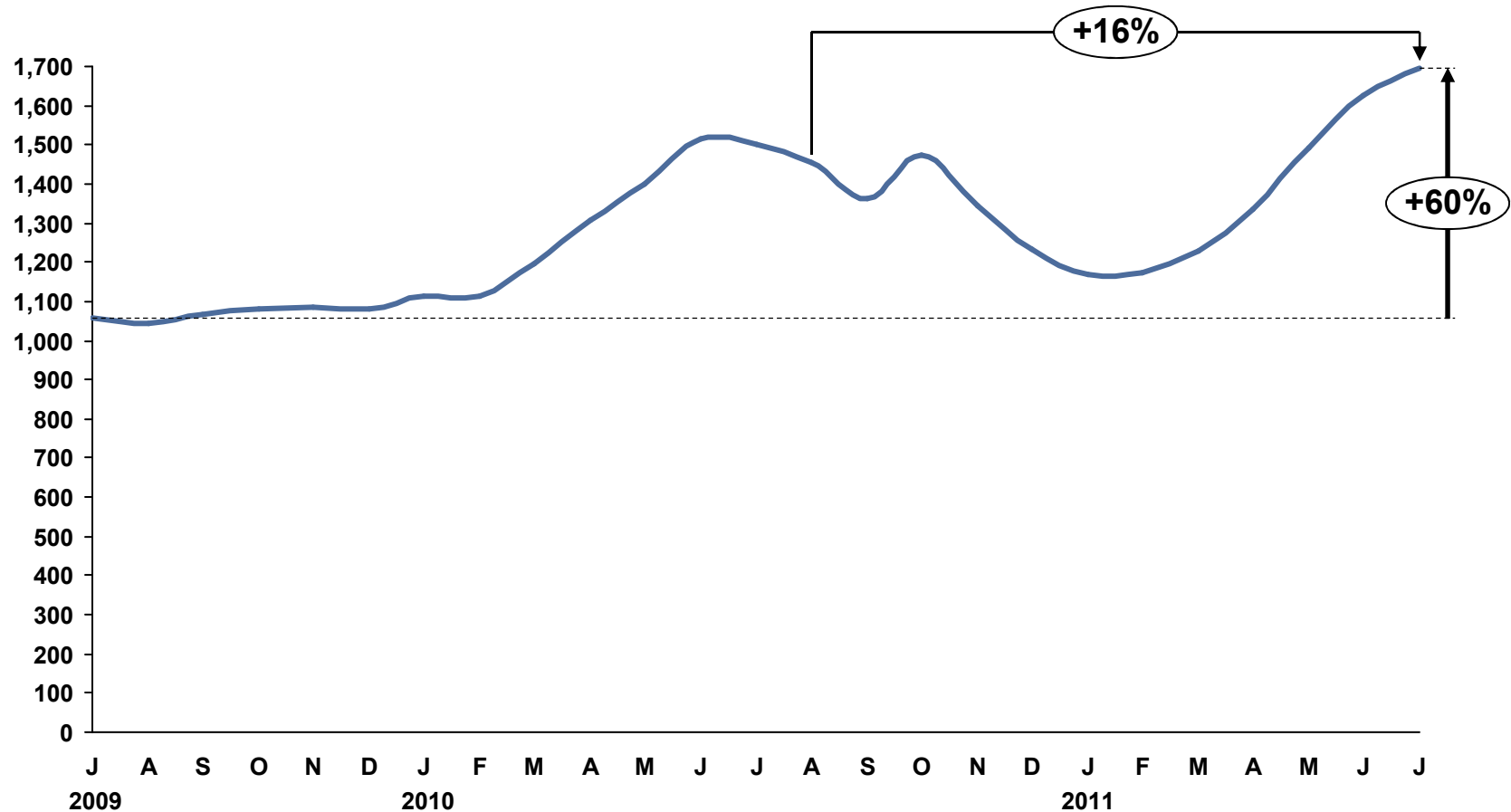
- AVL air service performance
- AVL versus regional peers
- Potential impact of AirTran/Southwest merger
- Leakage assessment
- Updates / recommendations

AVL seat capacity is up 16% in July 2011 vs. July 2011

The surge in AVL capacity has continued with summer 2011 capacity being more than double 2009 levels

Average Daily Seats to/from AVL

July 2009 – July 2011



Source: APGDat internet-based aviation data portal

AVL service heavily dependent on regional jets

In an environment with rapidly rising fuel prices, longer-haul regional jet markets will have challenging economics

AVL Capacity Statistics by Aircraft Type

July 2011

Carrier	Destination	Flights / Week				Seats / Week			
		Narrow-body	Regional Jet	Turbo-prop	Total	Narrow-body	Regional Jet	Turbo-prop	Total
AA	Dallas/Fort Worth, TX	0	7	0	7	0	308	0	308
CO	Newark, NJ	0	7	0	7	0	350	0	350
CO	Houston-Intercontinental, TX	0	7	0	7	0	350	0	350
DL	Atlanta, GA	0	67	0	67	0	3,350	0	3,350
DL	Detroit, MI	0	21	0	21	0	1,050	0	1,050
DL	New York-La Guardia, NY	0	7	0	7	0	350	0	350
FL	Orlando, FL	4	0	0	4	468	0	0	468
FL	Tampa, FL	4	0	0	4	528	0	0	528
UA	Chicago-O'Hare, IL	0	16	0	16	0	800	0	800
US	Charlotte-Douglas, NC	0	35	29	64	0	2,010	1,450	3,460
US	New York-La Guardia, NY	0	11	0	11	0	550	0	550
US	Philadelphia, PA	0	1	0	1	0	50	0	50
V2	Fort Walton Beach, FL	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>	<u>244</u>	<u>0</u>	<u>0</u>	<u>244</u>
Total		10	179	29	218	1,240	9,168	1,450	11,858
<i>% Total</i>		<i>5%</i>	<i>82%</i>	<i>13%</i>		<i>10%</i>	<i>77%</i>	<i>12%</i>	

Source: APGDat internet-based aviation data portal

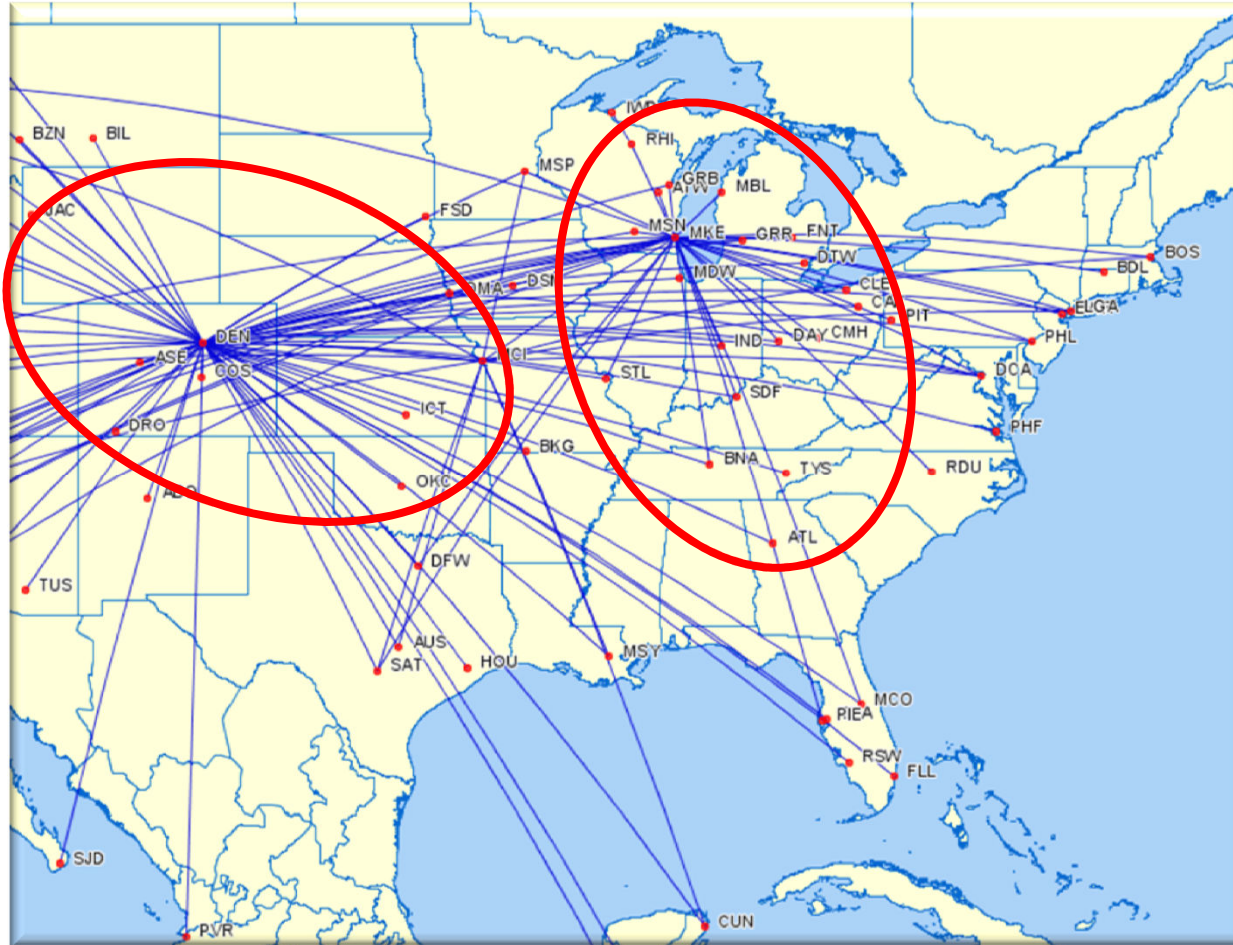
Summary

- AVL has seen strong growth in capacity, top objective should be to maintain that service
- Southwest's new service in Greenville-Spartanburg will challenge existing capacity in multiple ways:
 - It has the potential to increase leakage from AVL
 - It will create revenue pressure and limit AVL carriers' ability to increase prices to keep pace with fuel
- Southwest's pending merger with AirTran is a threat to current AVL service from AirTran:
 - Until Southwest reaches new agreements with unions (especially ground crew) it is unknown the minimum number of flights that will be required at a station to maintain Southwest service
 - Having AVL in the Southwest network could pressure their efforts to spool up the new markets in GSP
- Fuel is a key concern, especially given the impact of fuel on long haul RJ flights
 - Southwest service to Chicago and Houston combined with the increased cost of operating these flights makes them the most important to monitor and support
 - As a point of reference - when Southwest launched in MKE (and AirTran was building up), the fare pressure on westbound flights cost ATW its recently obtained flights to DEN on UA despite strong load factors
- New low fare service is a long shot given the geography and business models of the carriers (carrier specific notes are on the following slides)
 - Allegiant and Spirit are possibilities should AirTran/Southwest exit the Florida market

Frontier

Frontier hubs in Denver and Milwaukee would provide lower fare connecting opportunities but market sizes from AVL make these challenging markets

Frontier
July 2011



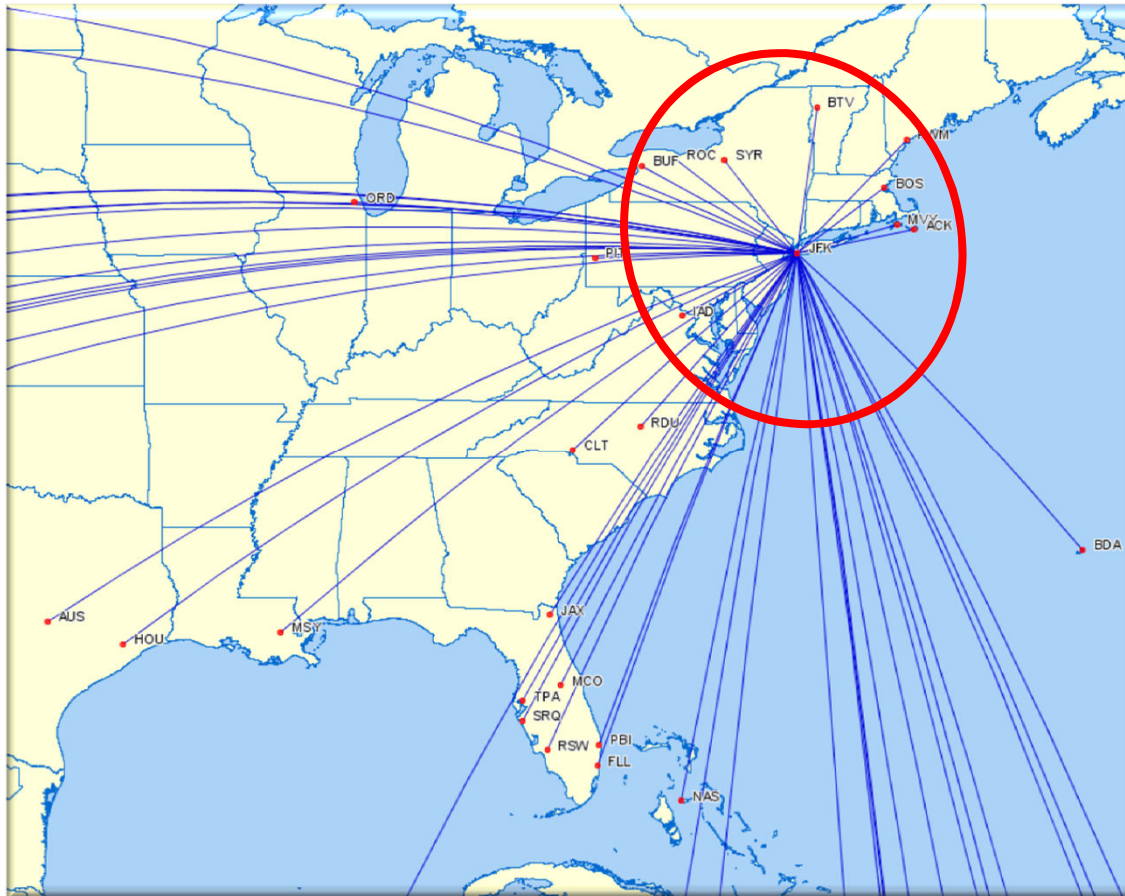
Source: Innovata schedule data via APGDat Internet-Based Aviation Data Portal

JetBlue New York (JFK)

JetBlue to New York is an unlikely option, outside of the Northeast they primarily only major markets such as Charlotte and Raleigh-Durham and large leisure markets

JetBlue New York (JFK)

July 2011



Source: Innovata schedule data via APGDat Internet-Based Aviation Data Portal

Spirit

While Spirit could not provide broad connecting opportunities, their recent expansion into smaller markets makes service to FLL worth considering, especially if TPA and MCO are lost

Spirit

July 2011



Source: Innovata schedule data via APGDat Internet-Based Aviation Data Portal

Air Service Master Plan

Year 1

- Primary objective is to secure existing air service given the spike in fuel prices and the revenue pressure from the new Southwest service in GSP
 - Load factors and leakage indicate potential for service upgrades, however these are mitigated by the impact of Southwest on fares and fuel price increases
 - Target potential incremental wins such as upgauges and increases in frequency
 - Target venerable markets, especially long-haul RJ markets, for additional support
 - Work to secure AirTran service post-merger
 - Continue airport marketing efforts with a strong fly from AVL message
 - Airports similar in size to AVL have significant annual marketing budgets (ATW \$300K+, HSV \$500K+)

- Set up a schedule of annual headquarter visits with incumbent carriers
 - Important for taking the temperature of existing flights and exploring the possibility for incremental increases in capacity and new markets
 - Need to target incremental wins. Through community efforts identify small changes which could improve utility of air service to the community
 - Examples include flight time changes, focusing on fare parity with neighboring airports, etc...
 - Small wins can build momentum and invigorate community support while strengthening positive relationships with carriers

Air Service Master Plan (cont)

Year 1 (cont)

- Continue meeting with potential new carriers at conferences

- Consider a small community air service development program grant
 - Additional money for marketing efforts to minimize leakage or for financial support for new service

- Establish a community air service ‘task force’
 - Target travel agents, corporate travel managers, the chamber of commerce, tourism groups, etc...
 - Multiple objectives:
 - Provide input on air service dynamics, such as discussions around causes of leakage and
 - Support for air service development objectives – from rallying the community to fly AVL, to providing financial support / traffic guarantees in support of new service
 - Source for community information and updates to feed to the airlines, such as new economic development, trends in tourism, company specific drivers for air travel, etc...
 - Create a group to advocate on behalf of the airport within the community

Air Service Master Plan (cont)

Year 2 / ongoing

- Reevaluate air service opportunities and challenges based on current environment
 - By early 2012 flown passenger data will exist to determine impact of Southwest on leakage, this can be augmented with input from the air service task force
 - Reassess top opportunities based on carrier conversations, existing flight performance and fuel prices

- Maintain active community participation in air service task force – can be challenging given the marathon and often confidential nature of air service development

- Continue annual headquarter meetings with incumbent carriers and conference meetings with targeted new carriers

Information Technology

2011 Department Update



Information Technology

Who We Are.

What We Do.

Projects = Daily Operations.

Key IT Services.



Information Technology Department

WHO WE ARE.



Who We Are

- *To be the premier airport of choice for Western North Carolina travelers, by providing an array of choices and amenities, distinctive customer service, value, and convenience.*

=

Providing premier information technology services to WNC travelers, tenants and staff



Who We Are

Royce Holden – Director of IT

Royce leads the IT department to ensure the goals and objectives of the Airport Director are met and oversees staff's daily operations and customer service. In addition, Royce plans and manages fiscal responsibilities and IT-related tasks in airport projects such as shared tenant services (STS), shared use, and service level agreements (SLA) with vendors.



Cortez Johnson– Network Engineer

Cortez is responsible for day to day operations and customer services as they pertain to the shared network infrastructure, switching and routing hardware, VoIP phones, and Wireless communications. Cortez is the 2nd level of support for issues related to shared tenant service (STS) and shared use, as well as, tenant and authority staff computer and network.



Kellie Whittemore – IT Coordinator

Kellie is responsible for daily operations on the local area network, including assisting authority staff with OS and applications support. Kellie also handles management and service on all printing devices, power supplies, software applications such as the helpdesk, and is the first line of defense for issues that may arise with shared tenant services (STS) and shared use.



Information Technology Department

WHAT WE DO.



Key IT Services

• AVL Authority

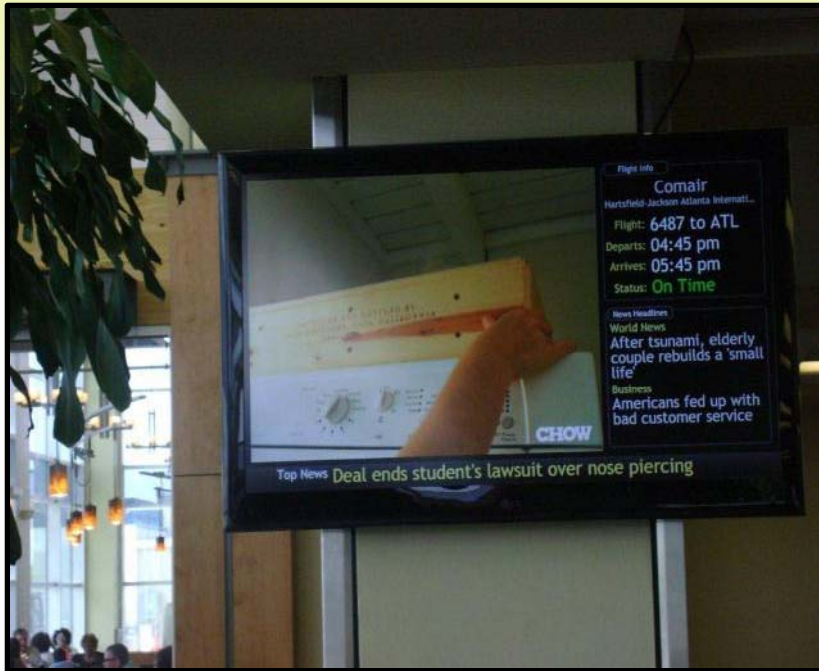
- PC Support
- Printer Support
- App. Training
- Upgrades
- Patching
- Phone support
- Email (Cloud)
- Internet
- Security/Policy

▶ Tenants

- Phone
- Data
- Flight Info
- Baggage Info
- Adds/Moves/
Changes
- Network cabling
- Shared Tenant
Services – Gate &
Ticket Counter

▶ Traveling Public

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



News and Information TV

– Completely Internet-based, no cable TV or Satellite. Destination Marketing Content

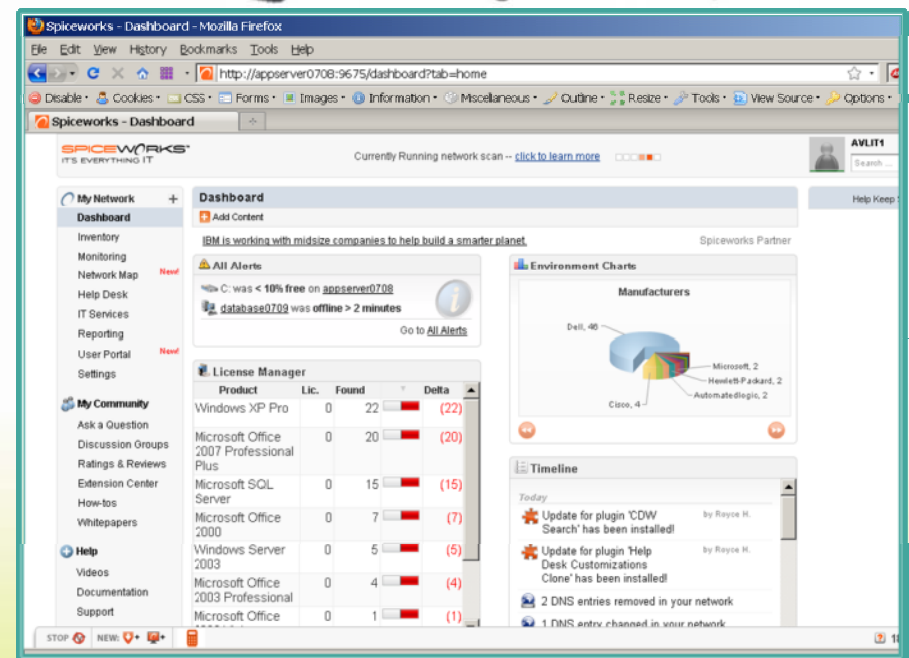
Flight & Gate Information

– Terminal-wide system for flight and way-finding



What We Do

- Provide excellent customer service to our tenants, the traveling public, and staff.
- Maintain over 100 server and workstation computers
- Maintain over 60 network switches and routers
- Maintain over 50 software applications and services
- Maintain over 40 LCD monitors



What We Do

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



What We Do

- Manage voice, fax, and internet services for tenants and staff
- Manage the Extended Airline System Environment (EASE) for 5 airlines
- Manage the Public Address system for the terminal
- Manage inventory and service agreements for CCTV/Access Control, Flight Information, and EASE environments



What We Do

- ▶ Over 200 Voice & Data Services Devices

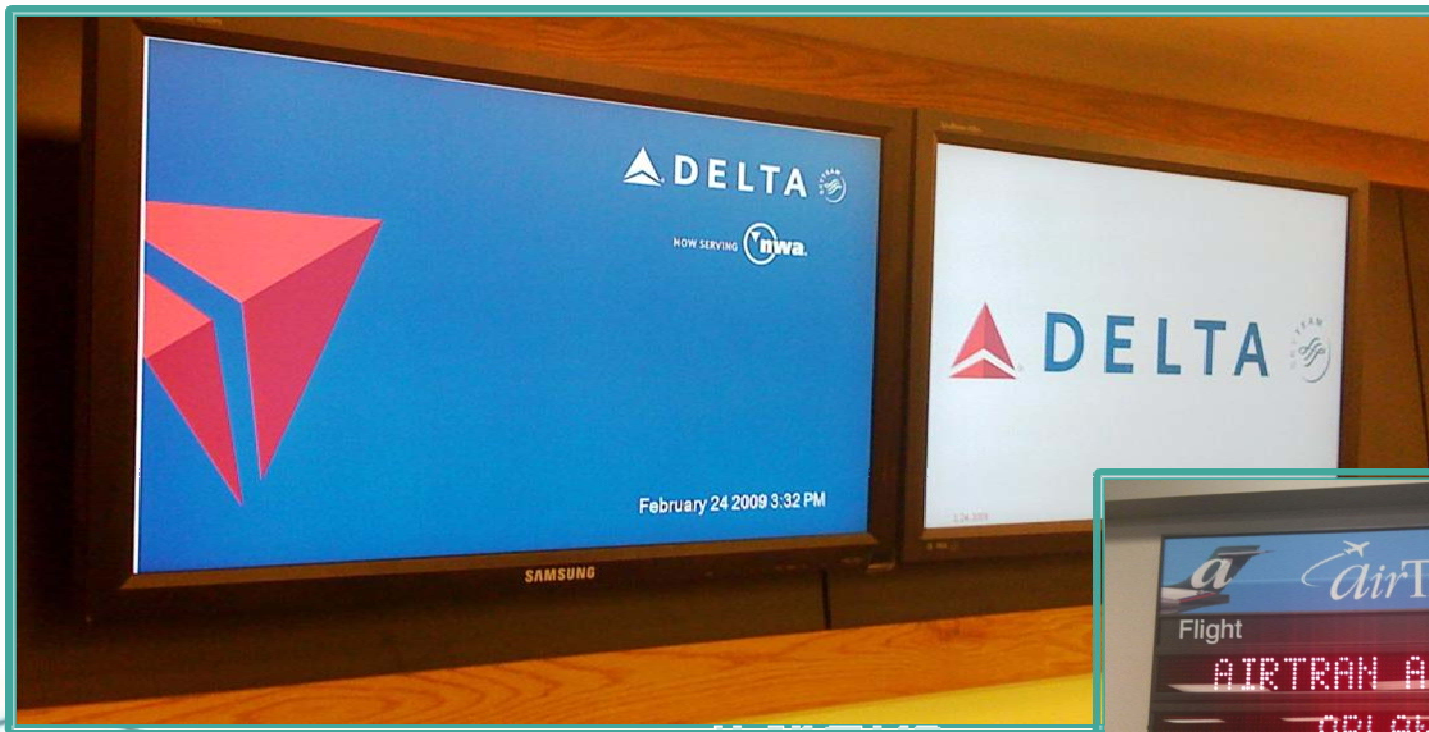


- ▶ Network Cabling And Rooms



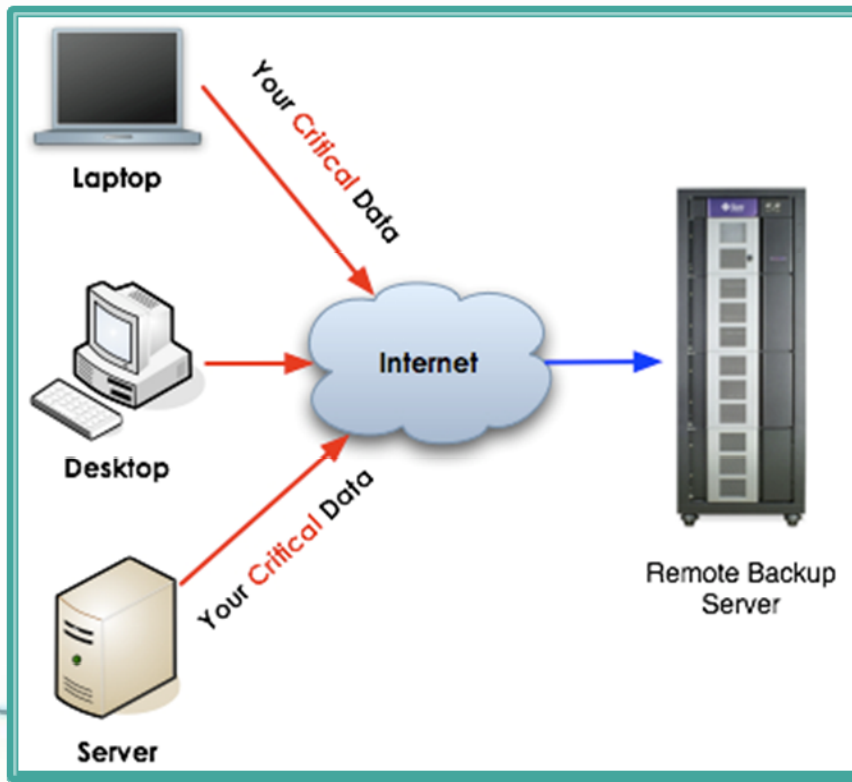
Shared Tenant Services

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



Shared Tenant Services

▶ Remote Backup



▶ Courtesy Phones



National Exposure, AVL IT

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



Information Technology Department

PROJECTS = DAILY OPERATIONS



Projects = Daily Operations

- Many projects translate into services, resulting in daily operations:

- Extended Airline System Environment

- Computer maintenance
- Boarding Pass & Bag Tag Inventory



Projects = Daily Operations

- Many projects translate into services, resulting in airport revenue generation & marketing:
 - Extended Airline System Environment
 - Airlines save money in inventory supply
 - Airport markets to passengers via boarding passes



Information Technology Department

KEY IT SERVICES.



Key IT Services - Traditional

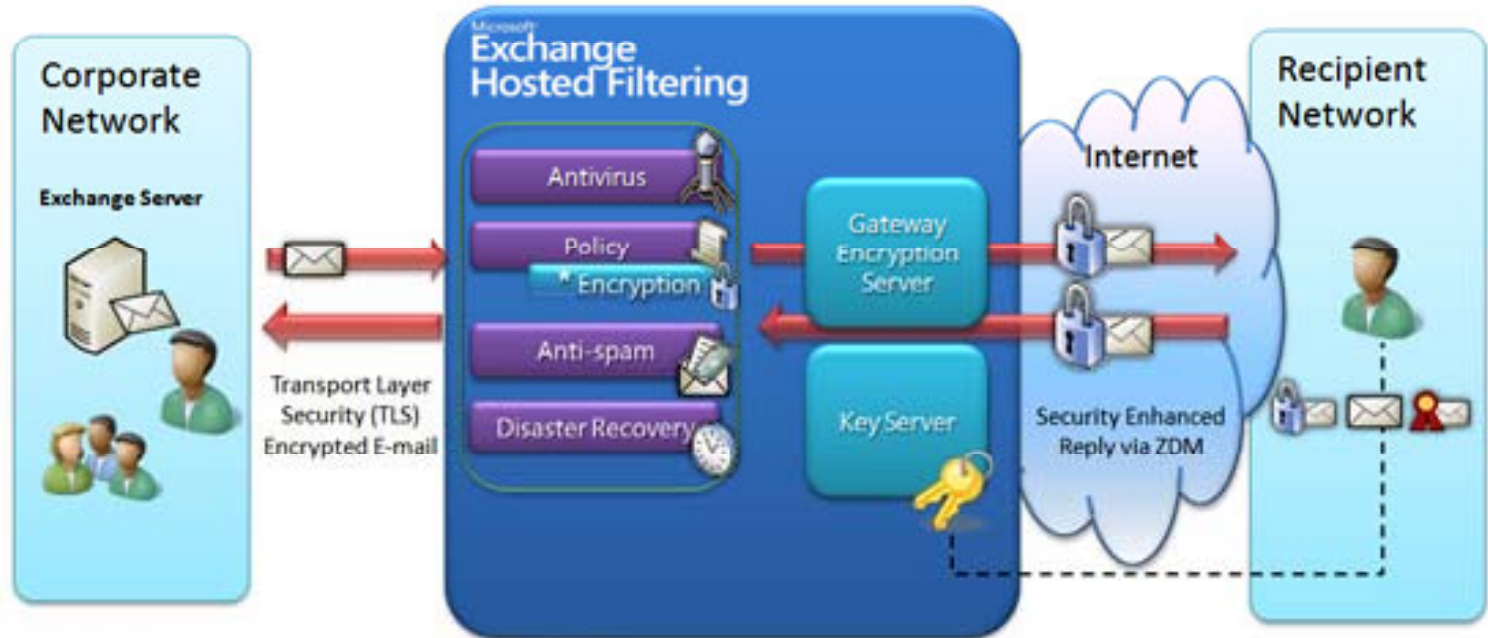
- Malicious spyware, viruses, and malware
- Cyber-attacks from inside and outside networks
- Wireless security
- and maintenance



Key IT Services – Non-Traditional (Cloud)

Microsoft Exchange Hosted Encryption

Policy-based encryption from sender to recipient



* Requires additional Exchange Hosted Encryption License

Information Technology Department

POLICY/DIRECTIVES AND BEST PRACTICES.



Policy/Directives and Best Practices

- **Payment Card Industry Data Security Standard (PCI-DSS) compliance**
- **Records retention and disposition**
- **Internal digital security**
- **E-mail and Microsoft Office Support**
- **Network file sharing and permissions per user**

Policy/Directives and Best Practices

- **PCI-DSS compliance**

- “The PCI DSS is a multifaceted security standard that includes requirements for security management, policies, procedures, network architecture, software design and other critical protective measures. “



- **Parking Management**
- **Shared Use/Airlines**

Policy/Directives and Best Practices

- **Records Retention and Disposition**

- “According to G.S. §121-5 and G.S. §132-3, you may only destroy public records with the consent of the Department of Cultural Resources. This schedule is the primary way DCR gives its consent. Without approving this schedule, your library is obligated to obtain the Department’s permission to destroy *any* record, no matter how insignificant”

The Schedule (example)

STANDARD-6. PROGRAM OPERATIONAL RECORDS: AIRPORT RECORDS

Official records and materials created and accumulated incidental to the operation of a municipal, county, or regional airport.



ITEM #	STANDARD-6: PROGRAM OPERATIONAL RECORDS: AIRPORT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	AIR SPACE CONSTRUCTION FILES Applications to construct structures which may obstruct flight space. May include correspondence and related records.	Destroy in office after 5 years.	
2.	AIRFIELD INSPECTION FILES Records concerning airfield inspections on runway conditions, fire and rescue facilities, ground vehicle control and other airport condition information.	Destroy in office after 1 year.	14 CFR 139.301
3.	AIRPORT CERTIFICATION MANUAL Manual containing a description of operating procedures, facilities and equipment, responsibility assignments, and any other information needed by personnel concerned with operating the airport.	a) Destroy in office when superseded or obsolete. b) Retain records with historical value permanently.	14 CFR 139.201
4.	AIRPORT MASTER RECORD FILES Federal Aviation Administration (FAA) form 5010 documenting basic information concerning airports.	Destroy in office when superseded.	
5.	DAILY LOG BOOKS (AIRPORT CONSTRUCTION) Daily log books kept by inspectors and project engineers on the progress of airport construction.	Destroy in office 5 years from the date of enrollment.	29 CFR 30.8(e)



Conclusion

- **Information Technology**, not just a cost center, but a revenue generation department
- **Policies and Directives** help establish proper use of technology and overall maintenance of standards and best practices.
- We understand **the General Public's access to IT** services is important to the Airport's Mission.
- **As IT changes, we must adapt and maintain** business continuity to make AVL the best airport around!

Thank You

Questions?



Asheville Regional Airport Authority
Executive Summary
April-11

AIRPORT ACTIVITY

	Month	Variance to Prior Year	Calendar Year to Date	Variance to Prior Year
Passenger Enplanements	26,652	(9.5%)	90,113	(1.5%)
Aircraft Operations				
Commercial	1,673	(2.0%)	6,006	2.9%
Scheduled Flights	773	1.7%		
Flight Cancellations	27			
Seats	38,386	1.3%	139,167	3.3%
Load Factor	69.4%	(10.6%)	64.8%	(4.6%)
General Aviation	2,815	(22.3%)	9,803	(19.7%)
Military	387	5.4%	947	(21.6%)

FINANCIAL RESULTS

	Month	Variance to Budget	Fiscal Year to Date	Variance to Budget
Operating Revenues	\$ 683,777	1.5%	\$ 6,742,865	4.8%
Operating Expenses	574,721	(10.7%)	5,120,094	(13.3%)
Net Operating Revenues before Depreciation	<u>\$ 109,056</u>	262.7%	<u>\$ 1,622,771</u>	207.9%
Net Non-Operating Revenues	<u>\$ 178,977</u>	(0.3%)	<u>\$ 1,817,095</u>	29.8%
Grants:				
FAA AIP Grants	\$ 18,392		\$ 3,827,125	
NC Dept of Transportation Grants	-		-	
Total	<u>\$ 18,392</u>		<u>\$ 3,827,125</u>	

CASH

Restricted	\$ 334,529
Designated for O&M Reserve	3,224,433
Unrestricted, Undesignated	6,305,437
Total	<u>\$ 9,864,399</u>

RECEIVABLES PAST DUE

	Total	1-30 Days	31-60 Days	Over 60 Days
Charah	\$ 10,333		\$ 10,333	
Continental Airlines	309	309		
Enterprise Rent-A-Car	873		873	
Express Jet	16,204	8,199	7,438	567
FAA/TSA	91,478	23,906	26,414	41,158
United Airlines	567			567
Miscellaneous	280	94	152	34
Total	<u>\$ 120,044</u>	<u>\$ 32,508</u>	<u>\$ 45,210</u>	<u>\$ 42,326</u>
% of Total Receivables	<u>22.02%</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	\$ 3,565,556

CAPITAL EXPENDITURES

Annual Budget	\$ 8,325,778
Year-to-Date Spending	\$ 4,586,428

REGULAR MEETING
ASHEVILLE REGIONAL AIRPORT AUTHORITY
April 15, 2011
8:30 a.m.

The Asheville Regional Airport Authority ("Authority") met on Friday, April 15, 2011 at 8:30 a.m. in the Conference Room at the Authority's Administrative Offices, Asheville Regional Airport ("Airport"), 61 Terminal Drive, Suite 1, Asheville, NC 28732.

MEMBERS PRESENT: David R. Hillier, Chairman; David Gantt, Vice-Chairman; Jeffrey A. Piccirillo, Secretary-Treasurer; Brownie Newman; Martha W. Thompson and Bill Moyer

MEMBERS ABSENT: Bob Roberts

STAFF AND LEGAL COUNSEL PRESENT: Vic Buchanan, Authority Legal Counsel; Lew Bleiweis, Airport Director; Michael Reisman, Deputy Airport Director of Development and Operations; C. Jeffrey Augram, Chief of Public Safety; David Nantz, Director of Operations and Maintenance; Royce Holden, IT Director; Vickie Thomas, Director of Finance and Accounting; Tina Kinsey, Director of Marketing and Public Relations; Suzie Baker, Director of Administration; Kevan Smith, Public Safety Captain; and Ellen Heywood, Recording Secretary

ALSO PRESENT: Karl Katterjohn, Civil Air Patrol; Bill Modlin, Elite Taxi and Limousine; Paul Christian Boehm, Areawide Transportation; and Mark Barrett, Asheville Citizen-Times

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

APPEARANCES: None

SERVICE AWARD PRESENTATION: The Chairman recognized Kevan Smith with a service recognition award and gift for his 20 years of service with the Authority.

PRESENTATIONS: None

FINANCIAL REPORT: The Director reviewed the airport activity section of the Executive Summary for the month of February noting 18,705 enplanements which was a 2.8% increase over the same period last year. The Director further reviewed aircraft

operations, seats and scheduled flights noting there were 25 flight cancellations for the month. Mrs. Thomas reported on the financial results for the month of February informing the Board that although February is typically a slow month operating revenue is still above budget at 2.6% while operating expenses remain below budget at 25.9%.

CONSENT AGENDA:

A. Approval of the Asheville Regional Airport Authority March 11, 2011 Regular Meeting Minutes:

B. Approval of the Asheville Regional Airport Authority March 11, 2011 Closed Session Minutes:

C. Approval of Scope of Services No. 12 and Fees for Site Preparation (Phase 2), Design and Construction Phase Services, and Related Additional Design Services for the Westside Site Development Project with AVCON Engineers and Planners, Inc.:

The March 11, 2011 Closed Session minutes were distributed to the Board for review. Mr. Newman stated that he had a question regarding the March 11, 2011 Closed Session minutes. The Chairman advised the Board that Consent Agenda Item B would be pulled for discussion in Closed Session. Mr. Gantt moved to approve Consent Agenda Items A & C. Mr. Piccirillo seconded the motion and it carried unanimously.

OLD BUSINESS:

A. Approval of Policy for Unsealing of Closed Session Minutes: The Director reminded the Board that at times closed sessions were held during Board meetings to discuss matters as allowed by law, not appropriate to be discussed in open format. The minutes, once approved, are sealed. The Director advised the Board that the proposed policy describes the procedures for determining which closed session minutes may be unsealed and when the process would take place. The Director requested approval of the policy effective April 15, 2011.

Mr. Moyer moved to approve the Disposition of Authority Board Closed Session Minutes Policy and authorized the Airport Director to implement such changes effective April 15, 2011. Mr. Gantt seconded the motion and it carried unanimously.

B. Public Hearing and Final Adoption of the Authority's Fiscal Year 2011/2012 Budget: Vickie Thomas reminded the Board that the proposed Preliminary Fiscal Year 2011/2012 Budget and Budget Ordinance was presented to the Board at the March 11, 2011 Board meeting. Mrs. Thomas advised the Board that the Budget had been available for public inspection and comment for the required 30 days

and no comments had been received to date. A public hearing was required and Mrs. Thomas respectfully requested the Board adopt the FY 2011/2012 budget following the public hearing.

The Chairman opened the floor to public comments at 8:38 a.m.

There being no public comments, the Chairman closed the floor at 8:38 a.m.

Mr. Newman moved to adopt the Fiscal Year 2011/2012 Budget as presented by staff. Mr. Piccirillo seconded the motion and it carried unanimously.

**ASHEVILLE REGIONAL AIRPORT AUTHORITY
2011-2012
BUDGET ORDINANCE**

BE IT ORDAINED by the Asheville Regional Airport Authority that, pursuant to Section 159-13 of the General Statutes of North Carolina, the 2011-2012 Budget Ordinance of the Airport Authority is hereby set forth as follows:

Section 1. The following amounts are hereby appropriated for the operation of the Asheville Regional Airport for the fiscal year beginning July 1, 2011 and ending June 30, 2012 in accordance with the following schedules:

EXPENDITURES

Administration Department	\$ 679,471
Development Department	263,418
Executive Department	499,203
Finance Department	356,872
Guest Services Department	132,633
Information Technology Department	607,954
Marketing Department	469,085
Operations Department	2,709,484
Public Safety Department	1,288,424
Emergency Repair Costs	100,000
Reimbursable Costs	300,000
Capital Improvement	8,266,300
Equipment and Small Capital Outlay	200,500
Renewal and Replacement	324,382
Business Development	300,000
Debt Service	626,823
Contingency	100,000
Total Expenditures	<u><u>\$17,224,549</u></u>

Section 2. It is estimated that the following revenues will be available for the fiscal year beginning July 1, 2011 and ending June 30, 2012.

REVENUES

Administration (Interest Income)	\$ 25,000
Terminal	3,451,154
Airfield	826,097
General Aviation	900,136
Parking Lot	2,642,400
Other	171,620
Reimbursable Costs	300,000
Passenger Facility Charges	1,395,000
Customer Facility Charges	900,000
Federal Grants – AIP Entitlements	2,912,500
Federal Grants – AIP Discretionary Funds	2,700,000
NC Department of Transportation Grants	300,000
Transfer from ARAA Cash/Investments	700,642
Total Revenues	<u><u>\$17,224,549</u></u>

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

- a. He may transfer amounts between line item expenditures within a budget ordinance line item/cost center without limitation and without a report being required. These changes should not result in increased recurring obligations such as salaries.
- b. He may transfer amounts up to \$10,000 between budget ordinance line items/cost centers, including contingency appropriations, within the same fund. The number of transfers between board meetings is limited to three (3) transfers. He must make an official report on such transfers at the next regular meeting of the board.

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

Section 5. This ordinance shall become effective on July 1, 2011.

Adopted this 15th day of April, 2011.

David R. Hillier, Chairman

Attested by:

Jeffrey A. Piccirillo
Secretary-Treasurer

Due to public interest on two agenda items, the Chairman asked the Board to consider discussing the pending legislation for an Independent Authority as well as hearing Public Comments for the convenience of the individuals. The consensus of the Board was to move these two items before the New Business items on the agenda.

AUTHORITY MEMBERS' REPORTS:

The Chairman advised the Board that all members of the Board had received a copy of Mr. Buchanan's work on the legislation for an Independent Authority as well as a letter the Chairman drafted to the legislative delegates highlighting the Board's view.

The Chairman noted that the first part of the legislation as proposed would appoint two Authority Board members from the City of Asheville, two from Buncombe County and two from Henderson County. The Chairman further noted that the legislation has very strict requirements for Authority Board appointment and felt the Board was in agreement that the criteria should be eliminated as it was too restrictive. Of further issue in the legislation was Section 4.A1 which stipulates that no elected officials may be appointed to the Authority Board. The Chairman and Mr. Buchanan have worked to expand on Section 4.C which will provide for a smooth transition from our current Board to the new Board and at the same time protect the terms of Mr. Gantt and Mr. Newman. The Chairman also commented on Board compensation in Section 5F noting that the only forms of Authority member compensation would be for payment or reimbursement of Authority related travel expenses as well as free parking during terms of service either for Authority business or personal travel. The Chairman requested comments from the Authority members regarding the letter that was drafted to the legislative delegates and the pending legislation.

Mr. Newman thanked the Chairman for the work on the legislation and commented that it was a mistake to have an outright prohibition for elected officials being able to serve on the Board. Mr. Newman felt a combination of elected officials and citizens serving brought vitality and value to a Board. Mr. Newman suggested that the letter drafted by the Chairman request the delegates reconsider this section and consider allowing elected officials to be appointed to the Board. Mr. Gantt was not overly concerned with this issue but felt the requirements proposed for appointment to the Board were too restrictive and would not want these requirements included in the legislation. Ms. Thompson and Mr. Piccirillo both agreed with Mr. Newman's thoughts on elected officials bringing a good balance to the Board. Mr. Moyer suggested a limit for the number of elected officials be included in the appointment provision rather than excluding all elected officials from the Authority Board. The consensus of the Board was to include in the letter to the delegates, the Board's preference of allowing the appointment of elected officials to the Authority Board.

Mr. Moyer raised the issue of eminent domain being a concern for Henderson County the last time a similar bill for an Independent Authority was in legislation. Mr. Buchanan stated that there was some concern with the Airport Authority having too much power and that the purpose for inclusion of this section was to meet any federal requirements that might exist but it is highly restrictive and must be authorized jointly and unanimously by all parties.

Also discussed was the issue of communicating the pending legislation with city and county officials and the consensus of the Board was for the Chairman to draft a letter.

PUBLIC AND TENANTS' COMMENTS: Mr. Bill Modlin of Elite Taxi and Limousine and Mr. Christian Boehm of Areawide Transportation appeared before the Board to talk about improving the quality of the ground transportation service at the airport. Suggestions for improvement included making the front of the terminal building a non-smoking area, implementation of a business casual dress code for all transportation provider staff, enforcement of speed limit in front of the terminal building and random periodic drug testing of transportation provider staff administered by a 3rd party and paid for by transportation companies. Also discussed was the inability to reach the guest services desk via the airport main telephone number after business hours and a problem with open solicitation of passengers by some ground transportation companies for their transportation services.

The Director stated that staff would look into the issue of reaching guest services on the telephone after business hours. The Director also advised the Board that staff was in the process of updating the ground transportation directives and this would address

some of Messrs. Modlin and Boehm's concerns. The updated procedures would be brought before the Board at the June meeting for implementation.

Mr. Newman asked if all of the suggestions made were within the purview of the Authority to regulate. The Director responded all were with the exception of the drug testing which would need to be referred to legal counsel. The Director further stated that the Authority ground transportation procedures require the transportation service to have the required Asheville City documentation in order to apply for an airport ground transportation permit. Mr. Newman requested legal counsel confirm whether or not the City requires drug testing of ground transportation drivers.

The Board was appreciative of all the comments and suggestions made by Messrs. Modlin and Boehm and thanked them for their time.

NEW BUSINESS:

A. Approval of Proposed Salary Levels and Pay Classification Plan: Suzie Baker reminded the Board that at the March 11, 2011 Board meeting, staff advised the Board that a comprehensive job evaluation and compensation project had been conducted by Carolina HR Partners. The proposed budget that the Board accepted at the March 11, 2011 meeting included salary adjustments resulting from the salary survey and a recommended revised Pay Classification Plan. An amended Pay Classification Plan was at the Board Members' seats for their review. Mrs. Baker requested the Board approve the amended Pay Classification Plan.

Mr. Moyer commented that longevity payments were over and above what was on the Pay Classification Plan, could move staff to another level, and distorts the Pay Classification Plan. Mr. Newman agreed with Mr. Moyer and suggested the Board look at the overall package which includes benefits. Mr. Newman also expressed concern with the upcoming projects and approving what is a significant recurring financial impact. The Director responded that the longevity payment is a benefit but still keeps the majority of the employees below or at the market level. The Director further stated that longevity payments are only given after an employee has worked for the Authority for five years.

Mr. Gantt moved to approve the amended Pay Classification Plan and authorize the Airport Director to implement such changes effective July 1, 2011. Ms. Thompson seconded the motion and it carried by a 4 to 2 vote with Messrs. Newman and Moyer voting against.

B. Approval of Audit Contract for Fiscal Year Ending June 30, 2011: Vickie Thomas informed the Board that staff issued a Request for Proposal (RFP) for audit services to twelve audit firms and of those, six firms submitted audit services proposals. Based on the proposals received, staff's recommendation to the Board was to award the audit contract for the fiscal year ending June 30, 2011 to either Burleson & Early, P.A. who has performed the Authority's audit for the past eleven years and whose pricing over the next five years is lower than Martin Starnes, or Martin Starnes & Associates, CPAs, P.A. who proposed fixed pricing for the next five years, has extensive governmental auditing experience, and excellent references.

Mr. Gantt commented that it was a good idea to have someone different conduct an audit after the same firm has been used for several years. Mr. Gantt moved to approve the contract for audit services to Martin Starnes & Associates, CPAs, P.A. for \$12,000 and authorize the Board Chairman to execute the necessary documents. Mr. Newman seconded the motion and it carried by a 5 to 1 vote with the Chairman voting against the motion.

C. Approval of New Banking Relationship with Wells Fargo Bank: Vickie Thomas advised the Board that the Authority has used Bank of America for services related to its operating and PFC accounts for several years and also has bank accounts with Wells Fargo Bank for the Rental Car Facility bonds. Transferring the operating account and PFC account to Wells Fargo Bank will save approximately \$3,500 annually in net banking fees, will consolidate the banking services and strengthen the relationship with the bond holder. Staff requested the Board approve the transfer of the Authority's operating and PFC bank accounts to Wells Fargo Bank.

Mr. Newman moved to approve the transfer of the Authority's operating and PFC bank accounts to Wells Fargo Bank. Mr. Piccirillo seconded the motion and it carried unanimously.

D. Approve Runway Maintenance and Rejuvenation Project: Michael Reisman informed the Board that the surface of the runway has achieved its useful life. Although the Authority has plans to replace the runway over the next few years, staff must continue to maintain the runway or it would begin to fail by 2013. A comprehensive runway pavement maintenance project to remove rubber deposits, seal cracks, coat the surface with a rejuvenating material and re-stripe the runway markings is required. The cost to the Authority for this entire project is estimated at \$200,000 and staff planned to include this in the 2012/2013 budget for completion in late summer of 2012. Mr. Reisman advised the Board that through coordination with the NCDOT Division of Aviation, the Authority has the opportunity to take advantage of a

state-wide program whereby the state would fund the majority of the project. The work would be performed by a contractor under agreement directly with NCDOT and the Authority's share of the cost would be paid directly to the contractor. The cost of the total project under the state program is \$170,000.00 and the Authority's share of the cost would be up to \$60,400.00. Undertaking the project this year would require a budget amendment to transfer funds from contingency to the Operations Department expenditures. Mr. Reisman requested the Authority Board resolve to approve the project and amend the FY10/11 budget by adopting the following budget ordinance amendment:

BE IT ORDAINED by the Asheville Regional Airport Authority that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2011:

Section 1. To amend the appropriations as follows:

EXPENDITURES:

	<u>Decrease</u>	<u>Increase</u>
Operations Department		\$60,400
Contingency	\$60,400	
Totals	<u>\$60,400</u>	<u>\$60,400</u>

This will result in no net change in the appropriations.

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

Adopted this 15th day of April, 2011.

David Hillier, Chairman

Attested by:

Jeffrey A. Piccirillo, Secretary-Treasurer

Mr. Moyer moved to approve the work associated with the maintenance and rejuvenation of Runway 16/34 in an amount up to \$60,400.00; authorize the Airport Director to execute any necessary documents; and to amend the FY10/11 Budget by adopting the budget ordinance as presented by staff. Mr. Gantt seconded the motion and it carried unanimously.

E. Approve Consultant Scope of Services No. 4 and Fee with LPA Group of North Carolina, p.a. for Design and Engineering Services for a New Public Safety Building: Michael Reisman advised the Board that replacement of the Public Safety building was included in the Capital Improvement Plan (CIP) the Board approved in December 2010. The current facility will not meet the size requirements of new fire rescue vehicles as aging equipment needs to be replaced over the next few years. Also, due to existing air carrier aircraft parking requirements, there is concern with maintaining a clear path of egress from the current facility to the airfield by rescue vehicles. Mr. Reisman reviewed the fiscal impact of the proposed project stating that there is a much more complex fee negotiation process for this project. The project requires a 3rd party independent engineering fee and due to the complexity and time necessary to prepare this, staff has not yet negotiated the final number for the independent engineering fee. With the numbers staff currently has for the design and engineering services and the knowledge of what the maximum not to exceed costs should be for design costs for this building, Mr. Reisman requested the Board approve a not to exceed amount of \$550,000 for the design and engineering services which is 13% of the total project cost of \$4 to \$4.5 million. The Chairman asked when staff expected to have the final figures. Mr. Reisman replied that staff should have the information within the next two to three weeks.

Mr. Moyer raised some concerns with the percentage of the project cost being allocated for design and engineering services. Mr. Reisman stated that staff plans to negotiate this fee with the LPA Group. Mr. Reisman also advised the Board that since this building would house the airport communications center, there are a lot of specialty-designed systems as well as federal aviation regulations that dictate certain building systems that go above and beyond a normal architectural design project which adds to the cost. The Director advised the Board that the LPA Group is one of the Authority's three general consultants under contract and if staff were not happy with the fees, staff could negotiate with one of the other consultants under contract, or ultimately could put out to bid specifically for this project.

Mr. Moyer suggested the Board defer acting on this item until more specific information was available. Mr. Piccirillo agreed and thought it wise to postpone until the next meeting when staff would have solid figures. There was a discussion on the detriments of delaying construction and the increase in costs due to starting construction in winter

months. Several Board members were confident in the staff's judgment but also questioned if there would be an opportunity to further discuss this at the next Board meeting or sooner if the Board was not satisfied with the negotiations for the design and engineering fees. Mr. Reisman responded that this was absolutely possible.

Mr. Gantt moved to approve Scope of Services No. 4 with LPA Group of North Carolina, p.a. for a not to exceed amount of \$550,000.00 and authorize the Airport Director to execute the necessary documents with the stipulation that the Board consider an interim meeting if needed to discuss further due to cost considerations. Ms. Thompson seconded the motion and it carried by a 4 to 2 vote with Messrs. Piccirillo and Moyer voting against.

The Chairman called for a break at 10:05 a.m.

The Board reconvened at 10:15 a.m.

DIRECTOR'S REPORT:

The Director advised the Board that he had a few items to report that were not on the agenda.

A. Contingency Expenditure: The Director informed the Board that the curb signage refurbishment was missed in the parking lot project. Contingency was reduced by \$6,765 and the Operations Department was increased by \$6,765 for the refurbishment of the overhead hanging signs in front of the terminal building.

B. Grant Award: The Director advised the Board that the first part of the 2011 entitlement funds from the FAA in the amount of \$514,139 were received. This grant reimburses the Authority for the A Gates Renovation project.

C. Air Tran: AirTran stockholders have approved the acquisition by Southwest Airlines and the acquisition is expected to move forward in early to mid May. The Director stated that he would have conversations with Southwest after the acquisition to see what their plans were for Asheville.

D. Airport Layout Plan: The Director reported that the Airport Layout Plan which was submitted to the FAA approximately four years ago has just been approved by the FAA.

E. Airport Firing Range: Due to the Westside expansion plans, the firing range used by the City of Asheville needs to be relocated. The Director stated that the City plans to move the firing range to Woodfin. The area has to be cleaned up environmentally after the firing range is moved and the FAA has requested a clean closure letter. The City has requested the airport assist with the clean-up costs of this area at an estimated cost of \$25,000 to \$75,000. The Director's preliminary answer is that the airport cannot do this as it is considered revenue diversion by the FAA. The Director requested the Board discuss to see if they had a different opinion.

Mr. Newman informed the Board that he had spoken with the City Manager about this and was under the impression that the airport had offered to pay \$65,000 in relocation costs. The Director stated that the \$65,000 was for construction costs to relocate the firing range to the east side of the airport but since the City has decided to move the firing range off airport property, staff is willing to expend some of the funds to help the city relocate to Woodfin. Mr. Newman inquired about using some of the \$65,000 towards the clean-up costs. The Director stated that the money was not coming from the airport to help pay for those relocation costs and there has always been some liability for the City for the clean-up of this area. Paying for the clean-up of the area when the City was the generator puts the airport in a situation with the FAA that prohibits the airport from helping to pay for this. Since Charah was willing to pay the \$65,000 for the relocation of the firing range, a discussion on the possibility of Charah assisting the City with some of the clean-up costs ensued.

F. Dove Air: The Director reported that Dove Air, a sub-tenant of Odyssey Aviation, has moved off the airport. The Director stated that there were some rumors surfacing that Landmark Aviation, which took over for Odyssey Aviation, raised the rent and this was the reason for Dove Air leaving. The Director wanted the Board to be aware that this was not the case. Dove Air had not been paying rent to Odyssey for almost a year and Landmark tried to collect the money that was due. Dove Air tried to renegotiate the lease for a lower rent amount but Landmark was not willing to do this so Dove Air decided to move off the airport property.

G. SEC AAAE Annual Conference: The Director reported that the airport had won an award for the General Aviation Project of the Year at the SEC AAAE Annual Conference. The North GA project was the fill project that Charah and Progress Energy partnered with the airport on for future aviation development. A press release will be issued soon.

H. **US Airways:** US Airways has announced non-stop service to Philadelphia beginning in May for one day a week on Sundays. The Director has a meeting scheduled with US Airways in May and hopes to get the service expanded.

I. **ARN:** An article and picture of AVL's new restaurant and concession area was in the recent edition of Airport Revenue News.

J. **The Paradies Shops:** The first full month of revenue for the new restaurant and concession area grossed \$145,120 for the month. Compared with the same period last year, MSE grossed \$78,000, a difference of \$67,000 in revenue.

INFORMATION SECTION: No comments

AUTHORITY MEMBERS' REPORTS:

A. **Friends of Smokies:** The Director reported that Mr. Gantt had been approached by the Friends of the Smokies with a request to put a donation box in the terminal building. The Knoxville Airport had a waterfall and bear statue in the terminal and the Friends of the Smokies put in a donation box next to this scenery and it has become successful. A second donation box located in Knoxville's bag claim area that did not have a display was removed as it was not successful. Mr. Gantt stated that he advised the Friends of the Smokies that the Authority Board would most likely want to see what the Friends of the Smokies had in mind for a proposal before committing to this and suggested the Board defer until more information is available. Mr. Moyer suggested the Board establish a policy allowing for the placement of donation boxes of charitable organizations in the terminal building. The consensus of the Board was to discuss further if the Friends of the Smokies approaches the Board again with a more specific plan for this project.

B. **Tucson Conference:** The Chairman reported that the three newest Board Members would be attending the ACI Commissioners Conference in Tucson in May and the Board was looking forward to a report on the conference upon their return.

The Director commented that he also was attending this conference as he had been asked to serve on ACI's Nominating Committee and would attend a meeting for this committee while in Tucson. The Director further stated that a meeting had been set up with US Airways in Phoenix following the Commissioners Conference to discuss service and fares.

CALL FOR NEXT MEETING:

The Chairman stated that the next regular meeting of the Board would be on June 10, 2011 at 8:30 a.m. in the Authority Conference Room with the understanding that a meeting would be held on May 13 or another date in May if the Board decided it was necessary to meet.

CLOSED SESSION: At 10:30 a.m. Ms. Thompson moved to go into Closed Session pursuant to Subsections 143-318.11(a)(3) and (6) of the General Statutes of North Carolina, to consult with legal counsel in order to preserve the attorney-client privilege and to consider personnel matters. Mr. Gantt seconded the motion and it carried unanimously.

Open Session resumed at 10:34 a.m.

Approval of the Asheville Regional Airport Authority March 11, 2011 Closed Session Minutes: Mr. Piccirillo moved to approve the minutes for the March 11, 2011 Closed Session and to seal and withhold the minutes for such Closed Session from public inspection so long as public inspection would frustrate its purpose or purposes. Mr. Moyer seconded the motion and it carried unanimously.

ADJOURNMENT: Mr. Moyer moved to adjourn the meeting at 10:35 a.m. Mr. Gantt seconded the motion and it carried unanimously.

The next regular meeting of the Authority will be on Friday, June 10, 2011 at 8:30 a.m. in the Conference Room at the Authority's Administrative Offices, Asheville Regional Airport, 61 Terminal Drive, Suite 1, Asheville, NC 28732.

Respectfully submitted,

Jeffrey A. Piccirillo
Secretary-Treasurer

Approved:

David R. Hillier
Chairman



MEMORANDUM

TO: Members of the Airport Authority

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

DATE: June 10, 2011

ITEM DESCRIPTION – Consent Agenda Item C

Approve Contract with Kimball Communications, Inc. for Purchase and Installation of Digital Radio System Infrastructure and Equipment

BACKGROUND

The Authority has budgeted funds to undertake the next phase of upgrades and replacement of existing radio communications equipment and infrastructure. This includes the replacement of older analog radio equipment at the airport's communications center with new equipment capable of supporting digital communications. As local mutual aid support agencies continue their transition to digital systems, it is critical for the Authority's Public Safety Department to be able to maintain radio communication capabilities with those agencies. Additionally, as the Federal Communications Commission (FCC) continues to mandate transitions from analog to digital equipment, the eventual upgrade and replacement of all Authority radio communications equipment will be necessary. Sealed bids were advertised and accepted on this project and multiple vendors had the opportunity to participate in providing equipment and services associated with it.

ISSUES

None.

ALTERNATIVES

The Airport Board can elect not to continue to upgrade and replace existing radio communications equipment. This however, will result in the eventual loss of the Authority's ability to communicate with other outside police and fire agencies for both

Consent Agenda – Item C



routine and emergency purposes. The Authority will eventually be mandated to make this transition by the FCC, which will result in a larger financial burden over a shorter time frame.

FISCAL IMPACT

The Authority previously budgeted \$55,000.00 in both FY 09/10 and FY 10/11 for a total of \$110,000.00. Only one responsive bid was received for this project at a total bid price of \$118,635.76, plus \$7,644.27 in tax. The bid price excluding tax is \$8,635.76 over the total project budgeted amount. One line item of equipment totaling \$9,841.98 was therefore eliminated from the project, adjusting the total proposed contract price to \$108,793.78, not including sales tax.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approve a contract with Kimball Communications, Inc. for purchase and installation of the included equipment, not to exceed \$116,438.05 (including sales tax); and (2) authorize the Airport Director to execute the necessary documents.

Attachment

Asheville Regional Airport Authority
Bid Tabulation - Radio System Infrastructure Upgrades

Tuesday, April 26, 2011

2:00PM Eastern Time

	Received Addendum No.1	Performed On-Site Visit	Bid Price	Company Chosen
1 Asheville Comuncations 34 Orchard St. Asheville, NC 28801			No Bid Received	
2 Communication Services Inc 216 Haywood St. Asheville, NC 28801	X	Yes	Incomplete Bid	
3 Whitley's Communication 37 N. Market Street Asheville, NC 2881			No Bid Received	
4 Kimball Communications, Inc. 245 Duncan Hill Road Hendersonville, NC 28792	X	Yes	\$118,635.76 Tax: \$7,644.27 Total: \$126,280.04	X
5 Jim Riche 2585 Club Springs Drive Roswell, GA 30076			No Bid Received	

The bid summary is certified to be true and correct to the best of my knowledge.


 _____ Date: 5-10-11
 Michael A. Reisman, Deputy Airport Director, Development & Operations
 Asheville Regional Airport Authority



MEMORANDUM

TO: Members of the Airport Authority

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

DATE: June 10, 2011

ITEM DESCRIPTION – Consent Agenda Item D

Approval of Award for ARFF Truck Purchase

BACKGROUND

The Asheville Regional Airport Authority owns and operates several Aircraft Rescue and Firefighting (ARFF) vehicles necessary in maintaining compliance standards in conjunction with the airport's Operating Certificate issued by the Federal Aviation Administration (FAA). Two of these ARFF vehicles are in excess of 25 years old and have exceeded their useful lives. They both require higher than average maintenance, and parts are becoming more difficult to acquire in maintaining them. The replacement of one of these ARFF vehicles was recently put out for competitive bid, utilizing the standard FAA specification guidelines for ARFF vehicles. Sealed bids were received by June 7th, 2011. Bids were received from two manufacturers of ARFF apparatus.

ISSUES

None.

ALTERNATIVES

The Airport Board can elect not to purchase a replacement ARFF vehicle and keep the existing apparatus in service. This will result in increasing maintenance expenses for the vehicle scheduled to be replaced, and additional time when this equipment will be out of service due to increasing maintenance requirements.



FISCAL IMPACT

The purchase of the replacement ARFF vehicle is included in the 2011 fiscal year budget, with 95% of the funds coming from the airport's FAA Airport Improvement Program Entitlement Funds and 5% of Authority funds. Due to a lower than anticipated bid amount, the Authority's share will be \$19,148.23, a savings of approximately \$4,600 over the budgeted amount.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) award contract to General Safety Equipment (Rosenbauer) for the purchase of an ARFF vehicle in an amount not to exceed \$382,964.60; and (2) authorize the Airport Director to execute the necessary documents.

Bid Tabulation: Dual Agent Aircraft Rescue Firefighting Vehicle

Date: June 7, 2011

Time: 2:00PM

Company Name	Copies Recvd	Bid Bond 5%	POA	Liability Ins	Certification	Addidavit	Experience	Legal Status	Base Bid	Bid Alternate
Pierce Manufacturing Inc.* C/O Triad Fire, Inc. 330 Pineview Drive Kernersville, NC 27284 (800) 672-6054	2	Yes	Yes	Yes	Yes	Yes	Yes	Yes	\$414,419.00*	None
General Safety Equipment/ Rosenbauer Firefighting Technology 5181 260th St., PO Box 549 Wyoming, MN 55092 (651) 462-1000	2	Yes	Yes	Yes	Yes	Yes	Yes	Yes	\$382,964.60	Yes

No Addendums

*Bid submitted by Pierce Manufacturing Inc. is considered non-responsive due to certain components of bid not meeting base specification requirements. Additionally, base bid did not include \$31,081.43 in sales tax.

CERTIFICATION
I hereby certify that this is a true record of bids received





MEMORANDUM

TO: Members of the Airport Authority

FROM: Suzie Baker, Director of Administration

DATE: June 10, 2011

ITEM DESCRIPTION – Consent Agenda Item E

Approval of Insurance Renewals

BACKGROUND

The North Carolina Association of County Commissioners (NCACC) has provided the Authority with employee health insurance coverage for the last seven years. In March, 2011, NCACC informed the Authority they were no longer going to provide health insurance for any of their insureds effective June 30, 2011.

The Authority began obtaining quotes from conventional insurance brokers to find alternative health insurance coverage. In comparing the results, CIGNA, our insurance carrier, has offered very similar coverage as we currently have with the lowest premiums. Staying with CIGNA is the most advantageous for the Authority.

Dental, life, accidental death & dismemberment (AD & D), short-term disability, and long-term disability benefits are provided by Guardian through a conventional broker. To ensure the best coverage and premiums for the Authority we obtained additional quotes. In comparing results, the Authority found that Principal is offering the best features, benefits, and pricing for dental, life, and AD & D. Lincoln is offering the best package for short-term and long-term disability.

In addition to the health insurance, NCACC also provides the Authority with workers compensation; liability insurance for employment practices, public officials, crime, and law enforcement; property insurance, including inland marine; and auto. Previous history has proven NCACC has provided these coverages for the best premiums. Since staff was using conventional brokers to obtain health insurance, we asked them to obtain quotes for the other lines of insurance. Property & Casualty came in with more coverage at much lower premiums than NCACC. NCACC has lower premiums on the

Consent Agenda – Item E



remaining lines of insurance coverage, but the coverage is not as broad as provided by the conventional broker. Both entities are working on providing better premiums and coverages and have asked for additional time. The various lines of insurance for the Authority expire June 30. Staff is requesting additional time to finalize the insurance coverage.

ISSUES

Because time is of the essence for the renewal process, the Director needs to execute the necessary health insurance and other benefit insurance documents by June 13th to prepare open enrollment for the Authority employees. The Authority is seeking the best coverage for the lowest premiums on the other lines of insurance and needs additional time to do so.

ALTERNATIVES

None

FISCAL IMPACT

CIGNA has quoted a 0.85% increase for a total premium of \$559,167. Benefits remain basically the same.

Principal has quoted \$46,908 for life insurance, AD&D, voluntary life and dental. Lincoln quoted \$13,236 for short-term disability and long-term disability. These represent a 24% decrease in total premiums, with enhanced benefits.

Workers compensation, property, inland marine, auto, crime, public officials, law enforcement, and employment practices liability will be renewed for a total premium not to exceed \$180,000.

The expense for insurance coverage was anticipated and included in the budget for FY2011/2012 as presented by Authority staff and approved by the Board. The total insurance package as outlined above will be below the budgeted amount for the upcoming year.



RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approve the renewal of Authority's benefit lines of insurance coverage as outlined above, (2) allow the Airport Director to continue negotiating the other lines of liability; property and casualty; and worker's compensation insurance and bind those necessary coverages for an amount not to exceed a total of \$180,000 and (3) authorize the Airport Director to execute the necessary documents.



MEMORANDUM

TO: Members of the Airport Authority

FROM: Vickie Thomas, Director of Finance and Accounting

DATE: June 10, 2011

ITEM DESCRIPTION – Consent Agenda Item F

Approval of Banking Corporate Resolution

BACKGROUND

North Carolina General Statutes require that the Board designate all banks used as "official depositories." In addition, to establish new bank accounts, all banks require a Corporate Resolution of the Board. At its April 15, 2011 meeting, the Board approved transferring the Authority's operating and Passenger Facility Charge bank accounts to Wells Fargo, and Wells Fargo is requiring this Corporate Resolution to open these new accounts.

ISSUES

None

ALTERNATIVES

None

FISCAL IMPACT

None



RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board approve the following Corporate Resolution:

RESOLVED, that Wells Fargo Bank, N.A., Bank of America, N.A., and The North Carolina Capital Management Trust, are designated as official depositories for the funds of the Asheville Regional Airport Authority (Authority).

RESOLVED, that the Airport Director is authorized to, and to designate one or more other Authority officers, agents or employees (each such other officer or designated officer, an "Officer" and each such designated agent or employee, a "Designee") to (a) open or close one or more deposit and/or securities accounts (the "Accounts") with Wells Fargo Bank, N.A., Bank of America, N.A., or The North Carolina Capital Management Trust (Banks); (b) execute and deliver in the Authority's name such agreement(s) regarding the Accounts and the services related thereto as Banks may from time to time require; (c) authorize and execute transactions on the Accounts, including, without limitation, (i) signing checks and other instruments withdrawing funds from the Accounts, including those payable to cash or to persons who sign them, (ii) requesting funds transfer by Banks to and from the Accounts, (iii) entering into arrangements for the processing of automated clearing house ("ACH") debit entries and/or ACH credit entries to and from the Accounts, and (iv) endorsing on behalf of the Authority, and otherwise negotiating, checks and other items payable to the Authority; (d) incur overdrafts and other obligations in the Accounts at Banks in connection with any of the products, services, or activities authorized by these resolutions; and (e) invest the Authority's funds on such terms and conditions as such Officer or Designee, as applicable, deems appropriate;

RESOLVED, that the Authority is authorized to enter into any other arrangements, agreements and documents with respect to any of Banks' deposit and treasury management products and services, in such form and on such terms and conditions as may be agreed to by an Officer or Designee signing such agreements and documents;

RESOLVED, that except to the extent provided otherwise in any agreement between the Authority and Banks, the Authority authorizes Banks to rely on any act or communication, including telephone, wire or electronic communication, purporting to be done by any officer, employee or agent of the Authority if such reliance is in good faith, and the Authority shall be bound to Banks by any such act or communication relied on by Banks in good faith;



RESOLVED, that these resolutions are in addition to, and not by way of limitation on, other resolutions, if any, of the Authority's Board in favor of Banks, and that the authority conferred by these resolutions shall be deemed retroactive and any and all acts authorized by these resolutions performed prior to the passage of these resolutions are hereby approved and ratified as the official acts and deeds of the Authority; and

RESOLVED, that each of these resolutions shall continue in full force and effect until Banks have received express written notice of its rescission or modification by a resolution duly adopted by the Authority's Board and certified by a Secretary or Assistant Secretary of the Authority.

Adopted this 10th day of June, 2011.

David Hillier, Chairman

Attested by:

Jeffrey A. Piccirillo, Secretary-Treasurer



MEMORANDUM

TO: Members of the Airport Authority
FROM: Vickie Thomas, Director of Finance and Accounting
DATE: June 10, 2011

ITEM DESCRIPTION – Consent Agenda Item G

Approval of Amendment to the FY11/12 Budget

BACKGROUND

When we prepared our FY11/12 budget in February, 2011, we estimated that we would complete all of our FY10/11 budgeted capital purchases by our June 30th year-end. There are several items that will not be completed until the FY11/12 budget year. As a result, we need to amend the FY11/12 budget to provide for the carryover of this capital authority.

The items to be carried over to FY11/12 are:

Digital Radio System Infrastructure and Equipment	\$108,794
Parking Lot Courtesy Vehicle	24,000
Access Control System Addition	28,000
Airfield Improvements – Phase I	3,866
Total	\$164,660

ISSUES

None.

ALTERNATIVES

We could not amend the FY11/12 budget, but then would not be able to purchase these capital items.

Consent Agenda – Item G



FISCAL IMPACT

The budget amendment will increase FY11/12's budgeted Carry Over Capital Expenditures by \$164,660, and increase Transfers from ARRA Cash by \$164,660.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to amend the FY11/12 budget by adopting the following budget ordinance amendment:

BE IT ORDAINED by the Asheville Regional Airport Authority that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2012:

Section 1. To amend the appropriations as follows:

EXPENDITURES:

	<u>Decrease</u>	<u>Increase</u>
Carry Over Capital Expenditures	_____	\$164,660
Totals	<u> \$0</u>	<u> \$164,660</u>

This will result in a net increase of \$164,660 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 ARAA Cash/Investments	_____	\$164,660
Totals	<u> \$0</u>	<u> \$164,660</u>

Section 2. Copies of this budget amendment shall be furnished to the Secretary of the Asheville Regional Airport Authority, who for purposes of this ordinance, is



designated as the Clerk to the Asheville Regional Airport Authority, and to the Budget Officer and to the Finance Officer for their direction.

Adopted this 10th day of June, 2011.

David Hillier, Chairman

Attested by:

Jeffrey A. Piccirillo, Secretary-Treasurer



MEMORANDUM

TO: Members of the Airport Authority

FROM: Suzie Baker, Director of Administration

DATE: June 10, 2010

ITEM DESCRIPTION – New Business Item A

Approval of Records Retention and Disposition Schedule

BACKGROUND

According to the General Statutes of North Carolina, Chapter 132, public records may only be destroyed with the consent of the Department of Cultural Resources (DCR). The attached schedule is the primary way DCR gives its consent. The attached schedule must be approved to support the Authority's Record Retention Policy, which is part of the Authority's Administration policy.

Each record series listed on this schedule has specific disposition instructions which indicate how long that series must be kept.

ISSUES

Without approval of this schedule, the Authority would be obligated to obtain DCR's permission to destroy any record, no matter how insignificant.

ALTERNATIVES

None

FISCAL IMPACT

Cost of Authority's and employees' time and loss in work production in obtaining DCR's approval for each record that would need to be destroyed.

New Business – Item A



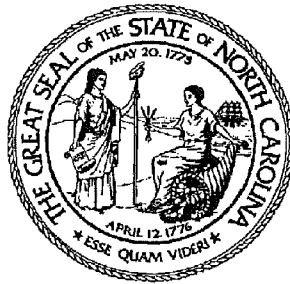
RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approve the attached Records Retention schedule; and (2) authorize the Airport Director to execute the necessary documents.

Attachment

RECORDS RETENTION AND DISPOSITION SCHEDULE

ASHEVILLE REGIONAL AIRPORT AUTHORITY



Issued By:

North Carolina Department of Cultural Resources
Division of Historical Resources
Archives and Records Section
Government Records Branch

April 1, 2011

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**Asheville Regional Airport Authority
Records Retention and Disposition Schedule**

The records retention and disposition schedule and retention governing the records series listed herein are hereby approved. In accordance with the provision of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED

Airport Director

David Brook, Director
Division of Historical Resources

APPROVED

Chairman of the Board

Linda A. Carlisle, Secretary
Department of Cultural Resources

County/Municipality/Region: _____

April 1, 2011

EXECUTIVE SUMMARY

According to G.S. §121-5 and G.S. §132-3, you may only destroy public records with the consent of the Department of Cultural Resources. This schedule is the primary way DCR gives its consent. Without approving this schedule, your library is obligated to obtain the Department's permission to destroy *any* record, no matter how insignificant.

Each record series listed on this schedule has specific disposition instructions which will indicate how long that series must be kept in your offices. In some cases, the disposition instructions are simply "Retain in office permanently," which means that those records must be kept in your offices forever.

The Department of Cultural Resources provides microfilming of the minutes of major decision-making boards and commissions. Once those records are filmed, we will store the silver negative (the original) in our security vault.

There is a nominal fee for filming and duplicate film. Contact the analyst assigned to your county for the most current information.

MANAGING PUBLIC RECORDS IN NORTH CAROLINA

Q. *What is this “records retention and disposition schedule”?*

- A.** This document is a tool for the employees of public libraries across the state to use when managing the records in their offices. It lists records commonly found in airport authority offices, and gives an assessment of their value by indicating when (and if) those records should be destroyed. This schedule is also an agreement between the airport authority and the Department of Cultural Resources.

This schedule serves as the inventory and schedule that the Department of Cultural Resources is directed by G.S. §121-5 (c) and G.S. §132-8 to provide. It supersedes all previous editions, including all amendments.

Q. *How do I get it approved?*

- A.** This schedule must be approved by the governing board of the library for use in your agency. That approval should be made in a regular meeting and recorded as an action in the minutes. It may be done as part of the consent agenda, by resolution, or other action.
-

Q. *Do I have to have all of the records listed on this schedule?*

- A.** No. This is not a list of records you must have in your office.
-

Q. *Do the standards correspond to the organizational structure of my library?*

- A.** Standards are grouped together to make it easier for users to find records. You may find that the records are grouped according to the organizational structure of your library, or you may find that records are located in various standards depending on the content of the record. The intent of the schedule is to provide an easy reference guide for the records created in your library.
-

Q. *I can't find some of my records on this schedule.*

- A.** Call the Records Management Analyst assigned to your county. We will work with you to amend this records schedule so that you may destroy records appropriately.
-

Q. *What are public records?*

- A.** The *General Statutes of North Carolina*, Chapter §132, provides this definition of public records:

"Public record" or "public records" shall mean all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data- processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions. Agency of North Carolina government or its subdivisions shall mean and include every public office, public officer or official (State or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the State or of any county, unit, special district or other political subdivision of government.

Q. *Can anyone see my records?*

- A.** Yes, except as restricted by specific provisions in state or federal law. G.S. §132-6 instructs:

“Every custodian of public records shall permit any record in the custodian's custody to be inspected and examined at reasonable times and under reasonable supervision by any person, and shall, as promptly as possible, furnish copies thereof upon payment of any fees as may be prescribed by law. . . . No person requesting to inspect and examine public records, or to obtain copies thereof, shall be required to disclose the purpose or motive for the request.”

Q. *What about my confidential records?*

- A.** Not all government records are open to public inspection. Exceptions to the access requirements in G.S. §132-6 and the definition of public records in G.S. §132-1 are found throughout the General Statutes. You must be able to cite a specific provision in the General Statutes or federal law when you restrict or deny access to a particular record.

Q. *Do I have to make copies of drafts available to the public that haven't been approved?*

A. Yes, even if a report, permit, or other record has not been finalized. Any record that is not confidential by law must be copied when a request is received, whether it is "finished" or not.

Q. *What do I do with permanent records?*

A. Permanent records should be maintained in the office that created the records, forever. They must also have a preservation duplicate, which is either a paper or microfilm copy. The State Archives will store the silver halide (original) copy of your microfilm, as long as it has been properly processed.

Q. *What is historical value?*

A. Historical records document significant events, actions, decisions, conditions, relationships, and similar developments. These records have administrative, legal, fiscal, or evidential importance for the government or its citizens. Call the analyst assigned to your county for further assistance.

Q. *I don't have any records.*

A. Nearly every position in government generates, receives, or uses records. Computer files of any kind, including drafts and e-mail, are public records. Even if your records aren't the official or final version, your records are public records. Not all records have high historical, legal, or fiscal value, but they all must be destroyed in accordance with the provisions of the appropriate records schedule.

Q. *May I store our unused records in the basement (attic, outdoor shed)?*

A. Public records are public property. While we encourage offices to find places to store records that do not take up too much valuable office space, the selected space should be dry, secured, and free from pests and mold. Your office must ensure that records stored away from your main office area are well protected from natural and man-made problems, while remaining readily available to your staff and the public.

Q. *Our old records are stored in the attic, basement or off-site building, etc. Do we have to let anyone who asks see them?*

A. Yes, as long as the records are not confidential by law. You should also be aware that confidentiality can expire.

Q. *Aren't all of our old records at the State Archives?*

A. Probably not. The State Archives collects only very specific types of records from county and municipal offices. You are certainly welcome to contact the analyst assigned to your county for more information about appraisal and accessioning.

Q. *I have found some really old records. What should I do with them?*

A. Call the analyst assigned to your county. We will help you examine the records and assess their historical value.

Q. *Can I give my old records to the historical society or public library?*

A. Before you offer any record to a historical society, public library, or any other entity, you must contact the Records Management Analyst assigned to your county. Permanent records must be kept either in your offices or at the State Archives.

Q. *Whom can I call with questions?*

A. If you are located west of about Statesville, call our Western Office in Asheville at (828) 274-6789. East of Statesville, all the way to the coast, call our Raleigh office at (919) 807-7350.

AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS

No record involved in a pending audit, legal or other official action may be destroyed before that audit or action is resolved.

We have used an asterisk (*) in the disposition instructions to mark records series that are commonly audited, litigated or may be subject to other official actions; however, any record has this potential. Records custodians are responsible for being aware of potential actions, and for preventing the destruction of any record that is, or may be reasonably expected to become, involved in an audit, legal or other official action.

Records used during routine audits may be destroyed when the governing body accepts the audit, if the records have completed the retention period listed in this schedule. If time remains in the retention period, the records must be maintained for the remainder of the period. The auditor's working papers must be kept according to the schedule. (See **AUDITS: PERFORMANCE** Item 6, page 2 and **AUDITS: FINANCIAL** Item 6, page 13.) Should a dispute arise over an audit, the records that were audited should be retained until that dispute is resolved.

The attorney representing the library should inform records custodians when legal matters are concluded and records will no longer be needed. Following the conclusion of any legal action, the records may be destroyed if they have met the retention period in the schedule. Otherwise, they should be kept for the remaining time period.

DESTRUCTION OF PUBLIC RECORDS

Q. *When can I destroy records?*

- A.** Each records series listed on this schedule has specific disposition instructions that indicate how long that series must be kept in your offices. In some cases, the disposition instructions are “Retain in office permanently,” which means that those records must be kept in your offices forever. (See also the question below, “*How should I deal with my permanent records?*”)
-

Q. *How do I destroy records?*

- A.** After your library has approved this records retention and disposition schedule, records should be destroyed in one of the following ways:

- a) burned, unless prohibited by local ordinance;
- b) shredded, or torn up so as to destroy the record content of the documents or material concerned;
- c) placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned;
- d) buried under such conditions that the record nature of the documents or materials will be terminated;
- e) sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold as documents or records.

— N.C. Administrative Code, Title 7, Chapter 4, Subchapter M, Section .0510

Confidential records should be destroyed in a secure manner so that the information contained in them cannot be used.

Q. *How can I destroy records if they are not listed on this schedule?*

- A.** Contact the Records Management Analyst assigned to your county. Your analyst will discuss the nature of the records with you to determine if the records have historical value. If the records do have historical value, we will discuss the possibility of transferring the records to the State Archives to be preserved permanently.

If the records do not have historical value, we will ask you to complete a **Request and Approval of Unscheduled Records Disposal** (located at the end of this schedule) if the records are not currently created. If the records are an active records series, your analyst will help you develop an amendment to this schedule so that you can continue to destroy the records appropriately.

Q. *I have some old records that aren't on this schedule, but that we don't use any more. How can I get them destroyed?*

- A.** At the end of this schedule is a form called the **Request and Approval of Unscheduled Records Disposal**. Complete that form and submit it to us. We will get in touch with you, and make a determination about that destruction.
-

Q. *Do I have to tell anyone about the destruction?*

- A.** We recommend that you report on your records retention activities to your Board of Commissioners on an annual basis. This report does not need to be detailed, but it is important that significant destructions be entered into the minutes of the Board.
-

Q. *Computer storage is cheap. I'll just keep my computer records.*

- A.** The best practice is to destroy all records that have met their retention requirements at the same time, regardless of format.
-

Q. *Can I give my old records to the historical society?*

- A.** Before you offer any record to a historical society, or any other entity, you must contact the Records Management Analyst assigned to your county. Permanent records must be kept either in your offices or at the State Archives.

ELECTRONIC RECORDS AND DIGITAL IMAGING

Q. *When can I delete my e-mail?*

- A.** Electronic mail is just as much a record as any traditional paper record, and must be treated in the same ways. It is the content of each message that is important. If a particular message would have been filed as a paper memo, it should still be filed (either in your email program or in your regular directory structure), and it should be retained the same length of time as its paper counterparts. It is inappropriate to destroy email simply because storage limits have been reached.

Three of our publications will be particularly helpful (available online at <http://www.records.ncdcr.gov/>):

- *E-Mail as a Public Record in North Carolina: A Policy for Its Retention and Disposition*
 - *North Carolina Public Records with Short-Term Value: Guidelines for their Retention and Disposition*
-

Q. *We have an imaging system. Do we have to keep the paper?*

- A.** You may scan any record, including permanent records. Your office should follow the instructions in the *North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems* to conduct the Self Warranty process, develop an Electronic Records Policy, and complete a copy of the **Request to Destroy Records Duplicated by Electronic Means**, (located at the end of this schedule). Then submit all three to us.

Permanent records must have a preservation copy as defined by G.S. §132-8.2:

Preservation duplicates shall be durable, accurate, complete and clear, and such duplicates made by a photographic, photo static, microfilm, micro card, miniature photographic, or other process which accurately reproduces and forms a durable medium for so reproducing the original shall have the same force and effect for all purposes as the original record whether the original record is in existence or not. ... Such preservation duplicates shall be preserved in the place and manner of safekeeping prescribed by the Department of Cultural Resources.

The preservation duplicate of permanent records must be either on paper or microfilm.

Non-permanent records may be retained in any format. You will have to take precautions with records that you must keep more than about 10 years. Computer systems do not have long life cycles. Each time you change computer systems, you will have to convert all records to the new system so that you can assure their preservation and provide access. Your office will still be required to conduct the Self-Warranty process, establish an Electronic Records Policy, and submit the **Request to Destroy Records Duplicated by Electronic Means** form for our approval.

Q. *Do I have to print my email to file it?*

- A.** As long as the email is not a permanent record, as defined by the schedule, you may elect to keep it in electronic format.
-

Q. *Computer storage is cheap. I'll just keep my computer records.*

- A.** The best practice is to destroy all records that have met their retention requirements at the same time, regardless of format.
-

Q. *I use my personal email account for work. No one can see my personal email.*

- A.** The best practice is to avoid using personal resources, including private email accounts, for public business. G.S. §132-1 states that records "made or received pursuant to law or ordinance *in connection with the transaction of public business* by any agency of North Carolina government or its subdivisions" are public records (emphasis added). The fact that public records reside in a personal email account is irrelevant.

MICROFILM

Q. *Why do you still use microfilm?*

- A.** Microfilm is a legally acceptable replacement for original records, as outlined in G.S. §8-45 and §153A-436. Our office provides a publication, *Micrographics: Technical and Legal Procedures*, on our website. It explains the four groups of national standards for the production of archival quality microfilm:
- manufacture of raw film
 - filming methods
 - processing (developing) film
 - storage methods

That publication also provides sample forms, targets, and procedures that you or your vendor can use in producing film of your records.

Microfilm can be read with nothing more sophisticated than a magnifying glass. There is no software to keep current. Usually, deterioration in the film itself can be detected by visual inspection.

Q. *What film services do you provide?*

- A.** The Department of Cultural Resources provides microfilming of minutes of major decision-making boards and commissions. Once those records are filmed, we will store the silver original in our security vault.

There is a nominal fee for filming and duplicate film. Contact the analyst assigned to your county for the most current information.

Q. *How do I get my minutes filmed?*

- A.** We have two processes to film minutes. First, you can send photocopies of your approved minutes to us in the mail. Simply include a copy of the “*Certification of the Preparation of Minutes for Microfilming*” form (available online at <http://www.records.ncdcr.gov/imaging.htm#minutes>) with each shipment. For more detailed instructions, contact the analyst assigned to your county.

Alternatively, you can bring us your original books. We will film them and return them to you. This process is most useful when you have more minutes to film than you are willing to photocopy. It is important to remember that a representative of your office or ours must transport the original books in person so that the custody of the records is maintained. You should not mail or ship your original minutes. Call the analyst assigned to your county to make arrangements for an appointment for your books to be filmed. We will make every effort to expedite the filming so that your books will be returned to you as quickly as possible.

Q. *What if I need my books while they’re being filmed?*

- A.** Just call the Raleigh Office at (919) 807-7350, and ask for the analyst in charge of minutes.
-

Q. *Can I email you my minutes?*

- A.** Not at this time. We require photocopies of the approved minutes, complete with signatures.
-

Q. *I have some old minutes that aren’t signed. Can they still be filmed?*

- A.** If the only copy you have available is unsigned, and you use it as the official copy, we will film it.
-

Q. *What if my minutes are destroyed after they have been filmed?*

- A.** Call the analyst assigned to your county, who will help you make arrangements to purchase copies of the microfilm from our office. You can then send those reels to a vendor, who can either make new printed books, or scan the film to create a digital copy.

DISASTER ASSISTANCE

Q. What should I do in case of fire or flood?

- A.** Secure the area, and keep everyone out until fire or other safety professionals allow entry. Then, call our Raleigh office at (919) 807-7365 for the Head of the Local Records Program or (919) 807-7339 for the State Preservation Officer. If you're in the western part of the state, call our Asheville Office at (828) 274-6789. Nights and weekends, call your local emergency management office.

DO NOT ATTEMPT TO MOVE OR CLEAN ANY RECORDS.

Damaged records are extremely fragile and require careful handling. Our staff is trained in preliminary recovery techniques, and professional vendors can handle your larger disasters.

Q. What help do you give in case of an emergency?

- A.** We will do everything we can to make a visit to you at the earliest opportunity to provide hands-on assistance. We can assist you in appraising the records that have been damaged so that precious resources (and especially time) are not spent on records with lesser value. We can provide lists of professional recovery vendors that you can contact to preserve your essential and permanent records.
-

Q. What can I do to prepare for an emergency?

- A.** We provide training to interested governments on disaster preparation. We discuss the roles of proper inventories, staff training, and advance contracts with recovery vendors. If you would like to have this workshop presented, just call the analyst assigned to your county.
-

STAFF TRAINING

Q. What types of workshops or training do you offer?

- A.** While we have a group of prepared workshops that we can offer at any time, we are also happy to work with you directly to develop training suited to your specific needs. Our basic workshops are:
- **Managing Public Records: Law and Practice in North Carolina** – our basic introduction to the Public Records law and records management;
 - **Evaluating Filing Systems** – how to evaluate and improve paper or electronic filing systems;
 - **Scanning Public Records: Laying the Groundwork** – considerations and procedures to establish an imaging system;
 - **Disaster Preparedness and Recovery** – how to be prepared for disasters, and what will have to be done after a disaster happens;
 - **Microfilming as a Preservation Tool: Digital Imaging and Microfilm** – why microfilm is still used, and how it can work with digital technologies.
-

Q. Will you design a workshop especially for our office?

- A.** Yes, we will. Let the analyst assigned to your county know what type of training you need.
-

Q. Do we have to come to Raleigh for workshops?

- A.** No, we will come to your offices to present the workshops you need. We have no minimum audience requirement. We will also do presentations for professional associations, regional consortiums, and the public.
-

Q. Is there a fee for workshops?

- A.** Not at this time.

PUBLIC RECORDS WITH SHORT-TERM VALUE

GUIDELINES FOR THEIR RETENTION AND DISPOSITION

According to North Carolina General Statutes §121 and §132, every document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data processing record, artifact, or other documentary material, regardless of physical form or characteristic, made or received in connection with the transaction of public business by any state, county, municipal agency, or other political subdivision of government is considered a public record and may not be disposed of, erased, or destroyed without specific guidance from the Department of Cultural Resources. The Department of Cultural Resources recognizes that many records exist that may have very short-term value to the creating agency. These guidelines, along with any approved program records retention and disposition schedule, are intended to authorize the expeditious disposal of records possessing only brief administrative, fiscal, legal, research, or reference value, in order to enhance the efficient management of public records. Examples of those records include:

- facsimile cover sheets containing only transmittal (“to” and “from”) information, or information that does not add significance to the transmitted material;
- routing slips or other records that transmit attachments;
- reservations and confirmations;
- personal messages (including electronic mail) not related to official business;
- preliminary or rough drafts containing no significant information that is not also contained in the final drafts of the records;
- documents downloaded from the World Wide Web or by file transfer protocol not used in the transaction of business;
- records that do not contain information necessary to conduct official business, meet statutory obligations, carry out administrative functions, or meet organizational objectives.

The records described above may be destroyed or otherwise disposed of when their reference value ends.

These guidelines are not intended to serve as authorization to destroy or otherwise dispose of unscheduled records. They are intended to complement the use of an approved records retention and disposition schedule for the creating government or agency, not replace or supersede it. Should a creating government or governmental agency lack an approved records retention and disposition schedule, it may not destroy or otherwise dispose of any records in its custody, whether in electronic, paper, or other format (including electronic mail) until it receives approval of its **Request and Approval of Unscheduled Records Disposal** (located at the end of this schedule). Such offices should contact the Government Records Branch of the Division of Historical Resources for assistance in creating a schedule.

While records of short-term value may be discarded as described above, all public employees should be familiar with specific records retention and disposition schedules and applicable guidelines for their office and the Public Records law (G.S. §132). When in doubt about whether a record has short-term value, or whether it has special significance or importance, retain the record in question.

STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS

Official records pertaining to the authority, operating philosophy, methods, primary functions, and routine administration of airport authority administrative offices.

ITEM #	STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	ADMINISTRATIVE DIRECTIVES, POLICIES, PROCEDURES, REGULATIONS, RULES	a) Retain official copy permanently. b) Destroy in office remaining copies 3 years after superseded.	
2.	AGENDA AND MEETING PACKETS FILE Includes agendas, exhibits, and copies of supporting documentation submitted and discussed during meetings of public bodies. See also MINUTES OF PUBLIC BODIES item 37, page 7.	a) Retain records with historical value permanently. b) Destroy in office other records when administrative value ends.	
3.	APPLICATIONS FOR APPOINTMENT Applications and related records received from individuals applying for appointments to serve on public boards, commissions, councils and committees.	a) Destroy in office records concerning appointed individuals 1 year after expiration of term. b) Destroy in office remaining records after 2 years.	
4.	APPOINTMENTS REPORTING RECORDS Includes public boards, commissions, councils and committees annual appointment reports filed with the NC Department of the Secretary of State and related records.	Destroy in office after 2 years.	G.S. § 143-157.1
5.	ASSOCIATIONS AND ORGANIZATIONS FILE Records concerning associations, organizations, groups, etc., that have some form of association or relationship with the agency.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends.	

*See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS**, page v.

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.	<p>AUDITS: PERFORMANCE Records concerning internal and external audits conducted to assess the function of government programs. Includes reports, working papers, and related records.</p> <p>See also AUDITS: FINANCIAL item 6, page 13.</p>	<p>a) Retain reports permanently.</p> <p>b) Destroy in office working papers and remaining records 3 years after the date of the report.</p>	
7.	AUDIO AND VIDEO RECORDING OF MEETINGS	Destroy in office after approval of official written minutes.	
8.	<p>BLUEPRINTS AND SPECIFICATIONS Blueprints and specifications of county and municipally owned buildings and facilities. May include as-built plans and related records concerning approved changes.</p>	Retain in office for life of structure.	Comply with applicable provisions of G.S. §132-1.6 regarding the confidentiality of security records.
9.	BULLETINS	Destroy in office when administrative value ends.	
10.	CALENDARS OF EVENTS AND APPOINTMENTS	Destroy in office when superseded or obsolete.	
11.	<p>CENSUS PROJECT FILE Records created to assist the U.S. Census Bureau and county agencies with the decennial census.</p>	Destroy in office when administrative value ends.	
12.	<p>CHARTER RECORDS Charter and charter proceedings related to adoption, amendment and/or repeal.</p>	Retain in office permanently.	

*See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS**, page v.

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.	<p>CITIZEN COMPLAINTS AND SERVICE REQUESTS Records concerning objections, dissatisfaction or disagreements with actions or positions taken or not taken by an airport authority. May include routine requests for service or information and petition with no legal affect.</p>	Destroy in office 1 year after resolution.*	
14.	<p>COMPREHENSIVE PLAN Long-range plan outlining policies, guidelines and plans for future development of the library. Includes but not limited to official copy of comprehensive plan and all background surveys, studies, reports, and draft versions of plans.</p>	<p>a) Retain official copy in office permanently. b) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan.</p>	
15.	<p>CONFERENCES AND WORKSHOPS FILE Records concerning conferences and workshops conducted or attended by library employees. See also EMPLOYEE TRAINING AND EDUCATIONAL RECORDS item 29, page 42.</p>	<p>a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends.</p>	
16.	<p>CORRESPONDENCE AND MEMORANDA See also Public Records with Short Term Value page x. For information on handling electronic mail, See Electronic Records and Digital Imaging section page vii.</p>	<p>a) Retain records with historical value permanently. b) Destroy in office routine administrative correspondence and memoranda when administrative value ends. c) Destroy in office remaining records after 3 years.</p>	
17.	<p>CUSTOMER CALL CENTER RECORDINGS Recordings made of calls to customer service centers for quality assurance and training purposes.</p>	Destroy in office when administrative value ends.	
18.	DONATIONS AND SOLICITATIONS	Destroy in office after 1 year.	

*See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS**, page v.

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
19.	<p>EQUIPMENT AND FACILITY USAGE RECORDS Records concerning the assignment, request and usage of agency assets. May include mileage and check out logs, fuel consumption reports, facility reservation requests, authorizations and similar records relating to the assignment and use of agency owned property.</p> <p>See also VEHICLE USAGE RECORDS item 63, page 11.</p>	<p>a) Destroy in office after 3 years if records are used for allocating costs or determining payment under rental or lease agreements.*</p> <p>b) Destroy in office remaining records after 1 year.</p>	
20.	<p>EQUIPMENT AND PROPERTY INVENTORIES Inventories describing the type of property or equipment, its location and related information.</p>	Destroy in office when superseded or obsolete.	
21.	<p>EQUIPMENT MAINTENANCE, REPAIR AND INSPECTION RECORDS Records concerning the maintenance, repair and inspection of library owned equipment.</p> <p>See also GRANTS item 30, page 6.</p>	<p>a) Destroy in office records documenting routine inspections, janitorial cleaning and maintenance of equipment after 1 year.</p> <p>b) Retain for life of equipment records documenting all other equipment maintenance and repairs.</p>	
22.	<p>EQUIPMENT REFERENCE FILE Includes operation, specification and technical manuals, brochures, bulletins and related records.</p>	Destroy in office when superseded, obsolete or asset is no longer owned.	
23.	<p>FACILITY ACCESSIBILITY FILE Records concerning compliance with the Americans with Disabilities Act (ADA). May include survey of library buildings to determine accessibility to the physically handicapped, federal regulations, proposals for implementing the act, correspondence, resolutions, and solutions to access problems.</p>	Destroy in office after 5 years.*	29 CFR 1602 (1992)

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

<i>ITEM #</i>	<i>STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
24.	FACILITY MAINTENANCE, REPAIR AND INSPECTION RECORDS Records concerning the maintenance, repair and inspection of library owned facilities. See also GRANTS item 30, page 6.	a) Destroy in office records documenting routine inspections, janitorial cleaning and maintenance of facilities after 1 year. b) Destroy in office records concerning all other facility maintenance, repair and inspection (including plumbing, electrical, fire and other systems) in office after 3 years.	
25.	FUND DRIVE AND EVENT RECORDS Records concerning the promotion and organization of fund drives and other special events in which the agency participated.	a) Retain records with historical value permanently. b) Destroy in office remaining records after 1 year.	
26.	GOALS AND OBJECTIVES	a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
27.	GOING-OUT-OF-BUSINESS LICENSES Licenses granted to business to hold going out of business, water and smoke damage, and distress sales.	Destroy in office 1 year after expiration.	G.S. §66-77
28.	GRANT CONTRACT APPEALS CASES	Destroy in office 10 years after final action or decision.*	
29.	GRANT PROPOSALS	a) Transfer records concerning approved grants to GRANTS item 30, page 6 if approved. b) Destroy in office rejected or withdrawn grant proposals when reference value ends.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
30.	<p>GRANTS Records concerning approved federal, state, and private grants. May include applications, reports, records of equipment purchased with grant funds, and all relevant programmatic records.</p> <p>See also GRANTS: FINANCIAL item 35, page 17.</p>	<p>a) Destroy in office records relating to specific non-continuing grants 5 years after termination or when released from audit.*</p> <p>b) Destroy in office yearly records relating to specific continuing grants 5 years after annual financial report is filed.</p> <p>c) Destroy in office records not relating to a specific grant or to grants not funded after 1 year.</p>	
31.	<p>HISTORIES FILE (AGENCY AND EMPLOYEES) Records concerning the history of the organization and its employees. May include published and unpublished histories, photographs, newspaper clippings, and other related records.</p>	<p>a) Retain records with historical value permanently.</p> <p>b) Destroy in office remaining records when superseded or obsolete.</p>	
32.	INDEX FILE	Destroy in office when reference value ends.	
33.	<p>LEGISLATION AND REGULATORY RECORDS Notices and copies of proposed or adopted state or federal legislation or regulations affecting the agency.</p>	Destroy in office when reference value ends.	
34.	<p>LITIGATION CASE FILE Legal cases in which the agency is a party.</p>	<p>a) Transfer to LITIGATION CASE RECORDS item 11, page 34 when reference value ends.</p> <p>b) Destroy in office copies when administrative value ends.</p>	Comply with applicable provisions of G.S. §132-1.1 regarding confidentiality of legal records.
35.	<p>MAILING AND DISTRIBUTION RECORDS Includes mailing and meeting notification lists, Sunshine Lists and related documentation of transactions with the U.S. Postal Service or private carriers.</p>	<p>a) Destroy in office Sunshine Lists when superseded or obsolete.</p> <p>b) Destroy in office all other records when administrative value ends.</p>	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
36.	MANAGEMENT STUDIES	<ul style="list-style-type: none"> a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete. 	
37.	<p>MINUTES OF PUBLIC BODIES As defined by G.S. § 143-318.10 (b), includes official and reference copies of the governing board and all subsidiary and advisory boards. Subsidiary boards are defined as boards that exercise or are authorized to exercise legislative, policy-making, quasi-judicial, or administrative functions. Also includes minutes of subcommittees of the governing board and its subsidiary and advisory boards.</p> <p>See the Microfilm section on page viii for instructions on microfilming.</p>	<ul style="list-style-type: none"> a) The official minutes of the governing board and its subsidiary boards are considered to be permanent records. b) The official minutes of advisory boards may only be destroyed upon approval by the NC State Archives. The NC State Archives reserves the right to designate the minutes of any advisory board as permanent. c) Minutes of committees or subcommittees may be destroyed when administrative value ends, if the minutes or actions and decisions of the committee are entered as part of the minutes of the parent board. If minutes or actions and decisions of the committee or subcommittee in question are not entered as part of the minutes of the parent board, the NC State Archives reserves the right to designate the minutes as permanent. d) Reference copies of minutes of any public body may be destroyed when administrative value ends. No NC State Archives approval to purge is required. 	G.S. § 143-318.10
38.	<p>MINUTES (STAFF MEETINGS) Minutes of meetings including all referenced and attached documentation.</p>	<ul style="list-style-type: none"> a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends. 	G.S. § 143-318.10(c)
39.	<p>MOTOR VEHICLE RECORDS Records on each vehicle showing make, model, original cost, mileage, and cost of operation.</p>	Destroy in office after disposal of vehicle.	

*See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
40.	<p>NOTICES OF PUBLIC MEETINGS Includes notices and regular meeting schedules.</p> <p>See also AFFIDAVITS OF PUBLICATION item 1, page 32.</p>	Destroy in office when administrative value ends.	
41.	<p>OFFICE SECURITY RECORDS Records concerning the security of the office, its equipment, and office personnel. May include visitor's register, security and surveillance system reports and recordings.</p>	<p>a) Destroy in office or reuse after 30 days tapes not required to support known investigations or litigation</p> <p>b) Destroy in office all remaining records after 1 year.</p>	Comply with applicable provisions of G.S. §132-1.6 regarding the confidentiality of security records.
42.	<p>ORDINANCES Includes code of ordinances and ordinance development records.</p> <p>See the Microfilm section on page viii for instructions on microfilming.</p>	<p>a) Retain official copy permanently.</p> <p>b) Destroy in office additional copies (including tabled or failed ordinances) when administrative value ends.</p> <p>c) Destroy in office development records when ordinance is no longer in effect or when administrative value ends.</p>	
43.	<p>ORGANIZATION RECORDS Includes organizational charts, reorganization studies and similar records describing the arrangement and administrative structure of the agency.</p>	<p>a) Retain records with historical value permanently.</p> <p>b) Destroy in office all other copies when superseded or obsolete.</p>	
44.	<p>PARKING FILE Records concerning staff and tenant parking assignments.</p>	Destroy in office when superseded or obsolete.	
45.	PETITIONS (CITIZEN)	Destroy in office when administrative value ends.	
46.	<p>PLANNING AND DEVELOPMENT FILE Records concerning the formulation, planning and adoption of policies, procedures and functions of the agency and its departments.</p>	<p>a) Retain records with historical value permanently.</p> <p>b) Destroy in office remaining records when administrative value ends.</p>	

*See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS**, page v.

<i>ITEM #</i>	<i>STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
47.	PRINTING REQUESTS	Destroy in office when reference value ends.	
48.	PROJECTS FILE Includes project correspondence, final reports, specifications and contract documents, notices to proceed, cost estimates, change orders, performance and payment bonds and similar documentation.	a) Retain records with historical value permanently. b) Destroy in office remaining records 3 years after completion of project.	
49.	PUBLIC HEARING RECORDS Includes agendas, minutes, speaker sign up sheets and similar documentation.	a) Retain minutes permanently. b) Destroy in office remaining records when administrative value ends.	
50.	PUBLIC RECORDS DISCLOSURE FILE Formal requests submitted by persons seeking access to agency records.	Destroy in office 2 years after resolution.*	
51.	PUBLICATIONS RECEIVED Includes books, magazines, periodicals, pamphlets, brochures, journals and newspapers, whether printed or electronic.	Destroy in office when reference value ends.	
52.	RECORDS MANAGEMENT FILE Includes correspondence with state and/or federal agencies, records disposition documentation and copies of records retention and disposition schedules.	a) Retain records concerning the final disposition of records permanently. b) Destroy in office remaining records when administrative value ends.	
53.	REFERENCE (READING) FILE Subject file containing informational copies of records organized by areas of interest.	Destroy in office when reference value ends.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
54.	<p>REPORTS AND STUDIES (INTERNAL ADMINISTRATION) Records concerning the performance of a department, program, or project, as well as those created for planning purposes. May include all annual, semi-annual, or irregularly prepared reports and studies generated by an agency or prepared by consultants hired by the agency.</p>	<p>a) Retain in office 1 copy of all biennial and annual reports permanently.</p> <p>b) Retain reports and studies prepared by request of an agency's governing body or a court permanently.</p> <p>c) Destroy in office reports prepared monthly, bimonthly, or semi-annually after 3 years.</p> <p>d) Destroy in office activity reports concerning workload measurements, time studies, number of jobs completed, etc., prepared on a daily or other periodic basis after 1 year .</p> <p>e) Destroy in office remaining reports and studies when administrative value ends.</p> <p><i>Retention Note: Reports and studies listed elsewhere in this schedule should be retained the specified period of time.</i></p>	
55.	<p>REQUESTS FOR PROPOSALS Proposals submitted by vendors in response to requests from departments.</p> <p>See also BIDS FOR PURCHASE item 9, page 14.</p>	Destroy in office when administrative value ends.	
56.	<p>REQUISITIONS FILE Requests for payment of parts and inventory items.</p>	Destroy in office after 1 year.	
57.	<p>RESEARCH AND STUDIES FILE (ADMINISTRATIVE) Includes feasibility studies, planning and land use studies, transportation system plans, and similar documents and supporting records with potential long-term value.</p>	<p>a) Retain records with historical value permanently.</p> <p>b) Destroy in office remaining records when administrative value ends.</p>	

*See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS**, page v.

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
58.	RESOLUTIONS, PROCLAMATIONS AND ORDERS See the Microfilm section on page viii for instructions on microfilming .	a) Retain one copy permanently. b) Destroy in office additional copies (including those tabled or failed) when administrative value ends. c) Destroy in office development records when administrative value ends.	
59.	SURPLUS PROPERTY FILE	Destroy in office 3 years after disposition of property.*	
60.	TELEPHONE USAGE LOGS AND REPORTS	Destroy in office when administrative value ends.	
61.	TRAVEL REQUESTS	Destroy in office after 1 year.*	
62.	VEHICLE MAINTENANCE, REPAIR AND INSPECTION RECORDS Records concerning the maintenance, repair and inspection of library owned vehicles. See also GRANTS item 30, page 6.	a) Destroy in office records documenting routine inspections, janitorial cleaning and maintenance of vehicles after 1 year. b) Retain records documenting all other maintenance and repairs for life of vehicle.	
63.	VEHICLE USAGE RECORDS Records concerning the assignment, request and usage of library vehicles. May include mileage and checkout logs, fuel consumption reports, authorizations and similar records relating to the assignment and use of library vehicles.	a) Destroy in office after 3 years if records are used for allocating costs or determining payment under rental or lease agreements.* b) Destroy in office remaining records after 1 year.	
64.	WORK ORDERS (EQUIPMENT REPAIR) Records include date and location of work, cost of materials used and labor, type of work performed and similar information.	a) Destroy in office 1 year after work is completed.* b) If this is the only record documenting work completed, follow disposition instructions for EQUIPMENT MAINTENANCE, REPAIR AND INSPECTION RECORDS item 21, page 4.	

*See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS**, page v.

<i>ITEM #</i>	<i>STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
65.	WORK ORDERS (FACILITY REPAIR) Records include date and location of work, cost of materials used and labor, type of work performed and similar information.	a) Destroy in office 1 year after work is completed.* b) If this is the only record documenting work completed, follow disposition instructions for FACILITY MAINTENANCE, REPAIR AND INSPECTION RECORDS item 24, page 5.	
66.	WORK ORDERS (VEHICLE REPAIR) Records include date and location of work, cost of materials used and labor, type of work performed and similar information.	a) Destroy in office 1 year after work is completed.* b) If this is the only record documenting work completed, follow disposition instructions for VEHICLE MAINTENANCE, REPAIR AND INSPECTION RECORDS item 63, page 11.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

STANDARD-2. BUDGET, FISCAL AND PAYROLL RECORDS

Records created and accumulated incidental to the managerial control, budgeting, disbursement, collection and accounting of public libraries.

<i>ITEM #</i>	<i>STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
1.	ACCOUNTS PAYABLE Records concerning the status of accounts in which the library owes money to firms or individuals.	Destroy in office after 3 years.*	
2.	ACCOUNTS RECEIVABLE Records concerning receivables owed and collected.	Destroy in office after 3 years.*	
3.	ACCOUNTS UNCOLLECTABLE	Destroy in office official/audit copies 3 years after account is paid, collected, or determined to be uncollectable.*	
4.	ANNUAL BUDGET Annual budget and budget message submitted to governing board for approval.	a) Retain records with historical value permanently. b) Destroy in office remaining records after 5 years.	G.S. § 159-11
5.	ARBITRAGE RECORDS Records concerning arbitrage rebate calculations and funds rebated.	Destroy in office 3 years after final redemption date of the bonds and all related debts and obligations have been satisfied.*	26 CFR Part 1 Section 1.148-5(d)(6)(iii)
6.	AUDITS: FINANCIAL Records concerning internal and external financial statements and related financial audits. Includes reports, working papers, and related records. See also AUDITS: PERFORMANCE item 6, page 2.	a) Retain reports permanently. b) Destroy in office working papers and remaining records 3 years after the date of the report.	G.S. § 159-34
7.	AUTHORIZATION FORMS	Destroy in office after 3 years.*	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.	BANK STATEMENTS, CANCELED CHECKS, DEPOSIT SLIPS, RECONCILIATIONS, AND WARRANTS.	Destroy in office after 3 years.*	
9.	BIDS FOR PURCHASE Records concerning quotes to supply products and services. May include advertisements, requests for proposals, requests for qualifications, tabulations, bid bonds, awards letters, records of bids, good faith effort documentation, and related records concerning accepted and rejected bids.	a) Destroy in office successful (awarded) construction (capital improvements) bid records 6 years after completion or termination of project.* b) Destroy in office all other successful (awarded) bid records 3 years after purchase.* c) Destroy in office unsuccessful bid records not awarded or opened after 1 year.*	G.S. § 143 Article 8
10.	BIDS FOR DISPOSAL OF PROPERTY Records concerning the disposal of surplus property. May include various disposition procedures used, such as sealed bids and public auction.	Destroy in office all records after the disposition of property has been recorded in governing board's minutes.*	G.S. § 153A-176
11.	BILLING AND CLAIMS Records used as the basis for payment of bills and claims for damages made by and against the agency.	Destroy in office 3 years after settlement.*	
12.	BOND AND OTHER DEBT FINANCIAL RECORDS Includes banks statements, reconciliation records, requisitions, and notices of principal and interest due.	Destroy in office 3 years after entire issuance has been satisfied.*	
13.	BOND CLOSING RECORDS Includes applications, agreements, tax records, contracts, official statements, legal opinions, ratings letters, public hearing bonds, title insurance, deeds of trust, and other related records.	Destroy in office 3 years after entire issuance has been satisfied.*	G.S. § 159 Article 7
14.	BONDS, NOTES AND COUPONS	Destroy in office 1 year from date of payment.	G.S. § 159-139

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
15.	BOND REGISTER Records of all bonds, notes, and coupons issued detailing the purpose of issuance, the date of issue, serial numbers (if any), denomination, maturity date, and total principal amount.	Retain in office permanently.	G.S. § 159-130
16.	BUDGET RESOLUTIONS AND ORDINANCES Includes copies of budget, annual balanced budget, and project ordinances, resolutions, and amendments.	a) Retain official copies in the minutes of the governing board permanently. b) Destroy in office remaining copies when administrative value ends.	G.S. § 159-8 G.S. § 159-13 G.S. § 159-13.2 G.S. § 159-15
17.	BUDGET REQUESTS AND WORKING PAPERS Includes budget requests, cost estimates, expenditures, program requests, salary and wage lists, correspondence and related records.	Destroy in office after 3 years.*	G.S. § 159-10
18.	CASH RECEIPTS	Destroy in office after 3 years.*	
19.	CHECK STUBS Stubs for checks written on agency accounts.	a) Destroy in office official/audit copies after 3 years.* b) Destroy in office remaining records after 1 year.	
20.	CHECK REGISTERS, VARIOUS FUNDS	a) Destroy in office computerized check registers after 1 year.* b) Destroy in office all other registers after 3 years.*	
21.	CONTRACT BUDGET AND EXPENDITURE REPORTS	Destroy in office after 3 years.*	
22.	COST ALLOCATION PLANS	Destroy in office after 3 years.*	
23.	CREDIT CARD USE FILE	Destroy in office after 1 year.*	
24.	DAILY CASH REPORTS	Destroy in office after 1 year.*	

*See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
25.	DAILY DETAIL REPORTS	Destroy in office after 1 year.*	
26.	DAILY JOURNAL AND LEDGER ENTRY UPDATE PRINTOUTS	Destroy in office after 1 year.*	
27.	DEPOSITS	a) Destroy in office official/audit copies after 3 years.* b) Destroy in office remaining records after 1 year.	G.S. § 159-32
28.	DETAIL REPORT FILE (FINANCIAL RECORDS FOR GENERAL FUND OR GENERAL LEDGER)	a) Destroy in office annual reports after 3 years. b) Destroy in office all other reports after 1 year.	
29.	DIRECT DEPOSIT APPLICATIONS/AUTHORIZATIONS	Destroy in office when superseded or obsolete.	
30.	DISTRICT INVESTMENT RECORDS	Destroy in office after 3 years.*	
31.	ESCHEAT AND UNCLAIMED PROPERTY FILE	Destroy in office after 10 years.	Comply with applicable provisions of G.S. §116B-60 and §116-73.
32.	EXPENDITURE REPORTS	Destroy in office after 3 years.*	
33.	FACILITY SERVICE AND MAINTENANCE AGREEMENTS See also GRANTS: FINANCIAL item 35, page 17.	a) Destroy in office depreciation schedules 3 years after asset is fully depreciated or disposed. b) Destroy in office remaining records after 3 years.*	
34.	FINANCIAL JOURNALS AND LEDGERS	a) Destroy in office year-end summaries of receipts and disbursements after 3 years. b) Destroy in office daily, monthly or quarterly transaction detail journals and ledgers after 1 year.	

*See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
35.	<p>GRANTS: FINANCIAL Records concerning approved federal, state, and private grants. May include all relevant accounting, purchasing, payroll, and financial records.</p> <p>See also GRANTS Item 30, page 6.</p>	Destroy in office 5 years after submission of final report.*	
36.	<p>INSURANCE FILE Certificates of insurance and related records provided by insurance providers as proof of coverage.</p> <p>See also BILLING AND CLAIMS item 11, page 14, and GRANTS: FINANCIAL item 35, page 17.</p>	Destroy in office 3 years from date of termination, expiration, or settlement of all claims.*	
37.	<p>INVESTMENT RECORDS Includes fund information, portfolio listings and reports, balance sheets, requests to invest and withdrawal, notices, and other related account activity documentation.</p>	Destroy in office after 3 years.*	G.S. § 159-30
38.	INVOICES	Destroy in office after 3 years.*	
39.	LOCAL GOVERNMENT COMMISSION FINANCIAL STATEMENTS	Destroy in office after 3 years.*	G.S. §159-33 and §159-33.1.
40.	LOCAL GOVERNMENT EMPLOYEES RETIREMENT SYSTEM MONTHLY REPORTS	Destroy in office after 3 years.*	
41.	MONTHLY BUDGET REPORTS	Destroy in office after 2 years.*	
42.	PAID CHECKS, BILLS AND VOUCHERS	Destroy in office after 3 years.*	

*See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS**, page v.

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
43.	PAYROLL DEDUCTION RECORDS Records used to start, modify, or stop all voluntary or required deductions from payroll. May include bank payments, savings plans, insurance, association dues, W-4 forms, orders of garnishment, etc. Used as proof the employee approved of the deduction(s). Does not include federal tax deduction records.	a) Destroy in office deduction authorization forms and records when superseded or obsolete. b) Destroy in office remaining records after 4 years.*	Comply with applicable provisions of G.S. §162A-6.1 regarding confidentiality of personnel records.
44.	PAYROLL AND EARNINGS RECORDS Records containing information such as the name, social security number, number of hours worked, compensation rate, deductions, and total wages paid each employee per payroll period. May include individual and group employee earnings records and payroll registers showing earnings and deductions for each pay period.	a) Transfer records documenting personnel actions to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 45. b) Destroy in office 30 years from date of separation records used for retirement or similar benefits verification. c) Destroy in office all remaining records after 4 years.*	Comply with applicable provisions of G.S. §162A-6.1 regarding confidentiality of personnel records. FICA Reg. § 316001-1 29 CFR 516.2, 516.5 29 CFR 1627.3(a)
45.	POPULAR ANNUAL FINANCE REPORT	a) Retain records with historical value permanently. b) Destroy in office copies when administrative value ends.	
46.	PURCHASE ORDERS Records, forms, packing slips and attached documents concerning purchased supplies, equipment, and services. See also GRANTS: FINANCIAL item 35, page 17.	a) Destroy capital improvement purchase orders 6 years after completion or termination of project.* b) Destroy in office all other purchase orders after 3 years.* <i>Retention note: Packing slips may be destroyed upon verification of items received if they are not the only record of the purchase of the item.</i>	
47.	PURCHASING REPORTS AND LOGS Reports and logs containing quote information such as vendor name, item descriptions, price, award dates, and related information.	Destroy in office after 1 year.*	

*See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS**, page v.

<i>ITEM #</i>	<i>STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
48.	RECIPIENT CHECK AND CANCELLATION REGISTERS	Destroy in office after 3 years.*	
49.	TELEPHONE LOGS (BILLINGS)	Destroy in office after 1 year.*	
50.	TIME SHEETS, CARDS, AND ATTENDANCE RECORDS Records concerning the work hours and attendance of employees.	a) Destroy in office 30 years from date of separation records used for retirement or similar benefits verification. b) Destroy in office all remaining records after 4 years.*	29 CFR 516.5 29 CFR 516.6 29 CFR 825.500 29 CFR 1627.3 26 CFR 31.6001-1 26 CFR 31.6001-4
51.	TRAVEL REIMBURSEMENTS Includes authorizations and requests for reimbursement for travel and related expenses. See also GRANTS: FINANCIAL item 35, page 17.	Destroy in office after 3 years.*	
52.	VENDOR FILE Records concerning specific vendors. May include accounts payable activity, Federal Tax Identification Number, name and address, correspondence and related records.	Destroy in office when administrative value ends.	
53.	VOUCHER REGISTERS FILE	Destroy in office after 3 years.*	
54.	VOUCHERS	Destroy in office after 3 years.*	

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<i>ITEM #</i>	<i>STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
55.	<p>WITHHOLDING TAX FILE Records concerning individual employee's income taxes. May include wage and income tax reports, IRS forms W-2, W-3, W-4, 1099, and similar records of withheld federal and state income taxes. May also include IRS form 941 and other records of tax liabilities to the IRS and NC Department of Revenue.</p>	<p>a) Destroy in office 30 years from date of separation records used for retirement or similar benefits verification.</p> <p>b) Destroy in office all remaining records after 4 years.*</p>	<p>Comply with applicable provisions of G.S. §162A-6.1 regarding confidentiality of personnel records.</p> <p>29 CFR 1627.3 26 CFR 31.6001-1 26 CFR 31.6001-4</p>

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

STANDARD-3. INFORMATION TECHNOLOGY (IT) RECORDS

Information technology encompasses all activities undertaken by airport authority departments to design, develop, and operate electronic information systems. This section covers records for which Information Technology personnel are responsible, including administrative records and those used to process data and monitor and control operations.

Note: Administration, use, and retention of records concerning computer and information security should comply with applicable provisions of G.S. 132-6.1 on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes". (G.S. 132-6.1 (c))

STANDARD-3: INFORMATION TECHNOLOGY RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
GENERAL ADMINISTRATION Records concerning IT policy development, planning, and the coordination of activities.			
1.	ADMINISTRATION FILE Records concerning the administration of IT services. May include correspondence, memoranda, reports, publications, and other related records.	a) Retain records with historical value permanently. b) Destroy in office when superseded or obsolete.	
2.	POLICIES AND PROCEDURES Records concerning policies and procedures. May include systems development, data retention and disposition, data ownership, and access and security.	a) Retain official copy of internal agency policies permanently. b) Destroy in office reference copies and external policy procedures when superseded or obsolete.	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information and G.S. §132-6.1 (c) on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes".

*See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS**, page v.

ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
3.	<p>SERVICES PLANNING FILE Plans for information resources management, information systems development, technology acquisitions, data processing services provision, and related functions.</p>	<p>a) Retain records with historical value permanently.</p> <p>b) Destroy in office master copies of plans and supporting records after 3 planning cycles subsequent to completion or revision of plans.</p> <p>c) Destroy in office remaining records when superseded or obsolete.</p>	
4.	<p>PROCUREMENT (HARDWARE & SOFTWARE) FILE Reference copies of records concerning the procurement of system hardware and software. May include request for proposals, proposals, quotations and bids, benchmark/acceptance testing information, correspondence, duplicate copies of contracts, purchase orders, technical reviews, and vendor information, including references and literature on the firm or product line.</p>	Destroy in office when reference value ends.	
5.	<p>PROCUREMENT (IT SERVICES) FILE Reference copies of records concerning the purchasing process, authorizes and provides funds for payments, and satisfies claims by private service providers. May include purchase orders, invoice requests, receipts, agency vouchers, service reports, and other supporting documentation.</p>	Destroy in office when reference value ends.	
6.	<p>USER CHARGE BACK FILE (IT) Records concerning documentation of usage, calculation of costs, and billing of program units for IT services.</p>	Destroy in office after 3 years. *	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
SYSTEMS AND APPLICATION DEVELOPMENT			
Records concerning the development, modification, procurement, and testing of systems and applications.			
7.	APPLICATION DEVELOPMENT PROJECT FILE Records concerning the development and modification of an automated system or application. May include project management records, status reports, draft system or subsystem specifications, draft user requirements and specifications, and memoranda and correspondence.	Destroy in office 3 years after completion of project. <i>Retention Note: In some cases, agencies will retain data for extended periods, sometimes off-line. It is essential that they retain related documentation in an accessible format. This is particularly crucial if the documentation is stored in electronic form or the related records are judged to be archival (have long-term and secondary research value beyond the agency). Please see North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems available on Government Records Branch website.</i>	Comply with applicable provisions of G.S. §132-6.1 (c) on the confidentiality of records regarding “hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes”.
8.	APPLICATION DOCUMENTATION FILE Records concerning program code, program flowcharts, program maintenance log, system change notices, and other records that document modifications to computer programs.	Destroy in office 1 year after program is superseded or obsolete. *	Comply with applicable provisions of G.S. §132-6.1 (c) on the confidentiality of records regarding “hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes”.

*See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.

ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
9.	<p>DATA DOCUMENTATION FILE Records (sometimes known as metadata) concerning the development and modification of and the access, retrieval, manipulation, and interpretation of data in an automated system. May include data element dictionary, file layout, codebook or table, and other records concerning the meaning, purpose, structure, logical relationships, and origin of the data elements.</p>	<p>Destroy in office 3 years after system or application has been discontinued and after system's or application's instance data have been destroyed or transferred to a new structure or format.</p> <p><i>Retention Note: In some cases, agencies will retain data for extended periods, sometimes off-line. It is essential that they retain related documentation in an accessible format. This is particularly crucial if the documentation is stored in electronic form or the related records are judged to be archival (have long-term and secondary research value beyond the agency). Please see North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems available on Government Records Branch website.</i></p>	<p>Comply with applicable provisions of G.S. §132-6.1 (c) on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes".</p>
10.	<p>SYSTEMS DOCUMENTATION FILE Records concerning user and operational documentation describing how an application system operates from a functional user and data processing point of view. May include records documenting data entry, manipulation, output and retrieval records necessary for using the system, including user guides, system or sub-system definitions, system flowcharts, program descriptions and documentation (or other metadata), job control or work flow records, system specifications, and input and output specifications.</p>	<p>Destroy in office 3 years after superseded or obsolete.</p> <p><i>Retention Note: In some cases, agencies will retain data for extended periods, sometimes off-line. It is essential that they retain related documentation in an accessible format. This is particularly crucial if the documentation is stored in electronic form or the related records are judged to be archival (have long-term and secondary research value beyond the agency). Please see North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems available on Government Records Branch website.</i></p>	
11.	<p>QUALITY ASSURANCE FILE Records concerning the adherence of applications and systems development procedures and products to established policies, processes, architectures, deliverables, performance metrics, budgetary allocations, and deadlines. May include reviews, assessments, and supporting documentation.</p>	<p>Destroy in office 3 years after associated source code is superseded or obsolete. *</p>	

*See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.

<i>ITEM #</i>	<i>STANDARD-3: INFORMATION TECHNOLOGY RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
12.	TEST DATABASE FILE Records concerning benchmark data sets, test results constructed or used to test or develop a system, and other related documentation.	Destroy in office when reference value ends. *	
COMPUTER OPERATIONS AND TECHNICAL SUPPORT Records concerning operating systems, maintaining hardware and software, data input services, system backup off-line storage operations, job and production control, monitoring system usage, and liaison with hardware and software vendors.			
13.	AUDIT TRAILS FILE Records documenting user actions affecting the contents of monitored systems.	Destroy in office after 3 years. *	
14.	COMPUTER RUN SCHEDULING Records concerning the scheduling of computer runs. May include daily schedules, run reports, run requests, and other records documenting the successful completion of a run.	Destroy in office when administrative value ends. *	
15.	HARDWARE DOCUMENTATION Records concerning the use, operation, and maintenance of an agency's IT equipment. May include operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	Destroy in office when superseded or obsolete and after transfer of data to new hardware environment.	Comply with applicable provisions of G.S. §132-6.1 (c) on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes".

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
16.	INPUT/SOURCE RECORDS Records or forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes (such as need for signatures) and not previously scheduled in any agency records schedule.	Destroy in office after completion of data entry and after all verification and quality control procedures. <i>Retention Note: Records retained for fiscal audit or legal purposes, or records that include information not entered into the data file, need to be scheduled separately by the responsible program unit.</i>	
17.	IT MAINTENANCE CONTRACTS Reference copies of maintenance contracts and related records for data processing equipment. May include copies of contracts, service histories, and work orders.	Destroy in office after administrative value ends.	
18.	OFF-LINE STORAGE LIBRARY CONTROL RECORDS Records (automated or non-automated) concerning control of the location, maintenance, and disposition of off-line storage media. May include lists of holdings, control logs, and scratch reports (file destruction reports).	a) Retain destruction records permanently unless transferred to RECORDS MANAGEMENT FILE item 52, page 9. b) Destroy in office all other records after 3 years.*	
19.	SYSTEM AND HARDWARE CONVERSION PLANS Records concerning the replacement of equipment or computer systems.	Destroy in office 1 year after completion of conversion.	
20.	SCANNING AND DATA ENTRY AUDIT REPORTS Reports documenting the sampling of records produced and what remedial procedures were followed if the expected level of accuracy was not achieved.	Destroy in office after 3 years.*	

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ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
21.	<p>SCANNING AND DATA ENTRY QUALITY CONTROL RECORDS Logs and reports documenting quality control procedures and corrective action taken in scanning and data entry processes.</p>	Destroy in office after 3 years.*	
<p>DATA ADMINISTRATION Records concerning data administration support. May include maintenance of data standards, corporate data models, and data definitions and dictionaries.</p>			
22.	<p>DATA/DATABASE DICTIONARY Records concerning the management of data in an agency's information systems and that explain the meaning, purpose, logical relationships, ownership, use, and origin of data. May include information on data element definitions, data structures or file layout, code tables, and other data attribute information.</p>	<p>Destroy in office 3 years after discontinuance or modification of the related application and after application data has been destroyed or transferred to new structure or format.</p> <p><i>Please Note: These records are essential for managing electronic records in agency automated information systems and have value as long as the data/electronic records are retained. In some cases, agencies will retain data for extended periods of time, sometimes off-line. In such cases, it is essential that related documentation be retained in an accessible format and that it be listed in a program records retention and disposition schedule.</i></p>	
23.	<p>DATA/DATABASE DICTIONARY REPORTS Periodic printouts from a data/database dictionary system. May include data element attribute reports, database schema, and related records used for reference purposes.</p>	Destroy in office when superseded or obsolete.	
24.	<p>FINDING AIDS (INDEXES)/TRACKING SYSTEMS FILE Includes electronic indexes, lists, registers, and other finding aids providing access to records in paper and electronic format in the custody of the data processing unit.</p>	Destroy in office when related paper or electronic records have been destroyed or transferred in accordance with the disposition of the related paper or electronic records, as appropriate.	

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ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
USER/OFFICE AUTOMATION SUPPORT Records concerning the support to users of a computer application or office automation system. May include assisting users to solve software and hardware problems, installing hardware or software, providing training, and providing review and recommendation of software for agency use.			
25.	HARDWARE AND SOFTWARE REVIEW Records concerning the review of and recommendations for hardware and software use. May include vendor information, manuals, hardware and software reviews, and other related records.	a) Destroy in office review materials after selected hardware or software is no longer in use. b) Destroy in office review material for non-selected hardware or software after reference value ends.	
26.	HELP DESK TELEPHONE LOGS AND REPORTS Records concerning requests for technical assistance and responses to these requests as well as the collection of information on the use of computer equipment for program delivery, security, or other purposes.	Destroy in office after 2 years. *	
27.	SITE, EQUIPMENT, AND SOFTWARE SUPPORT FILE Records concerning support services provided to specific equipment and software or installations. May include site visit reports, program and equipment service reports, service histories, and correspondence and memoranda.	a) Destroy in office service histories and other summary records when equipment or software is no longer in use. b) Destroy in office remaining records after 3 years.	
28.	TRAINING COURSE INFORMATION (IT) Records concerning training courses run by a user support or office automation support group. May include memoranda, flyers, catalogues, registration forms, rosters, and other related records.	Destroy in office when superseded or obsolete.	

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ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
NETWORK AND DATA COMMUNICATION SERVICES Records concerning installing and maintaining networks, diagnosing and coordinating problems on the network, monitoring circuit usage, and communicating with network providers.			
29.	CIRCUITS (IT) INVENTORIES FILE Records concerning network circuits used by the agency. May include circuit number, vendor, cost per month, type of connection, terminal series, software, contact person, and other related records.	Destroy in office when superseded or obsolete.	
30.	NETWORK AND CIRCUIT INSTALLATION AND SERVICE FILE Records concerning requests by departments to public or private providers for data communication service, installation, or repair. May include work orders, correspondence, memoranda, work schedules, copies of building or circuitry diagrams, copies of fiscal documents, and other related records.	Destroy in office 2 years after completion of work. *	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information.
31.	NETWORK IMPLEMENTATION PROJECT FILE Records concerning the planning for and implementation of a network. May include reports, justifications, working diagrams of proposed network, wiring schematics, diagrams and other related records.	Destroy in office when superseded or obsolete.	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information.
32.	NETWORK SITE AND EQUIPMENT SUPPORT FILE Records concerning support services provided to specific sites and computer to computer interfaces on a network. May include site visit reports, trouble reports, service histories, and correspondence and memoranda.	a) Destroy in office service histories and other summary records when equipment is no longer in use. b) Destroy in office remaining records after 3 years.	

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ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
COMPUTER AND INFORMATION SECURITY Records concerning measures taken to secure government property, networks, and data. <i>Note: Administration, use, and retention of records concerning computer and information security should comply with applicable provisions of G.S. 132-6.1 on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes". (G.S. 132-6.1 (c))</i>			
33.	AGENCY INTERNET SERVICES LOGS Electronic files or automated logs created to monitor access and use of services provided via the Internet and use of the internet by employees. May include FTP (file transfer protocol), World Wide Web sites, agency Telnet services, or other service providers.	Destroy in office after 1 year. *	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information.
34.	COMPUTER USAGE FILE Electronic files or automated logs created to monitor computer system usage. May include login files, system usage files, data entry logs, data concerning individual computer program usage, security logs, and other related records.	Destroy in office after 3 years. *	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information.
35.	COMPUTER SECURITY INCIDENT FILE Records concerning incidents involving unauthorized attempted entry, probes and/or attacks on electronic data processing systems, information technology systems, telecommunications networks, and electronic security systems, including associated software and hardware. May include reports, logs, extracts and compilations of data, and other related records.	Destroy in office when administrative value ends. *	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information.
36.	DISASTER PREPAREDNESS AND RECOVERY PLANS (IT) Records concerning the protection and reestablishment of data processing services and equipment in case of a disaster. (Disaster preparedness and recovery plans should be stored in secure, off-site location.)	a) Retain records documenting past disaster recovery permanently. b) Destroy in office other records when superseded or obsolete.	

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ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
37.	NETWORK USAGE FILE Electronic files or automated logs created to monitor network usage. May include login files, system usage files, and other related records.	Destroy in office when administrative value ends.	
38.	NETWORK USAGE REPORTS Summary reports and other related records created to document computer usage for reporting or other purposes.	Destroy in office when administrative value ends.	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information.
39.	SYSTEM BACKUP FILE Copies of master files or databases, application software, logs, directories, and other records needed to restore a system in case of a disaster or inadvertent destruction. (System backup files and records should be stored in secure, off-site location.)	Destroy in office in accordance with your office's established, regular backup plan and procedures. <i>See Also: Security Backup Files as Public Records in North Carolina: Guidelines for the Recycling, Destruction, Erasure, and Re-use of Security Backup Files, available on Government Records Branch website.</i>	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information.
40.	SYSTEM USERS ACCESS RECORDS Records concerning control or monitoring individual access to a system and its data.	Destroy in office 1 year after access for employee is withdrawn. *	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information.

*See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.

STANDARD-4. LEGAL RECORDS

Official law and legal documentation created or accumulated to substantiate the rights, obligations, or interests of public libraries or their individual employees or users.

<i>ITEM #</i>	<i>STANDARD-4: LEGAL RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
1.	<p>AFFIDAVITS OF PUBLICATION Proof of publication provided by newspapers regarding publication of ordinances, public hearings, bid solicitations, payment of bills, public sales etc.</p> <p>See also NOTICES OF PUBLIC MEETINGS item 40, page 8.</p>	<p>a) Retain permanently if record provides only evidence of action(s) taken.</p> <p>b) Destroy in office remaining records after 3 years.*</p>	G.S. § 1 Article 50
2.	<p>COMPLAINTS (DISCRIMINATION) Records concerning discrimination charges. May include charges made under the Age Discrimination in Employment Act, Americans with Disability Act, Housing and Urban Development Act, and the Civil Rights Act of 1964.</p>	Destroy in office 2 years after final disposition of the charge.*	
3.	<p>CONTRACTS AND AGREEMENTS Contracts and agreements for construction, equipment, supplies, services, special programs, and projects. May include franchise agreements, hold harmless agreements, good faith effort documentation and memorandums of understanding.</p>	<p>c) Destroy in office construction (capital improvements) contracts 6 years after completion or termination of project.*</p> <p>d) Destroy in office all other contracts and agreements 3 years after expiration, termination, or completion.*</p> <p>e) Retain contracts and agreements with historical value permanently.</p>	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-4: LEGAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.	<p>CORRESPONDENCE (LEGAL) Correspondence and related records concerning actions taken to recover debts, fines, penalties, and assure violations are addressed.</p>	<p>Destroy in office 3 years after resolution.* See also Public Records with Short Term Value page x. For information on handling electronic mail, see Electronic Records and Digital Imaging section page vii.</p>	<p>Comply with provisions of G.S. § 132-1.1(a) regarding the confidentiality of written communications by legal counsel.</p>
5.	<p>EASEMENTS AND RIGHT-OF-WAY AGREEMENTS Granted to and by the agency. See also ACCOUNTS PAYABLE item 1, page 13 for disposition of financial records.</p>	<p>a) Retain originals permanently. b) Destroy in office copies when administrative value ends.</p>	
6.	<p>ENCROACHMENTS FILE Records concerning conflicts on land or water rights or obligations.</p>	<p>a) Retain originals permanently. b) Destroy in office copies when administrative value ends.</p>	
7.	<p>INSURANCE POLICIES Records concerning purchased accident, sickness, automobile, theft, fire, life, and all other insurance policies purchased by the library.</p>	<p>a) Destroy in office when superseded or obsolete if no outstanding litigation.* b) Destroy other records in office 6 years after settlement. c) Destroy in office copies when administrative value ends.</p>	
8.	<p>LEASES FILE Records concerning leases for property leased by and from other parties and agency property leased to the public. See also GRANTS item 30, page 6.</p>	<p>a) Destroy original records 3 years after termination of lease.* b) Destroy copies in office when administrative value ends.</p>	

*See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS**, page v.

ITEM #	STANDARD-4: LEGAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
9.	<p>LEGAL OPINIONS Formal legal opinions written by counsel in response to requests concerning the governance and administration of local government.</p>	<p>a) Retain original records permanently. b) Destroy copies in office when administrative value ends.</p>	
10.	<p>LEGAL REVIEW RECORDS Includes legal reviews of bylaws and charges to boards and commissions, conflict of interest, and all other departmental matters as requested. See also LEGAL OPINIONS item 9, page 34.</p>	<p>a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends or expiration of relevant statute of limitations.</p>	Comply with applicable provisions of G.S. §132-1.1(a) regarding the confidentiality of written communications by legal counsel.
11.	<p>LITIGATION CASE RECORDS Civil suits to which the library is a party. May include affidavits, agreements, appeals, bills, briefs, citations, commitments, complaints, discharges, motions, notices, pleas, releases, statements, testimony, verdicts, waivers, warrants, and writs.</p>	<p>a) Retain cases having precedent or historical value permanently. b) Destroy in office adjudicated cases 5 years after final disposition. c) Destroy in office non-adjudicated cases (out-of-court claims) 5 years after final disposition or expiration of relevant statute of limitations. <i>Retention Note: Records are retained by the Clerk of Superior Court's office in each county.</i></p>	Comply with applicable provisions of G.S. §132-1.1(a) regarding the confidentiality of written communications by legal counsel.
12.	<p>OATHS OF OFFICE FILE</p>	<p>a) Transfer official copy to the Clerk to the Board. b) Destroy remaining records in office 3 years after official termination. <i>Retention Note: The Clerk to the Board should present a copy of the oaths of elected officials to the Clerk of Superior Court for recording. The Clerk to the Board maintains the original oaths.</i></p>	

*See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS**, page v.

<i>ITEM #</i>	<i>STANDARD-4: LEGAL RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
13.	ORDINANCE AND RESOLUTION DEVELOPMENT RECORDS Records concerning the analysis and development of ordinances and resolutions submitted before the governing board for approval.	Destroy in office development records when ordinance is no longer in effect.	
14.	OWNERSHIP RECORDS (DEEDS, TITLES)	Destroy in office 1 year after library relinquishes ownership of land.*	
15.	VEHICLE TITLES	Dispose of in accordance with Division of Motor Vehicles procedures for title transfer upon disposition of vehicle.	
16.	WARRANTIES	Destroy in office 1 year after expiration of warranty.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

STANDARD-5. PERSONNEL RECORDS

Official records and materials created and accumulated incidental to the employment, qualifications, training, and pay status of library employees. Comply with applicable provisions of G.S. §162A-6.1 regarding confidentiality of personnel records.

<i>ITEM #</i>	<i>STANDARD-5: PERSONNEL RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
1.	ABOLISHED POSITION FILE	Destroy in office when reference value ends.	
2.	ADDRESS FILE	Destroy in office when superseded or obsolete.	
3.	ADS AND NOTICES OF OVERTIME, PROMOTION, AND TRAINING OPPORTUNITIES	Destroy in office 1 year from date record was made.	29 CFR 1627.3
4.	AFFIRMATIVE ACTION FILE	a) Destroy in office all reports, analyses, and statistical data after 5 years. b) Destroy in office affirmative action plans 5 years from date superseded.	29 CFR 30.8(b) 29 CFR 1608.4
5.	APPRENTICESHIP PROGRAM RECORDS	Destroy in office 5 years from the date of enrollment.	29 CFR 30.8(e)
6.	APTITUDE AND SKILLS TESTING RECORDS Records concerning aptitude and skills tests required of job applicants or of current employees to qualify for promotion or transfer. May include civil service examinations. See also EMPLOYMENT SELECTION RECORDS item 33, page 43.	a) Destroy in office applicant and employee test papers 2 years from date record was created. b) Destroy in office validation studies and copies of tests 2 years after no longer in use. c) Destroy in office records relating to the planning and administration of tests in office after 2 years.	29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
7.	CAFETERIA PLAN (FLEXIBLE SPENDING) RECORDS Records concerning incentive systems in which employees can select the fringe benefits they want from a menu of available alternatives.	a) Destroy in office administrative records 3 years after completion of all audits.* b) Destroy in office yearly enrollment records after 1 year. c) Destroy in office claim records and receipts 3 years after completion of all audits.*	
8.	COBRA RECORDS (CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT) Includes notifications, election and claim forms, rejection letters and similar information.	Destroy in office 3 years from date eligibility ended.	29 USC 1161 26 USC 4980B 42 USC 300-bb-1
9.	DEFERRED COMPENSATION FILE	Destroy in office when reference value ends.	
10.	DISABILITY SALARY CONTINUATION CLAIMS	a) Transfer original forms to Local Government Retirement System for action when received. b) Destroy in office reference copies after 1 year.	
11.	DISCIPLINARY FILE Correspondence and other records concerning disciplinary action taken against employees by personnel or supervisory staff, including records documenting terminations. May include records created by civil service boards when considering, or reconsidering an appeal or an adverse action against an employee.	a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 45. b) Destroy in office all remaining records 2 years after resolution of all actions.	29 CFR 1602.14 29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49 29 CFR 1627.3

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.	<p>DRUG AND ALCOHOL PROGRAMS FILE Records concerning an agency's alcohol misuse and controlled substances use prevention programs. May include test results, evaluations and referrals, annual summary reports, education and training records, chain of custody forms and all other program-related documents.</p>	<p>a) Destroy in office alcohol test results indicating an alcohol concentration of 0.02 or greater, records of verified positive drug or alcohol test results, documentation of refusals to take required alcohol and/or drug tests (including substituted or adulterated drug test results), referrals to Substance Abuse Professionals (SAP), SAP reports, all follow-up tests and schedules for follow-up tests, copies of annual Drug & Alcohol Management Information System (MIS) reports submitted to Federal Transit Administration (FTA), equipment calibrations, and records related to the administration of the testing program after 5 years.</p> <p>b) Destroy in office records obtained from previous employers concerning drug and alcohol test results after 3 years.</p> <p>c) Destroy in office records of the inspection, maintenance, and calibration of Evidential Breath Testing Devices (EBTs), records related to the collection process, and records concerning the training of program staff after 3 years.</p> <p>d) Destroy in office records of negative and cancelled drug or alcohol test results, including alcohol test results with a concentration of less than 0.02 after 1 year.</p> <p><i>Retention Note: Records should be maintained in a location with controlled access.</i></p>	<p>49 CFR 382.401 49 CFR 40.333 49 CFR 655.71</p>
13.	<p>DUAL EMPLOYMENT FILE Records concerning employees' requests and authorizations to accept secondary employment.</p>	<p>a) Destroy in office approved requests and related records 1 year after employee terminates outside employment.</p> <p>b) Destroy in office unapproved requests and related records after 6 months.</p>	

*See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.

ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
14.	EDUCATIONAL LEAVE AND REIMBURSEMENT FILE	a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 45. b) Destroy in office other records concerning approved requests when released from all audits. c) Destroy in office records concerning disapproved requests 6 months after disapproval.*	
15.	EMPLOYEE BENEFITS REGISTER	Destroy in office after 2 years.	
16.	EMPLOYEE CERTIFICATION AND QUALIFICATION RECORDS Records concerning certification or qualification as required for employment, continued employment, or promotion. See also EMPLOYMENT APPLICATIONS AND RESUMES item 31, page 42.	a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 45. b) Destroy in office all remaining records 2 years after resolution of all actions.	
17.	EMPLOYEE DIRECTORIES, ROSTERS OR INDEXES Includes records listing employees, their job titles, work locations, phone numbers, e-mail addresses, and similar information.	Destroy in office when superseded or obsolete.	
18.	EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS Includes records requesting tuition assistance, repayments, and other related records.	a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 45. b) Destroy in office other records 3 years after completion, denial, repayment, and removal from program.*	

*See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS**, page v.

ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
19.	EMPLOYEE ELIGIBILITY RECORDS Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.	a) Destroy in office certificates, I-9 forms and statements, 3 years after individual was hired or 1 year from date of separation. b) Destroy in office registers after 2 years.	8 USC 1324(b)
20.	EMPLOYEE EXIT INTERVIEW RECORDS	a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 45. b) Destroy in office all remaining records after 1 year.	
21.	EMPLOYEE HEALTH CERTIFICATES Includes health or physical examination reports or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).	a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 45. b) Destroy all other records in office 2 years after resolution of all actions.	29 CFR 1602.31
22.	EMPLOYEE MEDICAL RECORDS Records concerning asbestos, toxic substances, and blood-borne pathogen exposure, medical examinations required by state or federal law, and records of injury or illness. (Does not include Worker's Compensation or health insurance claim records.)	a) Destroy in office exposure records 40 years from date of exposure or 30 years from date of separation.* b) Destroy in office records pertaining to job-related illness and injury after 5 years. c) Destroy in office results of medical examinations required in connection with personnel actions and similar records after 1 year. <i>Retention Note: Records must be maintained separately from an employee's personnel jacket.</i>	29 CFR 1627.3 29 CFR 1630.14 29 CFR 1904.4 29 CFR 1910
23.	EMPLOYEE PENSION AND BENEFITS PLANS Includes plans and related records outlining the terms of employee pension plans; life, health, and disability insurance, seniority and merit systems; and deferred compensation plans, including amendments.	Destroy in office 1 year after plan is terminated.	29 CFR 1627.3

*See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS**, page v.

ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
24.	EMPLOYEE PENSION AND BENEFIT PLAN ENROLLMENT FORMS Forms providing personal identifying data, beneficiary information, option selection, and similar information.	a) Transfer pension and deferred compensation enrollment forms to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 45. b) Destroy life, health, and disability insurance enrollment forms 4 years after termination of coverage.	
25.	EMPLOYEE PERFORMANCE REVIEW FILE	a) Destroy in office supervisor approved and signed work plans after 3 years. b) Destroy in office remaining records when administrative value ends.	
26.	EMPLOYEE POLYGRAPH RECORDS Includes statements informing employee of the time, place and reasons for the test. Copy of notice sent to examiner identifying employee to be tested. Copies of opinions, reports, or similar records generated by the examiner and provided to the agency.	Destroy in office 3 years from the date the test was given, or from the date the test was requested if no examination was given.	29 CFR 801.30
27.	EMPLOYEE SECURITY RECORDS Records concerning the issuance of keys, identification cards, pass, parking permits, etc., to employees.	Destroy in office when administrative value ends.	
28.	EMPLOYEE SUGGESTIONS	Destroy in office when administrative value ends.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

STANDARD-5: PERSONNEL RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
29.	EMPLOYEE TRAINING AND EDUCATIONAL RECORDS Includes employee-specific records (certificates, transcripts, test scores, etc.) and non-employee-specific records (training manuals and aids, syllabi, course outlines, attendance rosters, etc.) relating to the training, testing, or continuing education of employees.	a) Transfer employee-specific records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 45 if such training and testing is required for the position held or could affect career advancement. b) Destroy in office non-employee-specific records 1 year from date record was created. c) Destroy in office remaining records when administrative value ends.	29 CFR 1627.3
30.	EMPLOYEE WORKS SCHEDULES AND ASSIGNMENT RECORDS Records concerning work, duty, shift, crew, or case schedules, rosters, or assignments.	Destroy in office when administrative value ends.	
31.	EMPLOYMENT APPLICATIONS AND RESUMES Records submitted by job applicants for vacant positions or by current employees for promotion, transfer, or training opportunities. May include applications, transcripts, resumes, letter of reference and similar records.	a) Transfer application, resumes, transcripts and similar records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 45. b) Destroy in office all remaining records concerning individuals hired 2 years from date record was created, received, or the personnel action involved. c) Destroy in office records concerning individuals not hired 2 years after date of receipt, if no charge of discrimination has been filed. If charge has been filed, destroy in office 1 year after resolution of charge.* d) Destroy in office unsolicited applications/resumes, and those received after posted closing dates in office 2 years after receipt.	29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49
32.	EMPLOYMENT LISTINGS, ADVERTISEMENTS AND ANNOUNCEMENTS	Destroy in office after 2 years.	29 CFR 1602

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
33.	<p>EMPLOYMENT SELECTION RECORDS Records concerning the selection of applicants for vacant positions or of current employees for promotion, transfer, or training opportunities. May include interview documentation, rosters, eligibility lists, test ranking sheets, justification statements, background and criminal history checks, health or physical examinations, and similar records.</p> <p>See also APTTITUDE AND SKILLS TESTING RECORDS item 6, page 36.</p>	<p>a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 45.</p> <p>b) Destroy in office all remaining records in office 2 years after resolution of all actions.</p>	<p>29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49 29 CFR 1627.3</p>
34.	<p>EQUAL EMPLOYMENT OPPORTUNITY (EEO) CASE RECORDS Records concerning discrimination complaints and requests for reasonable accommodation received and resolved by the library.</p>	<p>a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 45</p> <p>b) Destroy in office all remaining records 2 years after resolution of case.*</p>	<p>29 CFR 1602.31</p>
35.	<p>EQUAL EMPLOYMENT OPPORTUNITY (EEO) RECORDS AND REPORTS Reports filed with the Equal Employment Opportunity Commission (EEOC) in accordance with the provisions of Title VII and the Americans with Disabilities Act (ADA). May include compiled documentation used to complete EEO reports.</p>	<p>Destroy in office after 3 years.</p>	<p>29 CFR 1602</p>
36.	<p>EQUAL PAY RECORDS Includes reports, studies, aggregated or summarized data, and similar documentation compiled to comply with the Equal Pay Act.</p>	<p>Destroy in office after 2 years.</p>	<p>29 CFR 1620.32</p>

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
37.	FAMILY MEDICAL LEAVE ACT (FMLA) RECORDS Records concerning leave taken, premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over FMLA and other related records.	Destroy in office 3 years after leave ends.*	29 CFR 825.500(b)
38.	FRINGE BENEFITS FILE	Destroy in office when reference value ends.	
39.	GRIEVANCE FILE Includes initial complaint, investigations, actions, summary, and disposition. May include disciplinary correspondence. See also DISCIPLINARY FILE item 11, page 96.	a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 45. b) Destroy in office all remaining records after 2 years.	
40.	HEALTH INSURANCE FILE Completed claim forms and other records concerning employees covered by health plans.	Destroy in office after 2 years.*	
41.	INCREMENTS FILE	Destroy in office when released from all audits.	
42.	INTERNSHIP PROGRAM FILE	Destroy in office after 3 years.	
43.	LEAVE FILE Records concerning employee leave including requests for and approval of sick, vacation, overtime, buy-back, shared, donated, military, etc.	a) Destroy in office records concerning military service leave 5 years after returning for active duty.* b) Destroy in office records concerning non-military service leave after 5 years.*	5 CFR 1208 29 CFR 825.500(b)
44.	LEAVE WITHOUT PAY FILE	Destroy in office 5 years after return of employee or termination of employment.	
45.	LONGEVITY PAY REQUESTS	Destroy in office when released from all audits.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

<i>ITEM #</i>	<i>STANDARD-5: PERSONNEL RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
46.	MERIT AND SENIORITY SYSTEM RECORDS	a) Destroy in office employee-specific records after 3 years. b) Destroy in office system and plan records 1 year after no longer in effect.	29 CFR 1627.3
47.	PERSONNEL ACTION NOTICES Records used to create or change information in the personnel records of individual employees concerning such issues as hiring, termination, transfer, pay grade, position or job title, name change and leave.	a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 45. b) Destroy in office all remaining records 2 years from date record was created, received, or the personnel action involved.	
48.	PERSONNEL RECORDS (OFFICIAL COPY) Official copy of personnel file maintained on each agency employee. May include basic employee information and records and forms relating to the selection or non-selection, promotion, transfer, leave, salary, suspension, and termination of employment. See also EMPLOYEE MEDICAL RECORDS item 22, page 40.	Destroy in office 30 years from date of separation.	G.S. § 160A-168 (Municipal Employees) G.S. § 153A-98 (County Employees)
49.	PERSONNEL RECORDS (REFERENCE COPY) Duplicate copy of official personnel jacket that is often maintained below the department level by supervisors.	a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 45. b) Destroy in office remaining records when administrative value ends.	
50.	POLICIES AND PROCEDURES (PERSONNEL)	a) Retain official copy of internal agency personnel policies permanently. b) Destroy in office reference copies and external policy procedures when superseded or obsolete.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
51.	POSITION CLASSIFICATION/POSITION HISTORY FILE See also POSITION DESCRIPTION RECORDS item 53, page 46.	a) Destroy in office when superseded or obsolete. b) Retain records with historical value permanently.	
52.	POSITION CONTROL CARDS	Destroy in office when reference value ends.	
53.	POSITION DESCRIPTION RECORDS Includes information on job title, grade, duties, agency assigned, duties and responsibilities.	Destroy in office 2 years from the date record is superseded.	29 CFR 1620.32
54.	POSITION REQUISITION AND ANALYSIS RECORDS Records used to fill vacant positions and request new positions.	Destroy in office when administrative value ends.	
55.	SALARY SURVEY RECORDS	Destroy in office when administrative value ends.	
56.	SERVICE AWARDS AND COMMENDATIONS Includes award and selection committee reports, nominations, selection criteria, and similar employee recognition or incentive programs administrative records.	a) Transfer employee-specific records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 45. b) Destroy in office all remaining records 2 years from date record was created, received, or the personnel action involved.	
57.	TEMPORARY EMPLOYEE RECORDS Records concerning temporary employees who were not provided or eligible for benefits. Does not include personnel records created for specific federal programs.	a) If employee is a library employee, transfer applicable records to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 45. b) If the employee is a temporary service company employee, destroy in office 3 years from date of separation.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

<i>ITEM #</i>	<i>STANDARD-5: PERSONNEL RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
58.	UNEMPLOYMENT COMPENSATION CLAIMS Claim form and other related records concerning unemployment compensation cases.	Destroy in office after 3 years.*	
59.	UNEMPLOYMENT COMPENSATION REPORTS Quarterly reports showing month-to-date wages, month-to-date compensation, year-to-date wages, and year-to-date compensation for each employee. May be filed with Employment Security Commission.	Destroy in office after 3 years.*	
60.	UNEMPLOYMENT INSURANCE FILE	a) Transfer original records to the N.C. Department of Commerce, Unemployment Insurance Division, when received. b) Destroy in office remaining records after 2 years.	
61.	VOLUNTEER RECORDS Records concerning individuals who volunteered to assist with various agency activities and/or serve on boards.	Destroy in office 3 years from date of last inquiry or entry.	
62.	WORKERS' COMPENSATION PROGRAM (ADMINISTRATIVE) FILE Includes program policies, guidelines, and related administrative documentation.	a) Retain records with historical value permanently. b) Destroy in office when administrative value ends.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

STANDARD-5: PERSONNEL RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
63.	<p>WORKERS' COMPENSATION PROGRAM CLAIMS FILE</p> <p>Records concerning workers' compensation claims filed by employees' supervisors concerning accidental injuries or illnesses suffered on the job. May include Employer's Report of Injury to Employee (Form 19), accident investigation reports, medical reports, reference copies of medical invoices, and other related records. Also includes reference copies. (Records concerning claims filed for injuries that occurred prior to July 5, 1994 are considered permanent records in compliance with <i>Hylar v. GTE Prods. Co.</i>, 333 N. C. 258 S.E.2d 698 (1993).)</p>	<p>a) Retain in office permanently records concerning claims filed for injuries that occurred prior to July 5, 1994. Transfer official copy of claim records to the Industrial Commission in compliance with G.S. §97-92(a), and in accordance with library personnel policy. Retain in office permanently records concerning claims filed for injuries that occurred on or after July 5, 1994, for which the Industrial Commission form "Employee's Claim for Additional Medical Compensation Pursuant to N.C. Gen. Stat. §97-25.1" (Form 18M) has been filed. Destroy remaining records in office 5 years after closing, in accordance with G.S. §97-24(c), if no litigation, claim, audit, or other official action involving the records has been initiated.*</p> <p>b) If official action has been initiated, transfer to LITIGATION CASE RECORDS item 11, page 34.</p>	<p>Comply with applicable provisions of G.S. § 8-53 regarding the confidentiality of physician-patient records.</p>

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

STANDARD-6. PROGRAM OPERATIONAL RECORDS: AIRPORT RECORDS

Official records and materials created and accumulated incidental to the operation of a municipal, county, or regional airport.

<i>ITEM #</i>	<i>STANDARD-6: PROGRAM OPERATIONAL RECORDS: AIRPORT RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
1.	AIR SPACE CONSTRUCTION FILES Applications to construct structures which may obstruct flight space. May include correspondence and related records.	Destroy in office after 5 years.	
2.	AIRFIELD INSPECTION FILES Records concerning airfield inspections on runway conditions, fire and rescue facilities, ground vehicle control and other airport condition information.	Destroy in office after 1 year.	14 CFR 139.301
3.	AIRPORT CERTIFICATION MANUAL Manual containing a description of operating procedures, facilities and equipment, responsibility assignments, and any other information needed by personnel concerned with operating the airport.	a) Destroy in office when superseded or obsolete. b) Retain records with historical value permanently.	14 CFR 139.201
4.	AIRPORT MASTER RECORD FILES Federal Aviation Administration (FAA) form 5010 documenting basic information concerning airports.	Destroy in office when superseded.	
5.	DAILY LOG BOOKS (AIRPORT CONSTRUCTION) Daily log books kept by inspectors and project engineers on the progress of airport construction.	Destroy in office 5 years from the date of enrollment.	29 CFR 30.8(e)

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-6: PROGRAM OPERATIONAL RECORDS: AIRPORT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.	<p>Access Control Records This record series consists of records pertaining to employee or contractor access to a facility or resource (e.g., office building, secure office area, parking facility, computer network) including, but not limited to, arrival/departure data, key assignment records, identification badge records, parking assignment records, network account and permission records, etc. This series does not include records relating to visitors, such as visitor logs or visitor badges.</p>	<p>a) Record copy. 1 anniversary year after superseded or employee separates from employment. b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.</p>	New item.
7.	<p>Communications Audio Recordings This record series consists of audio recordings of radio and telephone communications and complaint calls. The series includes recordings of telephone calls to and from the police, sheriff department, or other dispatch office/agency, including 911 calls. The recordings are made for backup of activity reports, complaint records, and office operations, such as to verify times complaints are telephoned into the department or office/agency.</p>	<p>a) Record copy. 30 days. b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.</p>	<p>FOR CUSTOMER COMPLAINTS/SERVICE REQUESTS SEE STANDARD 1, ITEM</p> <p>Need to talk about Law Enforcement stuff.</p>
8.	<p>Disaster Preparedness Plans This record series consists of disaster preparedness and/or recovery plans adopted by an agency.</p>		RISK MNGMT, ITEM 5
9.	<p>Disaster Preparedness Drill Records This record series consists of the results of disaster preparedness exercises and supporting documents including scenarios, location of safety related drills, timetables, response times, probable outcomes, areas of difficulty, descriptions of how difficulties were resolved, and areas for improvement. The types of drills include, but are not limited to, fire, tornado, safety, hurricane, and SARA (Superfund Amendments and Reauthorization Act) chemical spills.</p>		RISK MNGMT, ITEM 5

*See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.

ITEM #	STANDARD-6: PROGRAM OPERATIONAL RECORDS: AIRPORT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	
10.	<p>Electronic Funds Transfer Records This record series consists of the documentation necessary to establish and maintain the electronic transfer of funds. This series may include, but is not limited to: an agreement between two parties; a form which lists both institutions' authorizations; canceled deposit slips or checks; and documentation of the termination of service or transfer of service to a new institution. This series does not include records of specific individual deposits or payments.</p>	<p>a) Record copy. 5 fiscal years after termination of service agreement/ authorization.</p> <p>b) Duplicate. Retain until obsolete, superseded, or administrative value is lost.</p>	<p>We could maybe stretch it and call this Authorization forms, Item 7, p.13. But I want to talk to you and some other folks first.</p>
11.	<p>Fee/Service Schedules This record series consists of a price sheet or report identifying the types of goods or services provided by the agency and any associated fees. The series may also include supporting documents used to determine service costs and fees, including but not limited to rates and charges.</p>	<p>a) Record copy. 3 fiscal years after obsolete or superseded.</p> <p>b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.</p>	<p>Usually things like this are entered in a policy manual or gov. board minutes and are retained with those records.</p>
12.	<p>Geographical Information Systems (GIS) This record series consists of individual layers of data and/or datasets used to populate Geographical Information Systems (GIS). Data layers and datasets may include, but are not limited to, vector data, such as point, line, and polygon data; imagery data, such as satellite imagery and aerial imagery; topographic data, including elevation data and terrain contours; land use and planning data, including habitat data, road data, zoning, and parcel ownership; and jurisdictional boundary data, including political subdivisions, historic districts, school districts, and urban growth areas.</p>	<p>a) Record Copy. Retain until obsolete, superseded, or administrative value is lost.</p> <p>b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.</p>	<p>If there is something you are creating, like runway maps, that would probably be permanent. If you are pulling in layers and data from other agencies, that would be reference material, you could dispose of when no longer needed, would not need to schedule</p>

*See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.

STANDARD-6: PROGRAM OPERATIONAL RECORDS: AIRPORT RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.	Information Request Records This record series consists of correspondence accumulated in answerings inquiries from the public. This may include requests for: publications or services provided by the airport authority; insepction and/or copies of public records; confirmation of meeting or event times/dates/locations; information on outstanding liens; and general airport authority information (e.g., mission statement, telephone list, map/directions, employee directory, etc.).	a) Record Copy. 1 fiscal year provided applicable audits have been released. b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.	Item 50, page 9 Public Records Disclosure Requests.
14.	Inspection Records This record series consists of inspection reports, logs, and summaries relating to employees, equipment, materials, and facilities safety and security. Retention is pursuant to North Carolina's Statute of Limitations.	a) Fire Extinguisher – Record copy 1 anniversary year or life of equipment, whichever is sooner. b) Fire/Security/Safety – Record copy. 4 calendar years after inspection provided applicable audits have been released.	Health & Safety Records Item 10 p58. Fire & Safety File, Item 7 p.58 Equip. Recs Item 21 p4
15.	Land development and planning studies and reports This record series documents local government and airport authority land use and development planning. The series may include, but is not limited to, feasibility studies, reports, analyses, projections, graphic material, and related planning documents produced by outside consultants or in-house staff. The records may relate to comprehensive planning, capital improvements, land use and open space, economic development, housing renewal, regional intergovernmental cooperation, transportation, airports, long range forecast, and other aspects of local government planning.	a) Record Copy. Permanent b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.	New item
16.	Parking Decals/Permit Records This record series consists of applications for parking decals or permits allowing employees, tenants, or others to park in designated areas, lots, or spaces, along with any related documentation.	a) Record Copy. 2 fiscal years after expiration or cancellation of parking privileges provided applicable audits have been released. b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.	Item 44, page 8, parking file

*See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.

ITEM #	STANDARD-6: PROGRAM OPERATIONAL RECORDS: AIRPORT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
17.	<p>Payment Card Sensitive Authentication Data This record series consists of elements of a customer's payment card data that are used to authenticate a financial transaction using that payment card (e.g., credit card, debit card). Sensitive authentication data includes those elements defined as such by the Payment Card Industry Security Standards Council in their Data Security Standard (DSS) (Version 1.2, October 2008 or subsequent edition) and includes full magnetic stripe data (also known as full track, track, track 1, track 2, and magnetic-stripe data); three-digit or four-digit card verification code or value; and personal identification number (PIN) or encrypted PIN block.</p>	<p>a) Record Copy. Destroy immediately upon completion of transaction. b) Duplicates. Destroy immediately upon completion of transaction.</p>	Need to talk.
18.	<p>Radio Logs This record series consists of a log recording the time radio calls were received/placed, who the transmitting parties were, the reason for the call, if additional units were dispatched to a location or if information was retrieved and transmitted back to the caller. These logs may be used in regards to police, fire, EMS, or other radio dispatch operations.</p>	<p>a) Record copy. 1 fiscal year. b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.</p>	New item.

*See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.

STANDARD-7. PUBLIC RELATIONS RECORDS

Official records and materials created and accumulated by internal public information programs operated by library administrative offices.

STANDARD-7: PUBLIC RELATIONS RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	ADVERTISEMENTS Includes advertisements of special events and services concerning the agency which appear in newspapers, journals, newsletters etc.	a) Destroy the advertisements in office 3 years after expiration.* b) Destroy in office billing information and other fiscal records when released from all audits. c) Retain record with historical value permanently. d) Destroy remaining records in office when reference value ends, but within 5 years.	
2.	AGENCY PUBLICATIONS	a) Retain records with historical value permanently. b) Destroy remaining copies in office when administrative value ends.	
3.	AUDIO RECORDINGS (PUBLIC RELATIONS)	a) Retain records with historical value permanently. b) Destroy remaining records in office when administrative value ends.	
4.	BIOGRAPHICAL DATA	a) Retain records with historical value permanently. b) Destroy in office remaining records when reference value ends.	
5.	FILMS FILE	a) Retain records with historical value permanently. b) Destroy in office remaining films when administrative value ends.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-7: PUBLIC RELATIONS RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.	NEWS CLIPPINGS	a) Retain records with historical value permanently. b) Destroy in office remaining items when reference value ends.	
7.	NEWS AND PRESS RELEASES	a) Retain records with historical value permanently. b) Destroy in office remaining items when administrative value ends.	
8.	PHOTOGRAPHS	a) Retain records with historical value permanently. b) Destroy in office remaining items when administrative value ends.	
9.	PUBLIC RELATIONS FILE Records concerning overall public relations of library administrative offices. May include procedures, correspondence, and other related records.	Destroy in office after 5 years.	
10.	SLIDES	a) Retain records with historical value permanently. b) Destroy in office remaining items when administrative value ends.	
11.	SPEECHES	a) Retain records with historical value permanently. b) Destroy in office remaining items when administrative value ends.	
12.	VIDEO RECORDINGS	a) Retain records with historical value permanently. b) Destroy in office remaining items when administrative value ends.	
13.	VISUAL AIDS	Destroy in office when administrative value ends.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

STANDARD-7: PUBLIC RELATIONS RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
14.	WEBSITE (ELECTRONIC) FILE Electronic records concerning the administration and maintenance of the library's Web site. (A network administrator or information systems office may maintain electronic files.)	a) Retain records with historical value permanently. Can be maintained in electronic or paper form. b) Erase/destroy in office when superseded or obsolete.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

STANDARD-8. RISK MANAGEMENT RECORDS

Official records created and accumulated for use by airport authority risk management offices.

<i>ITEM #</i>	<i>STANDARD-8: RISK MANAGEMENT RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
1.	ACCIDENT/INCIDENT REPORTS (CUSTOMER AND EMPLOYEE) See also WORKERS' COMPENSATION PROGRAM CLAIMS FILE item 63, page 48.	a) Transfer records resulting in workers' compensation to WORKERS' COMPENSATION PROGRAM CLAIMS FILE item 63, page 48. b) Destroy in office remaining employee claims 3 years after settlement or denial of claim.* c) Destroy in office non-employee accident reports 3 years after settlement or denial of claim.* d) Destroy in office reports that do not result in claims or official action after 3 years. e) Destroy in office reports of minors after minor has reached age of 21.	
2.	ASBESTOS MANAGEMENT PLAN	a) Destroy in office 1 year after building is demolished. b) If building is sold transfer records to new owner.	29 CFR 1910.1001
3.	BLOODBORNE PATHOGEN TRAINING RECORDS Includes records showing date of training sessions, contents or summaries of sessions, names of employees attending, and names and qualification of instructors.	Destroy in office after 3 years.	29 CFR 1910.1030(h)(2)(ii).
4.	CLAIM COST REPORTS AND/OR STATEMENTS	Destroy in office after 3 years.*	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-8: RISK MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
5.	DISASTER AND EMERGENCY MANAGEMENT PLANS Records concerning preparedness, evacuations, and operations in the event of a disaster (natural, accidental, or malicious).	Destroy in office when superseded or obsolete.	Comply with applicable provisions of G.S. §132-1.6 regarding the confidentiality of security records.
6.	EMPLOYEE MEDICAL EXPOSURE RECORDS Records concerning the exposure of employees to potential hazardous materials, including asbestos and bloodborne pathogens.	Destroy in office exposure records 40 years from date of exposure or 30 years from date of separation.*	29 CFR 1910.
7.	FIRE AND SAFETY FILE	Destroy in office when superseded or obsolete.	
8.	FUEL OIL STORAGE TANK RECORDS	Destroy in office closure records 3 years after completion of permanent closure.	40 CFR 280.34 40 CFR 280.74
9.	HAZARDOUS MATERIALS TRAINING RECORDS Includes records showing date of training, sessions, contents or summaries of sessions, names of employees attending, and names and qualifications of instructors.	Destroy in office after 5 years.	
10.	HEALTH AND SAFETY RECORDS Records concerning agency safety measures. May include reports, logs and similar records documenting health and safety inspections of agency facilities.	Destroy in office when superseded or obsolete.	
11.	HOLD HARMLESS AGREEMENTS Agreements assuming liability. These agreements may be between the local government and an individual or a business. See also CONTRACTS AND AGREEMENTS item 3, page 32.	Destroy in office 3 years after date of termination or settlement of all claims.*	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-8: RISK MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.	INSURANCE AUDITS, SURVEYS AND REPORTS	Destroy in office when administrative value ends.	
13.	LOSS CONTROL INSPECTION REPORTS Self-inspections to identify potential liabilities or hazards that may exist in agency-owned buildings or property.	Destroy in office when administrative value ends.	
14.	LOST AND STOLEN PROPERTY REPORTS Includes reports of vandalism.	Destroy in office after 3 years.*	
15.	MATERIAL SAFETY DATA SHEETS Forms supplied to local government agencies from manufacturers and distributors of hazardous materials.	Destroy in office 30 years after materials have been disposed of according to manufacturer's instructions. <i>Retention Note: A data sheet for a mixture may be discarded if the new data sheet includes the same hazardous chemicals as the original formulation. If the formulation is different, both data sheets must be retained for 30 years. Data sheets may also be discarded if some other record identifying the substances used, where it was used, and when it was used is retained the required 30 year period.</i>	29 CFR 1910.1200 and 29 CFR 1910.22E
16.	NOTIFICATION OF PENALTY ASSESSMENT FILE	Destroy in office after 6 years.	
17.	OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) FILE Records concerning injury or illness, extent and outcomes, summary totals for calendar year, and OSHA forms 101 and 200.	Destroy in office after 5 years.	
18.	RESPIRATOR PROGRAM RECORDS Includes respirator fit test records.	Destroy in office when administrative value ends.	
19.	SELF-INSURER CERTIFICATION FILE	Destroy in office 6 years from date of termination or settlement of all claims.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

<i>ITEM #</i>	<i>STANDARD-8: RISK MANAGEMENT RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
20.	U.S. BUREAU OF LABOR STATISTICS AND SUMMARY FILE	Destroy in office when administrative value ends.	

**See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

North Carolina Department of Cultural Resources
Division of Historical Resources
Government Records Branch

REQUEST FOR CHANGE IN RECORDS SCHEDULE

TO Assistant Records Administrator
N.C. Division of Historical Resources
Government Records Branch
4615 Mail Service Center
Raleigh, NC 27699-4615

FROM Name _____
County _____
Agency or department _____
Phone _____

INSTRUCTIONS

Use this form to request a change in the records retention and disposition schedule governing the records of your agency. Submit the signed original, and keep a copy for your file. A proposed amendment will be prepared and submitted to the appropriate state and local officials for their approval and signature. Copies of the signed amendment will be sent to you for insertion in your copy of the schedule.

CHANGE REQUESTED

_____ Add a new item
_____ Delete an existing item Standard Number _____ Page _____ Item Number _____
_____ Change an retention period Standard Number _____ Page _____ Item Number _____

TITLE OF RECORDS SERIES IN SCHEDULE OR PROPOSED TITLE

INCLUSIVE DATES OF RECORDS _____ VOLUME OF RECORDS IN LINEAR INCHES _____

DESCRIPTION OF RECORDS

PROPOSED RETENTION PERIOD

Requested by: _____, _____, _____
Signature Title Date

**North Carolina Department of Cultural Resources
Division of Historical Resources
Government Records Branch**

REQUEST FOR DISPOSAL OF ORIGINAL RECORDS DUPLICATED BY ELECTRONIC MEANS

TO Assistant Records Administrator
N.C. Division of Historical Resources
Government Records Branch
4615 Mail Service Center
Raleigh, NC 27699-4615

FROM Name _____
County _____
Agency or department _____
Phone number _____

Use this form to request an amendment to your programs schedule from the Department of Cultural Resources to dispose of paper records you have scanned, entered into databases, or otherwise duplicated through digital imaging or other conversion to computer or digital environments. This form does not apply to records, which have been microfilmed or photocopied. In addition, this form does not apply to records with a permanent retention or that are to be transferred to the State Archives. Records with a permanent retention or which will come to the State Archives must have a paper of microfilm copy.

A completed copy of the "Electronic Records Production Control Self-Warranty" form **must** be attached. It can be found in the North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems.

RECORDS TITLE	DESCRIPTION	INCLUSIVE DATES	QUANTITY	MICROFILMED? (YES OR NO)	RETENTION PERIOD

Requested by: _____, _____, _____
Signature Title Date

Approved by: _____, _____, _____
Signature Head of Governing Board Date

Concurred by: _____, _____, _____
(as indicated) Signature Assistant Records Administrator Date
NC Division of Historical Resources

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MEMORANDUM

TO: Members of the Airport Authority

FROM: Lew Bleiweis, Airport Director

DATE: June 10, 2011

ITEM DESCRIPTION – New Business Item B

Approval of Electric Belt Loaders Asset Transfer

BACKGROUND

In December 2008 staff submitted a grant application to the North Carolina Department of Environmental and Natural Resources (NCDENR) in the amount of \$190,000 for a 2009 Mobile Source (diesel) Emissions Reduction Grant. This grant request was to aid in reducing carbon emissions by purchasing four electric baggage belt loaders for the airlines, thereby allowing them to take four diesel/gasoline operated loaders out of service.

Ultimately, the grant request was reduced to \$142,500 by NCDENR and finally awarded in late August 2010. The new amount was to cover the cost of three electric baggage belt loaders and electrical service/charging stations for the equipment.

In December 2010 the Board approved a contract award to purchase three belt loaders in the amount of \$119,805. The three belt loaders were delivered in late March and placed in service with US Airways and ExpressJet in April.

The original concept behind the grant was for the airlines to remove the diesel equipment off the airport and out of Asheville. As staff was closing out the grant paperwork with the State, NCDENR informed staff that the diesel equipment being replaced by the electric equipment had to be destroyed not just removed from Asheville. Since the Authority did not own any of the diesel belt loaders, it was not up to the Authority to destroy an airline asset. Staff held discussions with the airlines that received the new electric loaders. US Airways and ExpressJet were both willing to destroy diesel belt loaders in return for the new electric loaders. The Authority caveated the asset transfer under the condition that the electric belt loaders had to stay

New Business – Item B



in Asheville for at least three years. If either of the airlines discontinued air service to Asheville, then the equipment has to be relocated elsewhere within the State. Both US Airways and ExpressJet are accepting of the deal.

The FY10/11 budget currently reports the purchase of the electric belt loaders as the Authority's Equipment and Small Capital Outlay. Since the electric belt loaders have instead been purchased for the airlines, an amendment to the FY10/11 budget is needed to show the purchase as an expenditure instead of a capital purchase.

ISSUES

None

ALTERNATIVES

None

FISCAL IMPACT

This asset transfer is a net gain sum of zero. The State via the grant process is paying 100% of the electric belt loader acquisition. In addition, by not owning the equipment, the Authority will not incur any operation and maintenance expenses.

The budget amendment will increase FY10/11's budgeted Executive Department expenditures by \$119,805 and decrease Equipment and Small Capital Outlay expenditures by \$119,805.

RECOMMENDED ACTION

It is respectfully requested that the Authority Board resolve to (1) approve the transfer of assets for one electric belt loader to US Airways and two electric belt loaders to ExpressJet, (2) amend the FY10/11 budget by adopting the following budget ordinance amendment, and (3) authorize the Airport Director to execute the necessary documents.

It is respectfully requested that the Airport Authority Board:



ASHEVILLE REGIONAL AIRPORT AUTHORITY
New Business Item B
Approval of Electric Belt Loaders Asset Transfer

BE IT ORDAINED by the Asheville Regional Airport Authority that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2011:

Section 1. To amend the appropriations as follows:

EXPENDITURES:

	<u>Decrease</u>	<u>Increase</u>
Executive Department		\$119,805
Equipment and Small Capital		
Outlay	\$119,805	
Totals	<u>\$119,805</u>	<u>\$119,805</u>

This will result in no net increase in the appropriations.

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

Adopted this 10th day of June, 2011.

David Hillier, Chairman

Attested by:

Jeffrey A. Piccirillo, Secretary-Treasurer



MEMORANDUM

TO: Members of the Airport Authority

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

DATE: June 10, 2011

ITEM DESCRIPTION – Information Section Item A

April, 2011 Traffic Report – Asheville Regional Airport

SUMMARY

April 2011 overall passenger traffic numbers were down 9%. Passenger traffic numbers reflect a 9.5% decrease in passenger enplanements from April 2010. Enplanements for fiscal year to date total 302,728.

AIRLINE PERFORMANCE

AirTran Airways: AirTran's April 2011 enplanements increased by 4.6% compared to April 2010. There were no flight cancellations for the month.

Continental Airlines: Year over Year passenger enplanements for Continental in April 2011 were down by 24.4%. There were four (4) flight cancellations for the month.

Delta Airlines: Delta's April 2011 enplanements decreased by 18.1% compared to April 2010. There were ten (10) flight cancellations for the month.

United Airlines: In April 2011, United Airlines saw a decrease in enplanements by 6.3% over the same period last year. There were no flight cancellations for the month.

US Airways: US Airways' April 2011 passenger enplanements represent a 6.5% increase. There were thirteen (13) flight cancellations for the month.

Monthly Traffic Report Asheville Regional Airport

April 2011



Category	Apr 2011	Apr 2010	Percentage Change	*CYTD-2011	*CYTD-2010	Percentage Change	*MOV12-2011	*MOV12-2010	Percentage Change
Passenger Traffic									
Enplaned	26,652	29,441	-9.5%	90,113	91,508	-1.5%	368,181	301,194	22.2%
Deplaned	<u>26,683</u>	<u>29,168</u>	-8.5%	<u>88,839</u>	<u>90,956</u>	-2.3%	<u>364,067</u>	<u>298,635</u>	21.9%
Total	53,335	58,609	-9.0%	178,952	182,464	-1.9%	732,248	599,829	22.1%
Aircraft Operations									
Airlines	196	31	532.3%	548	163	236.2%	1,545	447	245.6%
Commuter /Air Taxi	<u>1,477</u>	<u>1,677</u>	-11.9%	5,458	5,672	-3.8%	19,391	17,801	8.9%
Subtotal	<u>1,673</u>	<u>1,708</u>	-2.0%	<u>6,006</u>	<u>5,835</u>	2.9%	<u>20,936</u>	<u>18,248</u>	14.7%
General Aviation	2,815	3,623	-22.3%	9,803	12,202	-19.7%	39,353	44,858	-12.3%
Military	<u>387</u>	<u>367</u>	5.4%	<u>947</u>	<u>1,208</u>	-21.6%	<u>4,562</u>	<u>3,913</u>	16.6%
Subtotal	<u>3,202</u>	<u>3,990</u>	-19.7%	<u>10,750</u>	<u>13,410</u>	-19.8%	<u>43,915</u>	<u>48,771</u>	-10.0%
Total	4,875	5,698	-14.4%	16,756	19,245	-12.9%	64,851	67,019	-3.2%
Fuel Gallons									
100LL	25,022	22,896	9.3%	61,495	58,799	4.6%	219,533	219,959	-0.2%
Jet A (GA)	82,200	95,313	-13.8%	322,542	266,520	21.0%	1,193,315	1,108,865	7.6%
Subtotal	<u>107,222</u>	<u>118,209</u>	-9.3%	<u>384,037</u>	<u>325,319</u>	18.0%	<u>1,412,848</u>	<u>1,328,824</u>	6.3%
Jet A (A/L)	<u>241,721</u>	<u>274,328</u>	-11.9%	<u>993,679</u>	<u>970,275</u>	2.4%	<u>3,541,156</u>	<u>2,696,131</u>	31.3%
Total	348,943	392,537	-11.1%	1,377,716	1,295,594	6.3%	4,954,004	4,024,955	23.1%

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

Friday, May 20, 2011

Airline Enplanements, Seats, and Load Factors

Asheville Regional Airport

April 2011



	Apr 2011	Apr 2010	Percentage Change	*CYTD-2011	*CYTD-2010	Percentage Change
AirTran Airways						
Enplanements	1,237	1,183	4.6%	4,550	4,216	7.9%
Seats	1,521	1,521	0.0%	5,967	5,850	2.0%
Load Factor	81.3%	77.8%	4.6%	76.3%	72.1%	5.8%
American Airlines						
Enplanements	0	712	-100.0%	0	712	-100.0%
Seats	0	1,056	-100.0%	0	1,056	-100.0%
Load Factor	#Num!	67.4%	#Error	#Num!	67.4%	#Error
Continental Airlines						
Enplanements	1,538	2,034	-24.4%	5,154	5,810	-11.3%
Seats	2,400	2,600	-7.7%	9,350	10,300	-9.2%
Load Factor	64.1%	78.2%	-18.1%	55.1%	56.4%	-2.3%
Delta Air Lines						
Enplanements	12,004	14,651	-18.1%	40,868	44,890	-9.0%
Seats	15,700	18,350	-14.4%	59,350	63,800	-7.0%
Load Factor	76.5%	79.8%	-4.2%	68.9%	70.4%	-2.1%
Northwest Airlines						
Enplanements	0	0	#Num!	0	791	-100.0%
Seats	0	0	#Num!	0	1,450	-100.0%
Load Factor	#Num!	#Num!	#Error	#Num!	54.6%	#Error
United Airlines						
Enplanements	2,334	2,491	-6.3%	7,361	7,890	-6.7%
Seats	2,900	3,000	-3.3%	11,250	11,700	-3.8%
Load Factor	80.5%	83.0%	-3.1%	65.4%	67.4%	-3.0%

Friday, May 20, 2011

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

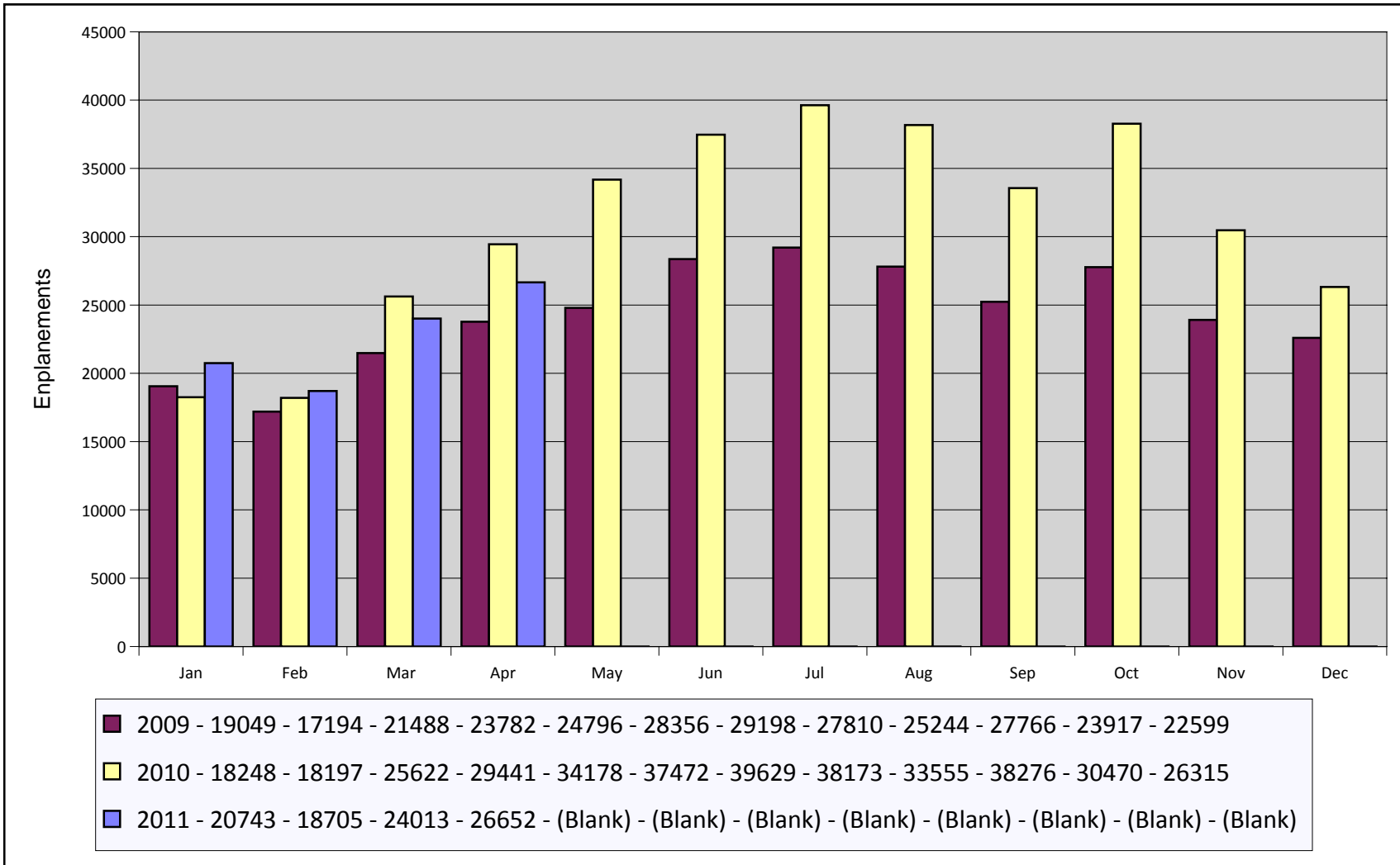
	Apr 2011	Apr 2010	Percentage Change	*CYTD-2011	*CYTD-2010	Percentage Change
US Airways						
Enplanements	8,916	8,370	6.5%	31,557	27,199	16.0%
Seats	14,755	11,375	29.7%	52,140	40,615	28.4%
Load Factor	60.4%	73.6%	-17.9%	60.5%	67.0%	-9.6%
Vision Airlines						
Enplanements	623	0	#Div/0!	623	0	#Div/0!
Seats	1,110	0	#Div/0!	1,110	0	#Div/0!
Load Factor	56.1%	#Num!	#Error	56.1%	#Num!	#Error
Totals						
Enplanements	26,652	29,441	-9.5%	90,113	91,508	-1.5%
Seats	38,386	37,902	1.3%	139,167	134,771	3.3%
Load Factor	69.4%	77.7%	-10.6%	64.8%	67.9%	-4.6%

Airline Flight Completions Asheville Regional Airport April 2011

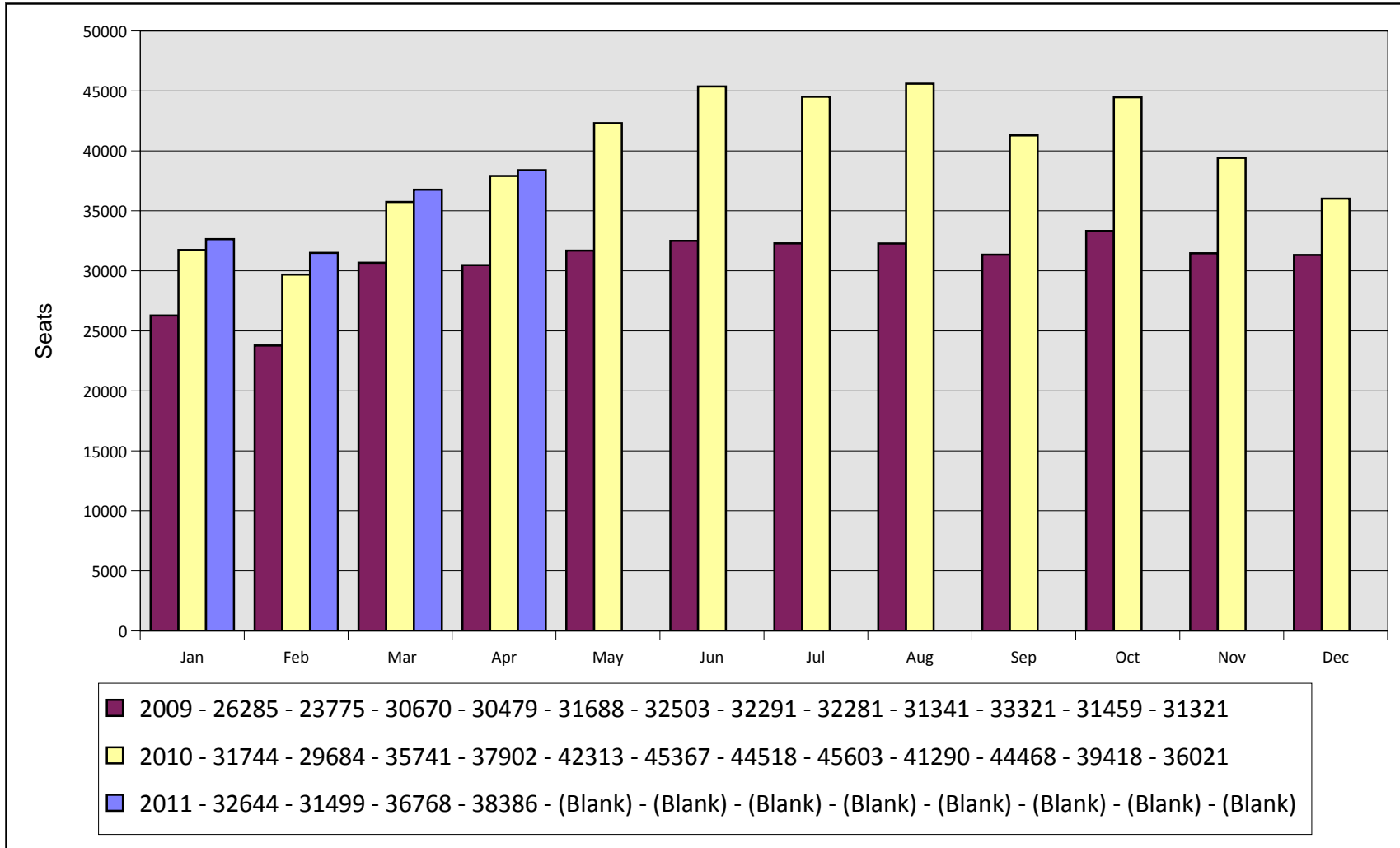


Airline	Scheduled Flights	Field	Cancellations Due To			Total Cancellations	Percentage of Completed
			Mechanical	Weather	Other		
AirTran Airways	13	0	0	0	0	0	100.0%
American Airlines	0	0	0	0	0	0	#Num!
Continental Airlines	51	0	0	4	0	4	94.1%
Delta Air Lines	324	0	0	10	0	10	97.2%
Northwest Airlines	0	0	0	0	0	0	#Num!
United Airlines	58	0	0	0	0	0	100.0%
US Airways	318	0	6	5	2	13	95.9%
Vision Airlines	9	0	0	0	0	0	100.0%
Total	773	0	6	19	2	27	96.5%

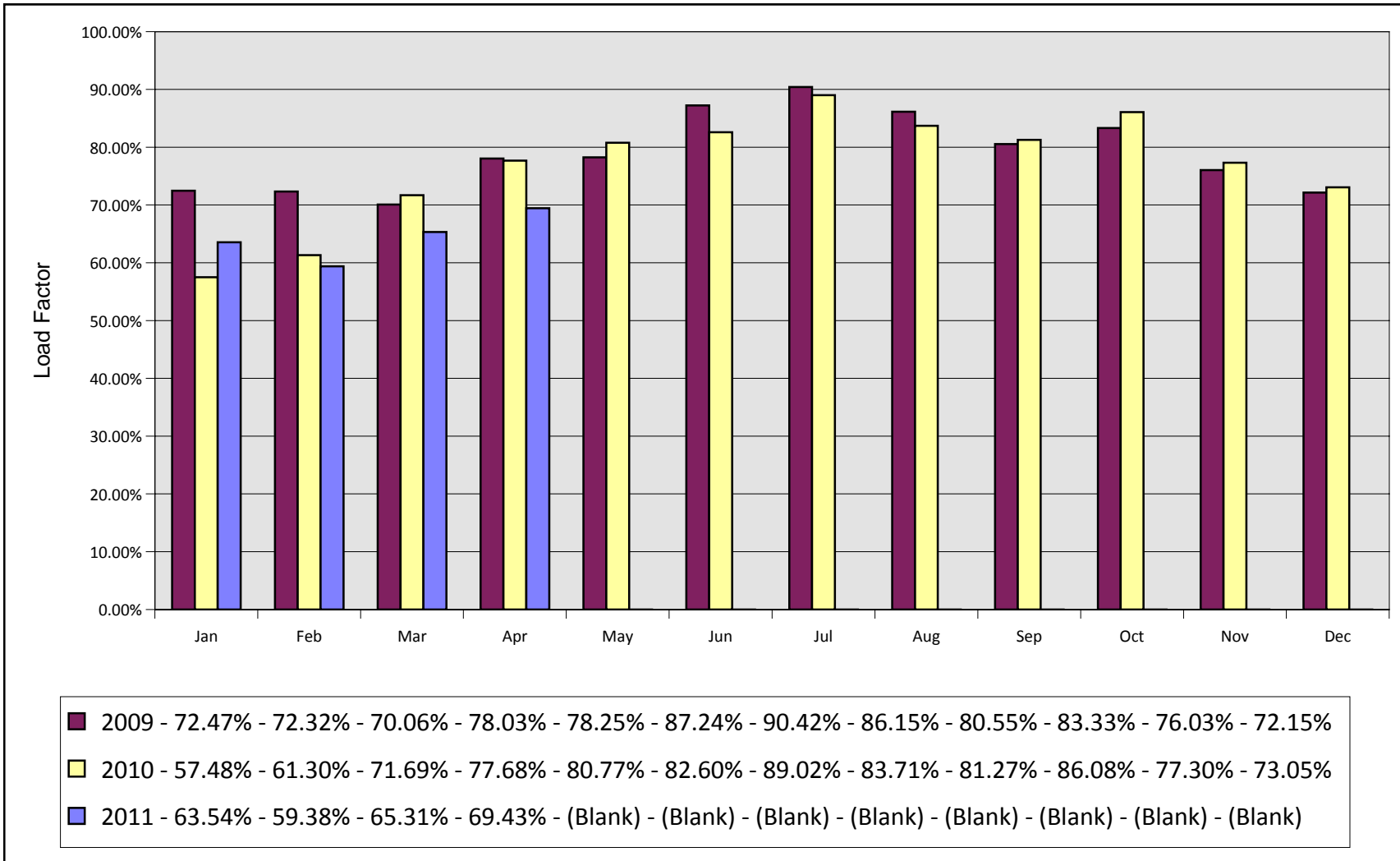
Monthly Enplanements By Year Asheville Regional Airport



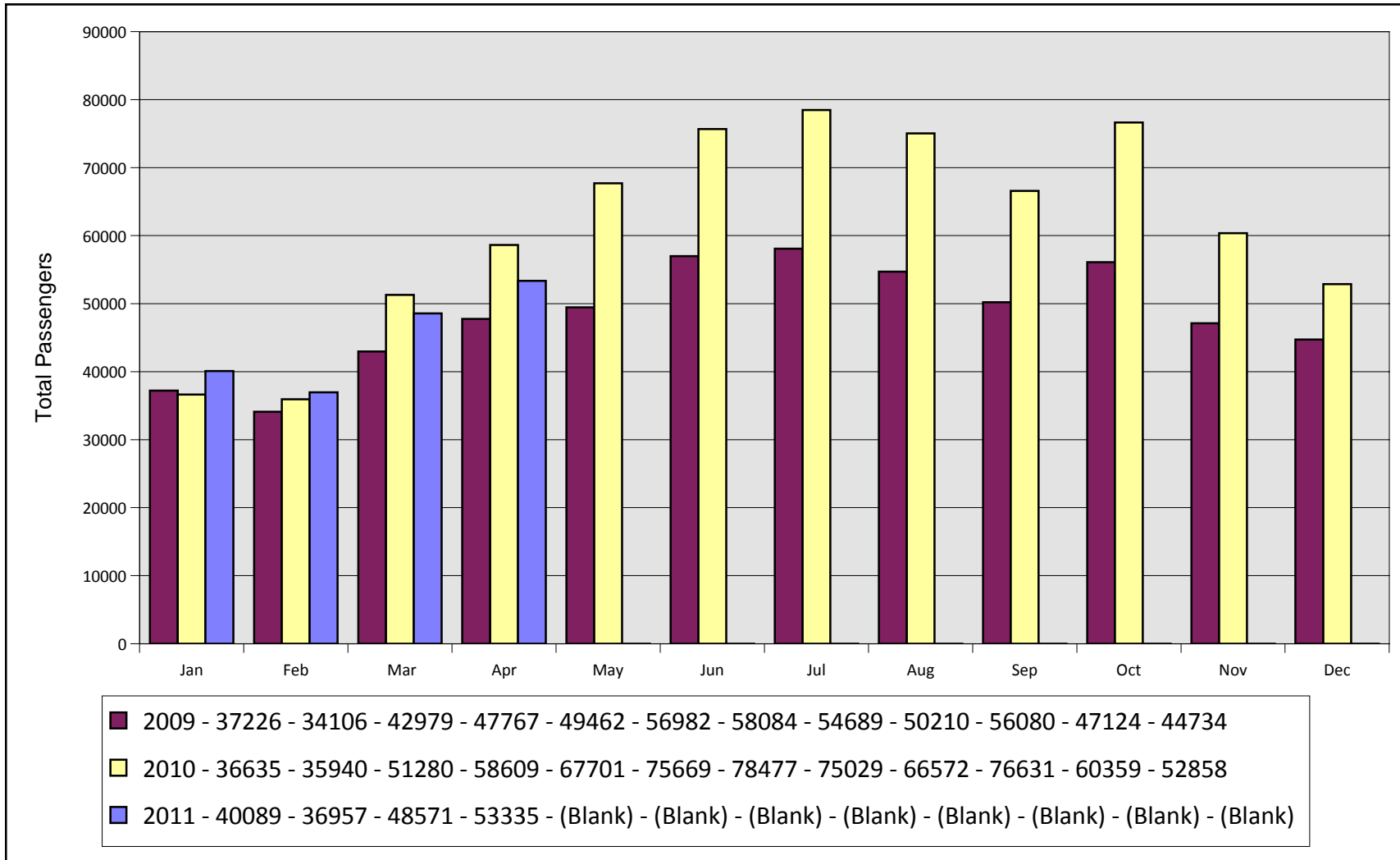
Monthly Seats By Year Asheville Regional Airport



Monthly Load Factors By Year Asheville Regional Airport

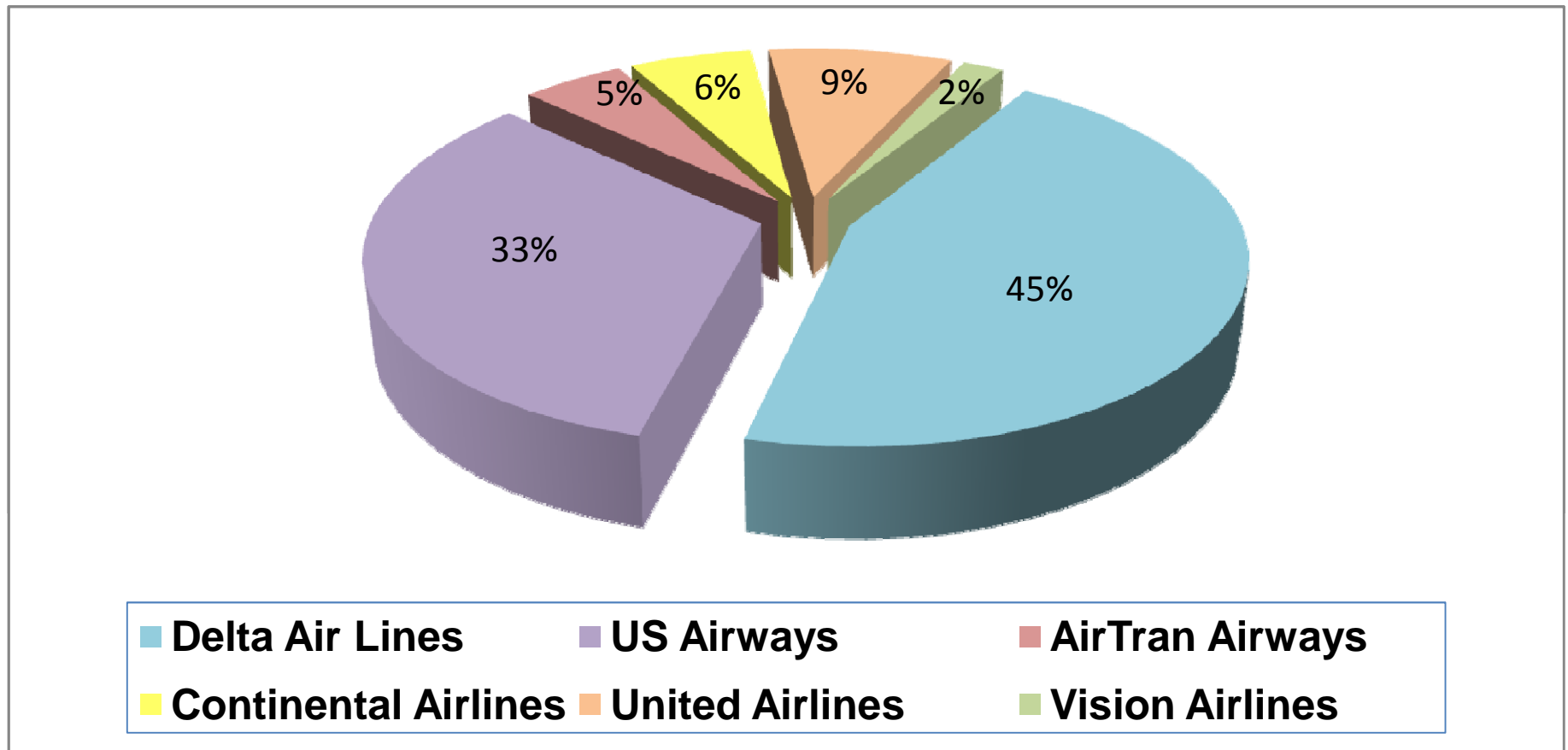


Total Monthly Passengers By Year Asheville Regional Airport

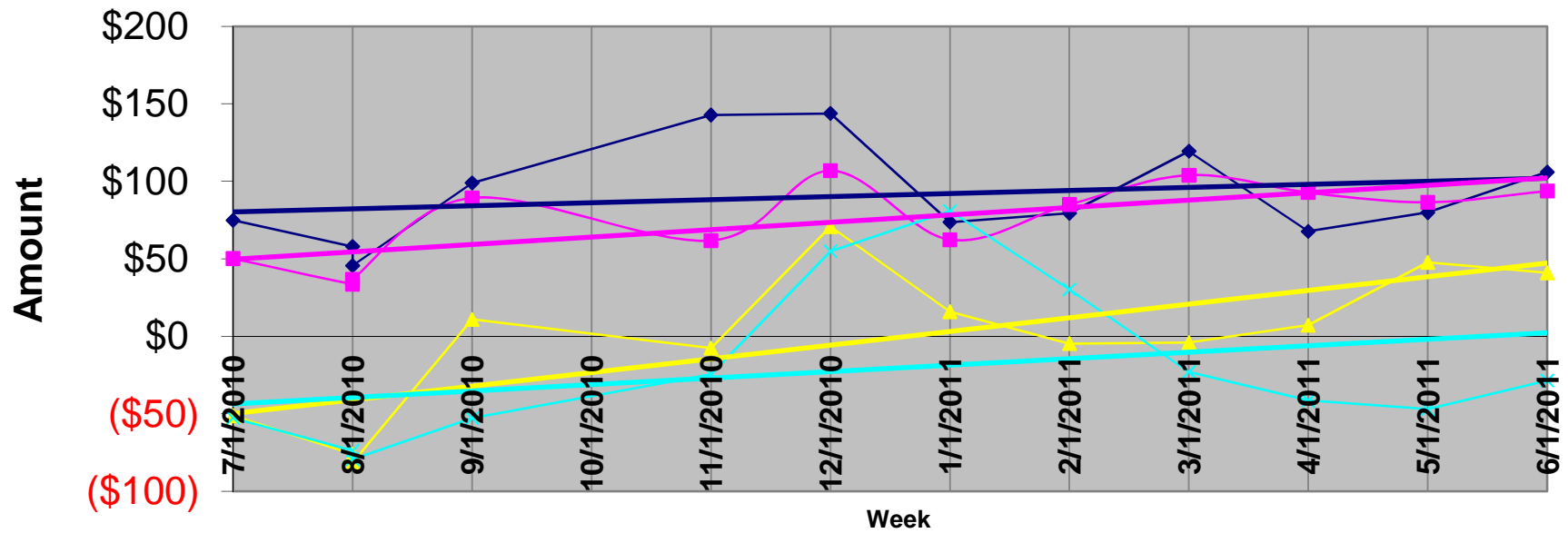


Airline Market Share Analysis (Enplanements) Asheville Regional Airport

Report Period From April 2011 Through April 2011



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 5/19/11
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	\$374	\$327	\$386	\$434	\$377	\$47	(\$12)	(\$60)	(\$3)
ATL	Atlanta	\$353		\$157	\$238	\$421	\$353	\$196	\$115	(\$68)
AUS	Austin	\$385	\$392	\$242	\$368	\$370	(\$7)	\$143	\$17	\$15
BWI	Baltimore	\$317	\$197	\$177	\$231	\$454	\$120	\$140	\$86	(\$137)
BOS	Boston	\$363	\$239	\$179	\$343	\$427	\$124	\$184	\$20	(\$64)
ORD	Chicago	\$227	\$209	\$257	\$249	\$329	\$18	(\$30)	(\$22)	(\$102)
CVG	Cincinnati	\$436	\$257	\$276	\$244	\$390	\$179	\$160	\$192	\$46
CLE	Cleveland	\$413	\$307	\$277	\$317	\$297	\$106	\$136	\$96	\$116
DFW	Dallas	\$343	\$239	\$297	\$351	\$397	\$104	\$46	(\$8)	(\$54)
DEN	Denver	\$359	\$279	\$377	\$363	\$340	\$80	(\$18)	(\$4)	\$19
DTW	Detroit	\$299	\$209	\$279	\$233	\$402	\$90	\$20	\$66	(\$103)
FLL	Fort Lauderdale	\$412	\$199	\$268	\$263	\$449	\$213	\$144	\$149	(\$37)
RSW	Ft. Myers	\$430	\$246	\$277	\$303	\$447	\$184	\$153	\$127	(\$17)
BDL	Hartford	\$358	\$329	\$237	\$309	\$381	\$29	\$121	\$49	(\$23)
IAH	Houston	\$495	\$227	\$296	\$313	\$446	\$268	\$199	\$182	\$49
IND	Indianapolis	\$384	\$189	\$239	\$243	\$470	\$195	\$145	\$141	(\$86)
JAX	Jacksonville	\$325	\$179	\$239	\$347	\$377	\$146	\$86	(\$22)	(\$52)
MCI	Kansas City	\$363	\$199	\$236	\$263	\$316	\$164	\$127	\$100	\$47
LAS	Las Vegas	\$504	\$393	\$402	\$461	\$477	\$111	\$102	\$43	\$27
LAX	Los Angeles	\$397	\$312	\$354	\$423	\$370	\$85	\$43	(\$26)	\$27
MHT	Manchester	\$378	\$329	\$181	\$366	\$459	\$49	\$197	\$12	(\$81)
MEM	Memphis	\$443	\$219	\$273	\$299	\$383	\$224	\$170	\$144	\$60
MIA	Miami	\$366	\$199	\$277	\$303	\$418	\$167	\$89	\$63	(\$52)
MKE	Milwaukee	\$339	\$207	\$236	\$274	\$306	\$132	\$103	\$65	\$33
MSP	Minneapolis/Saint Pa	\$421	\$294	\$297	\$387	\$370	\$127	\$124	\$34	\$51
BNA	Nashville	\$289	\$425	\$236	\$209	\$417	(\$136)	\$53	\$80	(\$128)
MSY	New Orleans	\$343	\$189	\$234	\$293	\$367	\$154	\$109	\$50	(\$24)

LGA	New York	\$259	\$249	\$203	\$254	\$277	\$10	\$56	\$5	(\$18)
EWR	Newark	\$450	\$269	\$277	\$263	\$447	\$181	\$173	\$187	\$3
MCO	Orlando	\$161	\$217	\$217	\$231	\$239	(\$56)	(\$56)	(\$70)	(\$78)
PHL	Philadelphia	\$344	\$209	\$239	\$276	\$443	\$135	\$105	\$68	(\$99)
PHX	Phoenix	\$329	\$309	\$309	\$263	\$317	\$20	\$20	\$66	\$12
PIT	Pittsburgh	\$347	\$189	\$237	\$253	\$337	\$158	\$110	\$94	\$10
PDX	Portland	\$405	\$445	\$397	\$456	\$393	(\$40)	\$8	(\$51)	\$12
PVD	Providence	\$429	\$327	\$181	\$299	\$417	\$102	\$248	\$130	\$12
RDU	Raleigh/Durham	\$369	\$159	\$277	\$223	\$377	\$210	\$92	\$146	(\$8)
RIC	Richmond	\$369	\$169	\$234	\$338	\$441	\$200	\$135	\$31	(\$72)
STL	Saint Louis	\$351	\$199	\$237	\$305	\$441	\$152	\$114	\$46	(\$90)
SLC	Salt Lake City	\$444	\$330	\$401	\$468	\$427	\$114	\$43	(\$24)	\$17
SAT	San Antonio	\$347	\$239	\$239	\$343	\$357	\$108	\$108	\$4	(\$10)
SAN	San Diego	\$419	\$339	\$386	\$439	\$370	\$80	\$33	(\$20)	\$49
SFO	San Francisco	\$488	\$379	\$417	\$503	\$454	\$109	\$71	(\$15)	\$34
SRQ	Sarasota/Bradenton	\$210	\$289	\$239	\$539	\$539	(\$79)	(\$29)	(\$329)	(\$329)
SEA	Seattle	\$449	\$394	\$412	\$464	\$459	\$55	\$37	(\$15)	(\$10)
SYR	Syracuse	\$343	\$309	\$269	\$423	\$425	\$34	\$74	(\$80)	(\$82)
TPA	Tampa	\$207	\$189	\$239	\$293	\$397	\$18	(\$32)	(\$86)	(\$190)
YYZ	Toronto	\$556	\$546	\$505	\$561	\$568	\$10	\$51	(\$5)	(\$12)
DCA	Washington DC	\$366	\$249	\$257	\$301	\$398	\$117	\$109	\$65	(\$32)
IAD	Washington DC	\$364	\$249	\$257	\$311	\$403	\$115	\$107	\$53	(\$39)
PBI	West Palm Beach	\$419	\$199	\$239	\$263	\$387	\$220	\$180	\$156	\$32

*These sample airfares were available 5/19/11, based on a 21 day advance purchase and a 3 day stay. Other restrictions may apply. To obtain the most up-to-date pricing information for your travel needs, please contact your travel agent or visit the following web sites: www.aa.com; www.airtran.com; www.continental.com; www.delta.com; www.united.com; www.usairways.com; www.travelocity.com; www.orbitz.com; or www.expedia.com. Airfares are subject to change without notice - and lower airfares are often not available on all dates. Please see our "special airfares" section on our web site for any last minute airfare specials. Sample airfares will be updated each Tuesday.

\$106 \$94 \$41 (\$29)

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 5/19/11
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	\$881	\$702	\$588	\$762	\$873	\$179	\$293	\$119	\$8
ATL	Atlanta	\$529		\$397	\$388	\$569	\$529	\$132	\$141	(\$40)
AUS	Austin	\$803	\$541	\$616	\$700	\$715	\$262	\$187	\$103	\$88
BWI	Baltimore	\$420	\$404	\$259	\$283	\$733	\$16	\$161	\$137	(\$313)
BOS	Boston	\$625	\$553	\$358	\$525	\$786	\$72	\$267	\$100	(\$161)
ORD	Chicago	\$383	\$470	\$601	\$426	\$433	(\$87)	(\$218)	(\$43)	(\$50)
CVG	Cincinnati	\$879	\$435	\$700	\$513	\$1,163	\$444	\$179	\$366	(\$284)
CLE	Cleveland	\$853	\$394	\$581	\$413	\$573	\$459	\$272	\$440	\$280
DFW	Dallas	\$787	\$392	\$770	\$507	\$739	\$395	\$17	\$280	\$48
DEN	Denver	\$721	\$492	\$596	\$624	\$855	\$229	\$125	\$97	(\$134)
DTW	Detroit	\$459	\$375	\$583	\$233	\$599	\$84	(\$124)	\$226	(\$140)
FLL	Fort Lauderdale	\$548	\$237	\$489	\$449	\$739	\$311	\$59	\$99	(\$191)
RSW	Ft. Myers	\$560	\$353	\$511	\$455	\$802	\$207	\$49	\$105	(\$242)
BDL	Hartford	\$542	\$699	\$509	\$436	\$493	(\$157)	\$33	\$106	\$49
IAH	Houston	\$804	\$404	\$646	\$421	\$871	\$400	\$158	\$383	(\$67)
IND	Indianapolis	\$503	\$326	\$451	\$430	\$609	\$177	\$52	\$73	(\$106)
JAX	Jacksonville	\$800	\$318	\$450	\$600	\$509	\$482	\$350	\$200	\$291
MCI	Kansas City	\$869	\$472	\$484	\$690	\$898	\$397	\$385	\$179	(\$29)
LAS	Las Vegas	\$941	\$707	\$932	\$874	\$927	\$234	\$9	\$67	\$14
LAX	Los Angeles	\$750	\$594	\$417	\$689	\$889	\$156	\$333	\$61	(\$139)
MHT	Manchester	\$744	\$660	\$419	\$653	\$742	\$84	\$325	\$91	\$2
MEM	Memphis	\$932	\$403	\$811	\$792	\$673	\$529	\$121	\$140	\$259
MIA	Miami	\$677	\$321	\$556	\$621	\$742	\$356	\$121	\$56	(\$65)
MKE	Milwaukee	\$549	\$334	\$503	\$511	\$414	\$215	\$46	\$38	\$135
MSP	Minneapolis/Saint Paul	\$771	\$475	\$675	\$614	\$821	\$296	\$96	\$157	(\$50)
BNA	Nashville	\$453	\$532	\$586	\$428	\$558	(\$79)	(\$133)	\$25	(\$105)
MSY	New Orleans	\$482	\$403	\$380	\$422	\$603	\$79	\$102	\$60	(\$121)

LGA	New York	\$429	\$419	\$357	\$424	\$473	\$10	\$72	\$5	(\$44)
EWR	Newark	\$873	\$502	\$717	\$449	\$912	\$371	\$156	\$424	(\$39)
MCO	Orlando	\$327	\$345	\$360	\$283	\$419	(\$18)	(\$33)	\$44	(\$92)
PHL	Philadelphia	\$559	\$410	\$393	\$467	\$673	\$149	\$166	\$92	(\$114)
PHX	Phoenix	\$557	\$647	\$609	\$431	\$692	(\$90)	(\$52)	\$126	(\$135)
PIT	Pittsburgh	\$484	\$344	\$437	\$380	\$627	\$140	\$47	\$104	(\$143)
PDX	Portland	\$1,017	\$662	\$663	\$897	\$1,018	\$355	\$354	\$120	(\$1)
PVD	Providence	\$726	\$589	\$398	\$695	\$729	\$137	\$328	\$31	(\$3)
RDU	Raleigh/Durham	\$647	\$205	\$454	\$541	\$807	\$442	\$193	\$106	(\$160)
RIC	Richmond	\$783	\$331	\$446	\$748	\$844	\$452	\$337	\$35	(\$61)
STL	Saint Louis	\$536	\$498	\$489	\$505	\$742	\$38	\$47	\$31	(\$206)
SLC	Salt Lake City	\$860	\$744	\$622	\$756	\$632	\$116	\$238	\$104	\$228
SAT	San Antonio	\$682	\$380	\$467	\$579	\$761	\$302	\$215	\$103	(\$79)
SAN	San Diego	\$903	\$625	\$545	\$886	\$893	\$278	\$358	\$17	\$10
SFO	San Francisco	\$875	\$502	\$945	\$778	\$889	\$373	(\$70)	\$97	(\$14)
SRQ	Sarasota/Bradenton	\$968	\$444	\$652	\$767	\$1,000	\$524	\$316	\$201	(\$32)
SEA	Seattle	\$1,019	\$509	\$731	\$903	\$739	\$510	\$288	\$116	\$280
SYR	Syracuse	\$820	\$475	\$589	\$795	\$729	\$345	\$231	\$25	\$91
TPA	Tampa	\$359	\$374	\$362	\$703	\$963	(\$15)	(\$3)	(\$344)	(\$604)
YYZ	Toronto	\$1,073	\$1,321	\$1,337	\$1,091	\$1,060	(\$248)	(\$264)	(\$18)	\$13
DCA	Washington DC	\$439	\$415	\$391	\$694	\$792	\$24	\$48	(\$255)	(\$353)
IAD	Washington DC	\$439	\$415	\$391	\$802	\$873	\$24	\$48	(\$363)	(\$434)
PBI	West Palm Beach	\$713	\$272	\$494	\$609	\$913	\$441	\$219	\$104	(\$200)

\$219 \$133 \$94 (\$63)

Average Fare difference

*These sample airfares were available 5/19/11, based on a 0 day advance purchase and a 3 day stay. Other restrictions may apply. To obtain the most up-to-date pricing information for your travel needs, please contact your travel agent or visit the following web sites: www.aa.com; www.airtran.com; www.continental.com; www.delta.com; www.united.com; www.usairways.com; www.travelocity.com; www.orbitz.com; or www.expedia.com. Airfares are subject to change without notice - and lower airfares are often not available on all dates. Please see our "special airfares" section on our web site for any last minute airfare specials. Sample airfares will be updated each Tuesday.

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

Schedule Compare Report for all Airlines for Passenger flights between AVL and ALL for June11 vs. June10

AI	Ops/Week				Seats/Week			
	Jun11	Jun10	Diff	Pct Chg	Jun11	Jun10	Diff	Pct Chg
US	152	128	24	18.75	8,680	6,840	1,840	26.90
V2	4	0	4	100.00	488	0	488	100.00
CO	28	28	0	0.00	1,400	1,400	0	0.00
FL	16	16	0	0.00	1,992	1,872	120	6.41
UA	32	32	0	0.00	1,600	1,600	0	0.00
DL	175	179	-4	-2.23	8,750	8,950	-200	-2.23
AA	8	14	-6	-42.86	352	616	-264	-42.86
TOTAL	415	397	18	4.53	23,262	21,278	1,984	9.32

Schedule Compare Report for all Airlines for Passenger flights between AVL and ALL for Jul11 vs. Jul10

AI	Ops/Week				Seats/Week			
	Jul11	Jul10	Diff	Pct Chg	Jul11	Jul10	Diff	Pct Chg
US	152	118	34	28.81	8,680	6,314	2,366	37.47
DL	188	184	4	2.17	9,400	9,200	200	2.17
V2	4	0	4	100.00	488	0	488	100.00
AA	14	14	0	0.00	616	616	0	0.00
CO	28	28	0	0.00	1,400	1,400	0	0.00
FL	16	16	0	0.00	1,992	1,872	120	6.41
UA	32	32	0	0.00	1,600	1,600	0	0.00
TOTAL	434	392	42	10.71	24,176	21,002	3,174	15.11

Schedule Compare Report for all Airlines for Passenger flights between AVL and ALL for Aug11 vs. Aug10

AI	Ops/Week				Seats/Week			
	Aug11	Aug10	Diff	Pct Chg	Aug11	Aug10	Diff	Pct Chg
US	152	118	34	28.81	8,680	6,314	2,366	37.47
DL	186	172	14	8.14	9,300	8,600	700	8.14
V2	4	0	4	100.00	488	0	488	100.00
AA	14	14	0	0.00	616	616	0	0.00
CO	28	28	0	0.00	1,400	1,400	0	0.00
FL	16	16	0	0.00	1,992	1,872	120	6.41
UA	32	32	0	0.00	1,600	1,600	0	0.00
TOTAL	432	380	52	13.68	24,076	20,402	3,674	18.01



MEMORANDUM

TO: Members of the Airport Authority
FROM: Vickie Thomas, Director of Finance & Accounting
DATE: June 10, 2011

ITEM DESCRIPTION – Information Section Item B

Asheville Regional Airport – Explanation of Extraordinary Variances
Month Ended April, 2011 (Month 10 of FY-2011)

SUMMARY

Operating Revenues for the month of April were \$683,777, 1.53% over budget. Operating Expenses for the month were \$574,721, 10.68% under budget. As a result, Net Operating Revenues before Depreciation were \$78,988 over budget. Net Non-Operating Revenues were \$178,977, .34% under budget.

Year-to-date Operating Revenues were \$6,742,865, 4.82% over budget. Year-to-date Operating Expenses were \$5,120,094, 13.3% below budget. Year-to-date Net Operating Revenues before Depreciation were \$1,095,797 over budget. Net Non-Operating Revenues for the year were \$1,817,095, 29.77% over budget.

REVENUES

Significant variations to budget for April were:

FBO's	\$10,079	14.74%	New Landmark contract
Reimbursable Costs	(\$15,264)	(35.14%)	Timing of Avcon costs billed to Charah



EXPENSES

Significant variations to budget for April were:

Personnel Services	(\$22,988)	(7.45%)	Two vacant positions & lower than budgeted benefit costs
Reimbursable Costs	(\$15,264)	(35.14%)	Timing of Avcon costs billed to Charah
Business Development	\$16,491	41.14%	Timing of Business Development spending

STATEMENT OF NET ASSETS

Significant variations to prior month were:

Property and Equipment, Net – Property and Equipment, Net decreased by \$350k mainly due to the current month's depreciation.

**ASHEVILLE REGIONAL AIRPORT
INVESTMENT AND INTEREST INCOME SUMMARY
As of April 30, 2011**

<u>Institution:</u>	<u>Date of Purchase</u>	<u>Date of Maturity</u>	<u>Interest Rate</u>	<u>Investment Amount</u>	<u>Monthly Interest</u>
Bank of America			0.30%	\$ 3,325,574	844
Petty Cash				100	
NC Capital Management Trust				217,037	17
Wachovia-Gov. Advantage Acct.			0.20%	3,634,154	610
PFC Revenue Account			0.30%	395,776	79
Additional Collateral Fund			0.20%	1,957,229	321
<u>Restricted Cash:</u>					
CFC Revenue			0.05%	334,529	12
<u>Commercial Paper:</u>				0	
Total				\$ 9,864,399	\$ 1,883

<u>Investment Diversification:</u>	
1.BANKS	41.12%
2.CAP.TRUST	2.20%
3.GOV.ADV.ACCTS.	56.68%
4.COM.PAPER	0.00%
5. FED. AGY	0%
	<u>100.00%</u>

**ASHEVILLE REGIONAL AIRPORT
STATEMENT OF CHANGES IN FINANCIAL POSITION
For the Month Ended April 30, 2011**

	<u>Current Month</u>	<u>Prior Period</u>
Cash and Investments Beginning of Period	\$ 9,785,725	\$ 10,145,087
Net Income/(Loss) Before Capital Contributions	(61,678)	(38,235)
Depreciation	349,711	349,711
Decrease/(Increase) in Receivables	(52,936)	476,511
Increase/(Decrease) in Payables	(67,947)	(682,210)
Decrease/(Increase) in Prepaid Expenses	17,741	18,356
Decrease/(Increase) in Long Term Assets	(89,746)	(448,799)
Principal Payments of Bond Maturities	(34,863)	(34,696)
Contributed Capital	18,392	-
Increase(Decrease) in Cash	<u>78,674</u>	<u>(359,362)</u>
Cash and Investments End of Period	<u>\$ 9,864,399</u>	<u>\$ 9,785,725</u>

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

For the Month Ending April 30, 2011

	April Actual	April Budget	Variance \$	Variance %	YTD Actual	YTD Budget	Variance \$	Variance %	Annual Budget
Operating Revenue:									
Terminal	\$299,223	\$283,078	\$16,145	5.70%	\$2,875,534	\$2,746,355	\$129,179	4.70%	\$3,347,801
Airfield	75,336	74,254	1,082	1.46%	734,992	672,109	62,883	9.36%	826,157
Hangar	78,453	68,374	10,079	14.74%	723,885	677,442	46,443	6.86%	818,890
Parking Lot/Roadway	190,692	191,090	(398)	(0.21%)	2,098,835	1,923,088	175,747	9.14%	2,381,418
Land Use Fees	40,073	56,702	(16,629)	(29.33%)	309,619	413,518	(103,899)	(25.13%)	526,920
Total Operating Revenue	\$683,777	\$673,498	\$10,279	1.53%	\$6,742,865	\$6,432,512	\$310,353	4.82%	\$7,901,186
Operating Expenses:									
Administrative	\$246,356	\$274,912	(\$28,556)	(10.39%)	\$1,935,016	\$2,373,483	(\$438,467)	(18.47%)	\$3,057,703
Terminal	142,237	158,983	(16,746)	(10.53%)	1,398,808	1,630,356	(231,548)	(14.20%)	1,956,529
Airfield	117,058	128,434	(11,376)	(8.86%)	1,189,500	1,248,811	(59,311)	(4.75%)	1,561,560
Hangar	-	-	-	0.00%	1,762	-	1,762	0.00%	-
Parking Lot	33,808	32,008	1,800	5.62%	341,668	320,083	21,585	6.74%	384,099
Rental Car Service Facility	6,972	4,822	2,150	44.59%	40,145	43,598	(3,453)	(7.92%)	57,616
Land Use Expenses	28,290	44,271	(15,981)	(36.10%)	213,195	289,207	(76,012)	(26.28%)	377,750
Total Operating Expenses	\$574,721	\$643,430	(\$68,709)	(10.68%)	\$5,120,094	\$5,905,538	(\$785,444)	(13.30%)	\$7,395,257
Operating Revenue before Depreciation									
	\$109,056	\$30,068	\$78,988	262.70%	\$1,622,771	\$526,974	\$1,095,797	207.94%	\$505,929
Depreciation	349,711	-	349,711	0.00%	3,497,106	-	3,497,106	0.00%	-
Operating Income(Loss) Before Non-Operating Revenue and Expenses									
	(\$240,655)	\$30,068	(\$270,723)	(900.37%)	(\$1,874,335)	\$526,974	(\$2,401,309)	(455.68%)	\$505,929
Non-Operating Revenue and Expense									
Customer Facility Charges	\$74,120	\$76,100	(\$1,980)	(2.60%)	\$742,719	\$652,750	\$89,969	13.78%	\$840,000
Passenger Facility Charges	120,346	119,200	1,146	0.96%	1,219,074	911,960	307,114	33.68%	1,233,800
Interest Revenue	1,883	1,667	216	12.96%	28,793	16,667	12,126	72.75%	20,000
Interest Expense	(17,372)	(17,372)	-	0.00%	(181,158)	(181,158)	-	0.00%	(215,397)
Sale of Assets	-	-	-	0.00%	7,667	-	7,667	0.00%	-
Non-Operating Revenue-Net	\$178,977	\$179,595	(\$618)	(0.34%)	\$1,817,095	\$1,400,219	\$416,876	29.77%	\$1,878,403

Income (Loss) Before Capital Contributions	<u>(\$61,678)</u>	<u>\$209,663</u>	<u>(\$271,341)</u>	<u>(129.42%)</u>	<u>(\$57,240)</u>	<u>\$1,927,193</u>	<u>(\$1,984,433)</u>	<u>(102.97%)</u>	<u>\$2,384,332</u>
Capital Contributions	<u>\$18,392</u>	<u>\$0</u>	<u>\$18,392</u>	<u>0.00%</u>	<u>\$3,827,125</u>	<u>\$0</u>	<u>\$3,827,125</u>	<u>0.00%</u>	<u>\$0</u>
Increase in Net Assets	<u><u>(\$43,286)</u></u>	<u><u>\$209,663</u></u>	<u><u>(\$252,949)</u></u>	<u><u>(120.65%)</u></u>	<u><u>\$3,769,885</u></u>	<u><u>\$1,927,193</u></u>	<u><u>\$1,842,692</u></u>	<u><u>95.62%</u></u>	<u><u>\$2,384,332</u></u>

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

For the Month Ending April 30, 2011

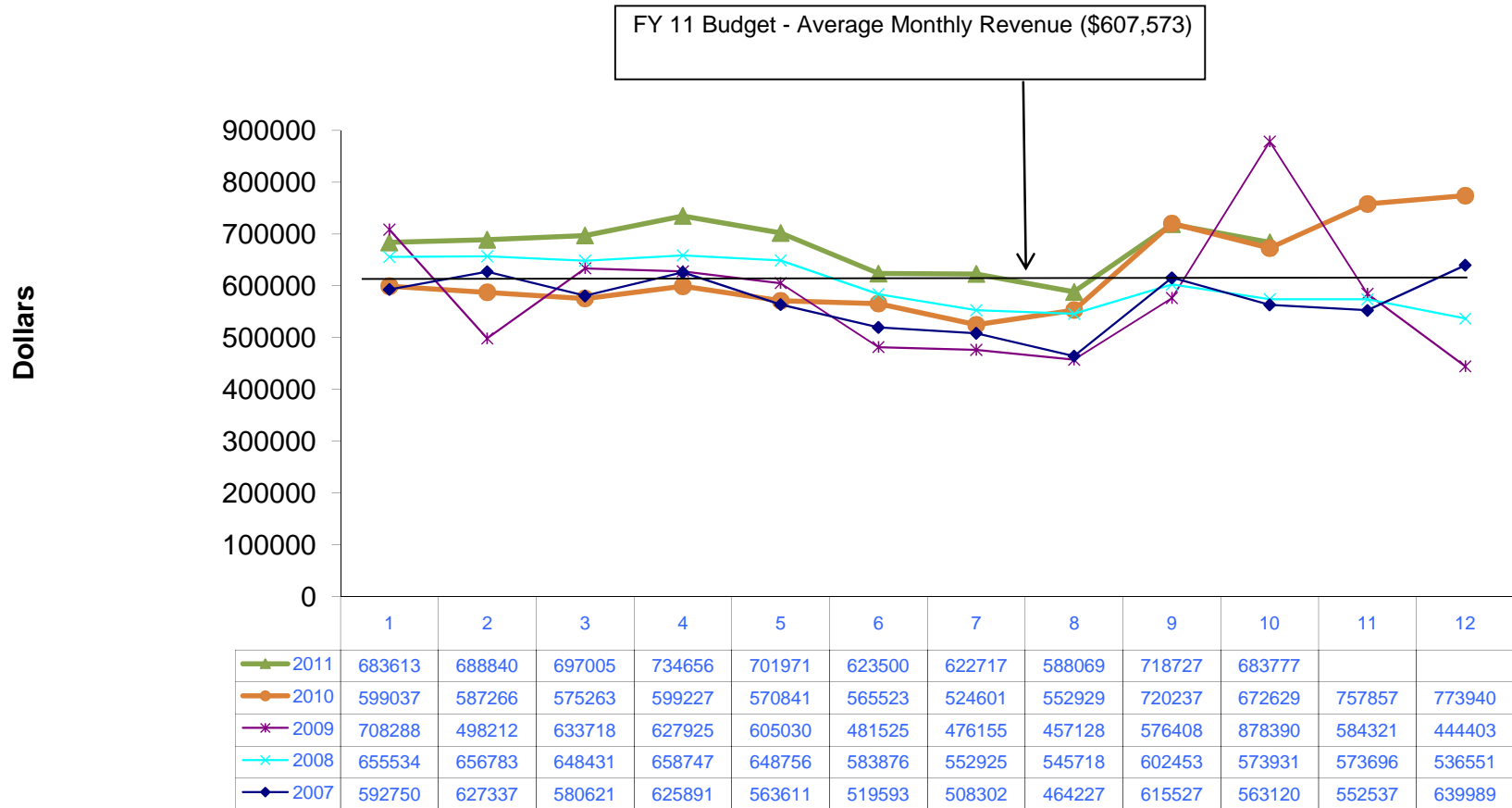
	April Actual	April Budget	Variance \$	Variance %	YTD Actual	YTD Budget	Variance \$	Variance %	Annual Budget
Operating Revenue:									
Terminal Space Rentals - Non Airline	\$16,967	\$15,659	\$1,308	8.35%	\$163,529	\$156,593	\$6,936	4.43%	\$187,911
Terminal Space Rentals - Airline	106,775	101,641	5,134	5.05%	1,055,781	958,911	96,870	10.10%	1,189,080
Concessions	20,533	16,308	4,225	25.91%	112,459	157,083	(44,624)	(28.41%)	197,200
Auto Parking	190,187	191,090	(903)	(0.47%)	2,083,000	1,911,978	171,022	8.94%	2,356,958
Rental Car - Car Rentals	106,031	103,238	2,793	2.71%	1,072,454	1,028,389	44,065	4.28%	1,234,860
Rental Car - Facility Rent	48,100	44,884	3,216	7.17%	443,983	435,754	8,229	1.89%	523,130
Commercial Ground Transportation	505	-	505	0.00%	15,835	11,110	4,725	42.53%	24,460
Landing Fees	38,831	39,014	(183)	(0.47%)	383,590	341,929	41,661	12.18%	423,037
FBO'S/SASO'S	78,453	68,374	10,079	14.74%	723,885	677,442	46,443	6.86%	818,890
Building Leases	10,170	11,119	(949)	(8.53%)	102,094	111,192	(9,098)	(8.18%)	133,430
Land Leases	1,728	2,062	(334)	(16.20%)	19,397	20,617	(1,220)	(5.92%)	24,740
Other Leases/Fees	37,323	36,671	652	1.78%	380,632	340,640	39,992	11.74%	419,740
Reimbursable Costs	28,174	43,438	(15,264)	(35.14%)	186,226	280,874	(94,648)	(33.70%)	367,750
Total Operating Revenue	\$683,777	\$673,498	\$10,279	1.53%	\$6,742,865	\$6,432,512	\$310,353	4.82%	\$7,901,186
Operating Expenses:									
Personnel Services	\$285,621	\$308,609	(\$22,988)	(7.45%)	\$2,821,938	\$3,004,964	(\$183,026)	(6.09%)	\$3,626,342
Professional Services	18,801	24,017	(5,216)	(21.72%)	211,407	327,722	(116,315)	(35.49%)	362,250
Accounting & Auditing	-	-	-	0.00%	15,902	16,000	(98)	(0.61%)	20,000
Other Contractual Services	45,479	51,665	(6,186)	(11.97%)	495,172	532,745	(37,573)	(7.05%)	635,138
Travel & Training	10,285	13,638	(3,353)	(24.59%)	77,915	107,506	(29,591)	(27.52%)	146,150
Communications & Freight	5,338	5,395	(57)	(1.06%)	49,423	54,447	(5,024)	(9.23%)	65,336
Utility Services	37,905	34,096	3,809	11.17%	342,294	362,361	(20,067)	(5.54%)	438,532
Rentals & Leases	1,045	1,041	4	0.38%	12,181	12,063	118	0.98%	14,695
Insurance	15,134	15,583	(449)	(2.88%)	151,338	155,833	(4,495)	(2.88%)	187,000
Repairs & Maintenance	19,715	22,113	(2,398)	(10.84%)	215,661	221,230	(5,569)	(2.52%)	332,621
Advertising, Printing & Binding	24,648	30,872	(6,224)	(20.16%)	120,930	131,387	(10,457)	(7.96%)	185,786
Promotional Activities	2,476	4,797	(2,321)	(48.38%)	46,932	56,536	(9,604)	(16.99%)	62,200
Other Current Charges & Obligations	5,161	5,348	(187)	(3.50%)	57,298	58,029	(731)	(1.26%)	69,779
Office Supplies	177	1,431	(1,254)	(87.63%)	6,466	14,313	(7,847)	(54.82%)	17,175
Operating Supplies	17,730	21,310	(3,580)	(16.80%)	164,666	267,278	(102,612)	(38.39%)	314,553
Books, Publications, Subscriptions & Meml	455	2,371	(1,916)	(80.81%)	22,836	34,632	(11,796)	(34.06%)	38,502
Contingency	-	9,287	(9,287)	(100.00%)	-	92,873	(92,873)	(100.00%)	111,448
Emergency Repair	-	8,333	(8,333)	(100.00%)	13,671	83,333	(69,662)	(83.59%)	100,000
Reimbursable Costs	28,174	43,438	(15,264)	(35.14%)	186,226	280,874	(94,648)	(33.70%)	367,750
Business Development	56,577	40,086	16,491	41.14%	107,838	91,412	16,426	17.97%	300,000
Total Operating Expenses	\$574,721	\$643,430	(\$68,709)	(10.68%)	\$5,120,094	\$5,905,538	(\$785,444)	(13.30%)	\$7,395,257

Operating Revenue before Depreciation	\$109,056	\$30,068	\$78,988	262.70%	\$1,622,771	\$526,974	\$1,095,797	207.94%	\$505,929
Depreciation	349,711	-	349,711	0.00%	3,497,106	-	3,497,106	0.00%	-
Operating Income(Loss) Before Non-Operating Revenue and Expenses	(\$240,655)	\$30,068	(\$270,723)	(900.37%)	(\$1,874,335)	\$526,974	(\$2,401,309)	(455.68%)	\$505,929
Non-Operating Revenue and Expense									
Customer Facility Charges	\$74,120	\$76,100	(\$1,980)	(2.60%)	\$742,719	\$652,750	\$89,969	13.78%	\$ 840,000
Passenger Facility Charges	120,346	119,200	1,146	0.96%	1,219,074	911,960	307,114	33.68%	1,233,800
Interest Revenue	1,883	1,667	216	12.96%	28,793	16,667	12,126	72.75%	20,000
Interest Expense	(17,372)	(17,372)	-	0.00%	(181,158)	(181,158)	-	0.00%	(215,397)
Sale of Assets	-	-	-	0.00%	7,667	-	7,667	0.00%	-
Non-Operating Revenue-Net	\$178,977	\$179,595	(\$618)	(0.34%)	\$1,817,095	\$1,400,219	\$416,876	29.77%	\$1,878,403
Income (Loss) Before Capital Contributions	(\$61,678)	\$209,663	(\$271,341)	(129.42%)	(\$57,240)	\$1,927,193	(\$1,984,433)	(102.97%)	\$2,384,332
Capital Contributions	\$18,392	\$0	\$18,392	0.00%	\$3,827,125	\$0	\$3,827,125	0.00%	\$0
Increase in Net Assets	(\$43,286)	\$209,663	(\$252,949)	(120.65%)	\$3,769,885	\$1,927,193	\$1,842,692	95.62%	\$2,384,332

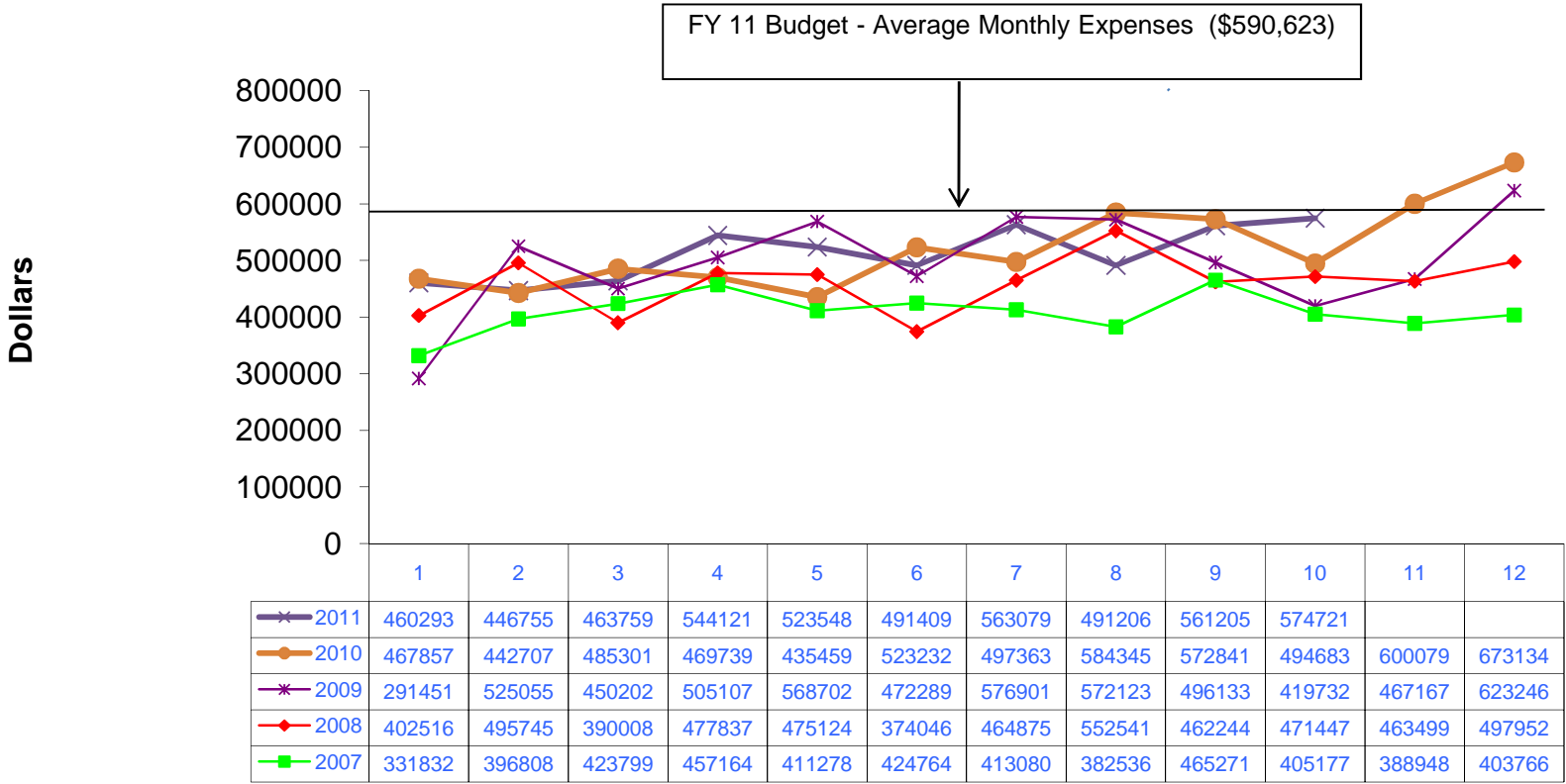
ASHEVILLE REGIONAL AIRPORT AUTHORITY
STATEMENT OF FINANCIAL POSITION
As of April 30, 2011

	<u>April</u>	<u>Last Month</u>
<u>ASSETS</u>		
Current Assets:		
Unrestricted Net Assets:		
Cash and Cash Equivalents	\$9,529,870	\$9,465,412
Accounts Receivable	545,242	463,675
Passenger Facility Charges Receivable	218,000	218,000
Refundable Sales Tax Receivable	168,923	215,947
Grants Receivable	416,756	398,364
Prepaid Expenses	40,143	57,884
Total Unrestricted Assets	<u>10,918,934</u>	<u>10,819,282</u>
Restricted Assets:		
Cash and Cash Equivalents	334,529	320,313
Total Restricted Assets	<u>334,529</u>	<u>320,313</u>
 Total Current Assets	 <u>11,253,463</u>	 <u>11,139,595</u>
Noncurrent Assets:		
Construction in Progress	12,856,034	12,766,287
Property and Equipment - Net	58,315,289	58,665,000
Total Noncurrent Assets	<u>71,171,323</u>	<u>71,431,287</u>
	<u>\$82,424,786</u>	<u>\$82,570,882</u>
<u>LIABILITIES AND NET ASSETS</u>		
Current Liabilities:		
Payable from Unrestricted Assets:		
Accounts Payable & Accrued Liabilities	\$672,291	\$577,466
Customer Deposits	750	750
Unearned Revenue	205,976	193,936
Construction Contract Retainages	126,599	301,171
Revenue Bond Payable - Current	431,714	429,641
Total Payable from Unrestricted Assets	<u>1,437,330</u>	<u>1,502,964</u>
 Total Current Liabilities	 <u>1,437,330</u>	 <u>1,502,964</u>
Noncurrent Liabilities:		
Other Postemployment Benefits	584,737	584,737
Compensated Absences	232,966	232,966
Net Pension Obligation-LEO Special Separation Allowance	(13,913)	(13,913)
Revenue Bond Payable - Noncurrent	3,133,842	3,170,779
Total Noncurrent Liabilities	<u>3,937,632</u>	<u>3,974,569</u>
 Total Liabilities	 <u>5,374,962</u>	 <u>5,477,533</u>
Net Assets:		
Invested in Capital Assets	67,479,168	67,529,696
Restricted	334,529	320,313
Unrestricted	9,236,127	9,243,340
Total Net Assets	<u>77,049,824</u>	<u>77,093,349</u>
	<u>\$82,424,786</u>	<u>\$82,570,882</u>

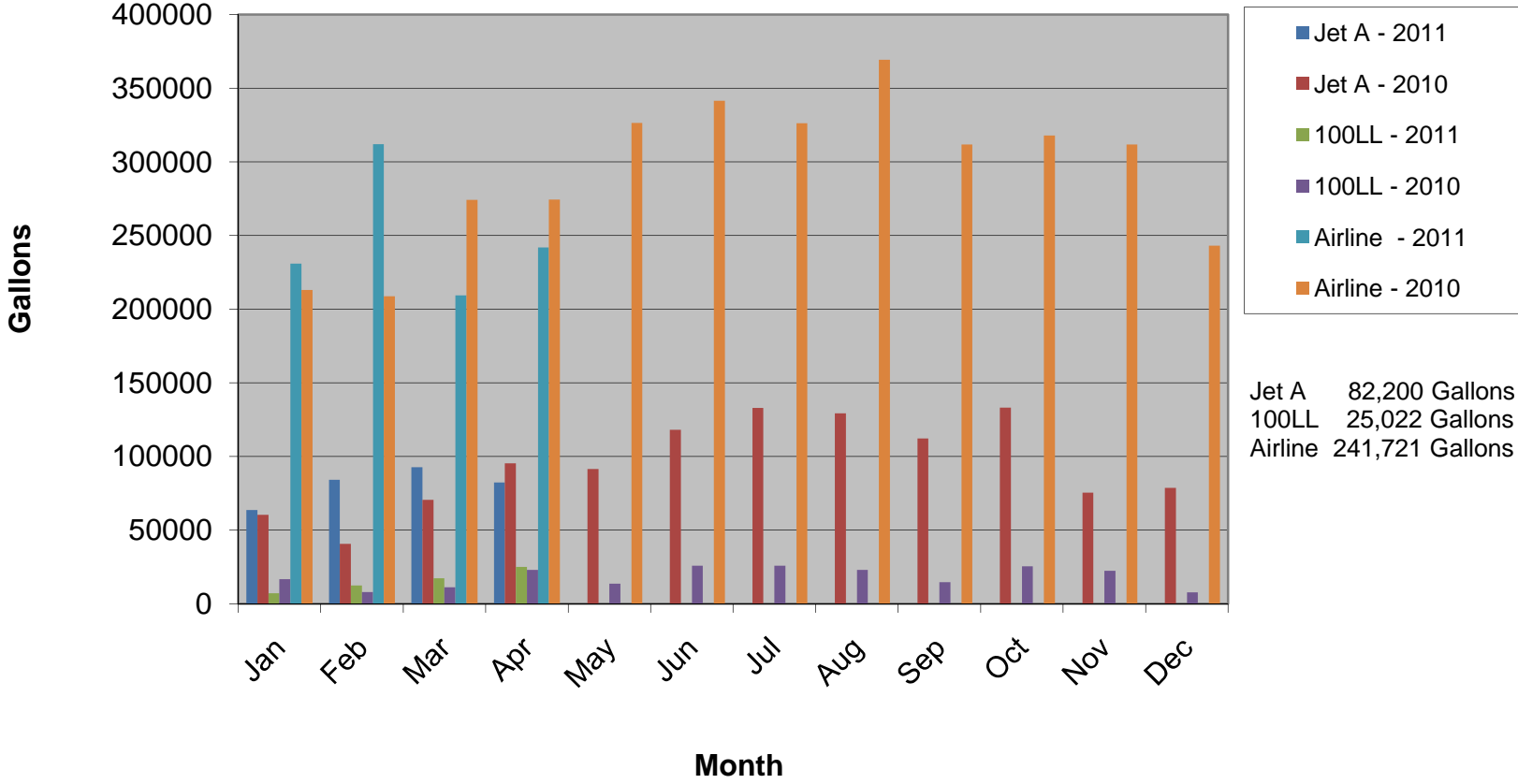
ASHEVILLE REGIONAL AIRPORT Annual Operating Revenue by Month April 2011



ASHEVILLE REGIONAL AIRPORT Annual Operating Expenses by Month April 2011



AVL Fuels Sales - Gallons April 2011



**Asheville Regional Airport Authority
Construction Capital Carryover Schedule
As of April 30, 2011**

Project	Original Board Authorized Amount	Carryover Approved in FY2011 Budget	FY2011 Spending Through 4/30/2011	Cumulative Spending at 4/30/2011
A Gate Terminal Renovation	10,621,272	2,983,265	2,830,101	10,468,108
Landside Roadway and Parking	5,293,995	317,905	255,970	5,232,060
North General Aviation Expansion	3,700,000	309,010	-	3,390,990
PC Air and Fixed Ground Power	561,080	553,127	534,991	542,944
	20,176,347	4,163,307	3,621,062	19,634,102

Asheville Regional Airport Authority
Project Report - June 2011

Project Number	Project Name	Project Description	Professional Services Consultant	Professional Services Contract	General Contractor	Original Construction Contract	Change Orders (thru 06/01/2011)	Percent of Original Contract	Board Approved Project Cost	Percent Complete	Expensed to Date (thru 06/01/2011)	Start Date	End Date	Current Project Status (as of 06/01/2011)
Planning Phase														
1	Environmental Assessment - New Taxiway Construction and Runway 16/34 Reconstruction	An environmental assessment is needed as a prerequisite to obtain FAA funding. Funding is for the new construction of the additional taxiway and the reconstruction of runway 16/34.	LPA Group	\$193,293.00		N/A	\$0.00	0.00%	\$212,622.00	87%	\$177,829.56	Sep-10	Spring 2011	A final draft EA report has been submitted to the Authority.
Design Phase														
1	ARFF Facility	Design and construct a new Aircraft Rescue and Firefighting Facility consisting of up to 5 vehicle bays; operations support; dispatch and communication office; training and living spaces.	LPA Group	\$541,409.00		N/A	\$0.00	0.00%	\$4,000,000.00	0%	\$0.00	Jul-11	2yrs	Pending new budget year beginning.
Construction Phase														
1	A Gates - Terminal Renovation & Improvements Project	Renovation & Improvements to the A Gates terminal area.	RS&H	\$1,697,298.00	Shelco Inc.	\$7,849,000.00	(\$306,954.25)	-3.91%	\$ 10,621,272.00	100%	\$10,569,831.01	Jul-09	Jan-11	Project is complete with final close out documents in process.
1a		2 Passenger Boarding Bridges	RS&H	(included above)	ThyssenKrupp Airport Systems	\$940,406.00	\$6,220.36	0.66%	(included above)	100%	\$904,075.36	Jul-09	Nov-10	New bag lift mechanisms have been installed. Finalization on close out paperwork is in progress.
2	Landside Parking and Roadway Access Project	The Landside Parking and Roadway Access Project includes 3 components of work: public parking lots, terminal access roadway, general aviation access roadway, and expansion of the toll plaza facility.	LPA Group	\$729,044.00	(see below)	na	na	na	\$5,293,994.37	100%	\$5,262,659.44	Jul-09	Jun-10	Project final documents have been received and in process of closing out.
2a		Parking Lot and Terminal Drive	LPA Group	(included above)	APAC	\$1,614,092.45	\$52,584.90	3.26%	(included above)	100%	\$1,731,338.78	Jul-09	Nov-10	Project is complete
2b		Wright Brothers Way Improvements Project	LPA Group	(included above)	Moore and Sons Construction Co.	\$1,700,922.00	\$62,786.42	3.69%	(included above)	100%	\$1,745,716.76	Jul-09	Nov-10	Project is complete. Final documents to close out the project are received and in process.
3	North General Aviation Expansion Project	The North GA project includes multiple phases; phase one consisted of tree harvesting and logging operations, phase two included clearing and grubbing of the site and phase three involves the placement and compaction of structural fill material for the site.	AVCON	\$99,100.00	Charah	\$1,840,231.00	\$25,494.00	7.24%	\$3,700,000.00	100%	\$ 3,390,990.08	Nov-07	Spring 2011	Project is completed with the exception of DENR final review to occur on June 17, 2011.

Asheville Regional Airport Authority
Project Report - June 2011

Project Number	Project Name	Project Description	Professional Services Consultant	Professional Services Contract	General Contractor	Original Construction Contract	Change Orders (thru 06/01/2011)	Percent of Original Contract	Board Approved Project Cost	Percent Complete	Expensed to Date (thru 06/01/2011)	Start Date	End Date	Current Project Status (as of 06/01/2011)
4	Westside Area 4 Phase 1 and 1A Construction	Construction for the Westside Project to level land utilizing engineered ash to fill and top with soil embankment/cap for future development.	AVCON	\$290,000.00	Charah	N/A	\$42,750.00	14.74%	\$325,000.00* <i>(project expenses are being reimbursed by Charah through a separate agreement)</i>	50%	\$172,912.71	Jul-10	Dec-11	Fly ash fill work continues. The fourth cell is in process of being filled and top soil has been placed on the connecting cells that are completed. The wildlife fence is relocated with TSA approval to remove the old fence. Placed a liner in the south section to prepare for fill. Drainage pipe is being added to assist with water redirection from the runway to the stream.
5	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>	2%	\$14,483.00	Feb-11	Jan-11	Initial stages of planning for next Phase and obtaining permits has begun. No other progress to report at this time.