



AGENDA

Asheville Regional Airport Authority Regular Meeting
Friday, March 13, 2009, 8:30 a.m.
Conference Room at Administrative Offices

* NOTE TO ALL PUBLIC ATTENDEES:

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

- I. CALL TO ORDER:
- II. APPEARANCES: None
- III. PRESENTATIONS:
 - A. Long Range Planning Review ([document](#))
- IV. CONSENT AGENDA:
 - A. Approval of the Asheville Regional Airport Authority February 13, 2009 Regular Meeting Minutes ([document](#))
 - B. Approval of the Asheville Regional Airport Authority February 27, 2009 Budget/Workshop Retreat Meeting Minutes ([document](#))
 - C. Approval of Update to Section 106.00 of the Administration Policies and Procedures ([document](#))
 - D. Approval of Progress Energy Utility Easements to Landmark FBO Facilities ([document](#))
- V. OLD BUSINESS: None



VI. NEW BUSINESS:

- A. Approval of Preliminary Fiscal Year 2009/2010 Budget ([document](#))
- B. Approval of Updates and Amendments to Policy and Procedures Manual ([document](#))

VII. DIRECTOR'S REPORT:

- A. North Carolina Department of Environment and Natural Resources Grant
- B. Fuel Farm Relocation Update
- C. Stimulus Project Funding Update
- D. Part 16 Process Update
- E. Triturator Project Update

VIII. INFORMATION SECTION:

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

- A. January, 2009 Traffic Report ([document](#))
- B. January, 2009 Monthly Financial Report ([document](#))
- C. March, 2009 Marketing and Public Relations Report ([document](#))
- D. March, 2009 Development/Project Status Report ([document](#))
- E. Potential Board Items for the Next Regular Scheduled Meeting:
 - Roof Replacement
 - PC Air/Fixed Ground Power
 - Final Adoption of Fiscal Year 2009/2010 Budget
 - Roadway/Parking Lot Presentation
 - Runway and Lighting Condition Assessment Presentation

IX. AUTHORITY MEMBERS' REPORTS:

X. PUBLIC AND TENANTS' COMMENTS:



XI. CLOSED SESSION: None

XII. ADJOURNMENT.

Respectfully submitted,

David N. Edwards, Jr., 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.

AVL Planning Update

AVL Planning Update

- FAA Terminal Area Forecast (TAF)
- AVL Terminal Area Planning Study (PBS&J 2005) Included 3 Forecast Scenarios – Low / Medium / High
- 2005 TAP Forecasts Have Been Updated with Actual Data Through 2008

AVL Planning Update

Historical Air Traffic

Calendar Year	Enplanements	Difference	%Difference	Available Seats	%Difference
2000	248,990	n/a	n/a	384,790	64.7%
2001	231,250	-17,740	-7.1%	412,600	7.2%
2002	214,270	-16,980	-7.3%	404,050	-2.1%
2003	197,420	-16,850	-7.9%	381,678	-5.5%
2004	264,074	66,654	13.4%	523,662	18.5%
2005	313,592	49,518	11.9%	624,037	19.2%
2006	287,935	-25,657	-9.2%	572,228	-8.3%
2007	289,418	1,483	1.0%	572,315	0.0%
2008	279,479	-9,939	-10.0%	557,927	-2.5%

AVL Planning Update

Historical Total Enplaned Passengers

Calendar Year	Enplanements	Annual Change %
1990	264,495	n/a
1991	260,961	-1.3%
1992	280,427	7.5%
1993	274,442	-2.1%
1994	325,422	18.6%
1995	294,788	-9.4%
1996	257,215	-12.7%
1997	252,543	-1.8%
1998	279,611	10.7%
1999	285,335	2.0%
2000	277,158	-2.9%
2001	268,779	-3.0%
2002	240,048	-10.7%
2003	220,660	-9.2%
2004	264,074	19.7%
2005	313,592	18.8%
2006	287,935	-8.2%
2007	289,418	0.5%
2008	279,479	-3.4%

AVL Planning Update

Forecasts of Enplaned Passengers

	<u>Year</u>	<u>Actual</u>	<u>Modified TAF¹</u>	<u>Low Scenario²</u>	<u>Medium Scenario³</u>	<u>High Scenario⁴</u>
<u>Actual</u>	2000	277,158	277,158	~	~	~
	2001	268,779	268,779	~	~	~
	2002	240,048	240,048	~	~	~
	2003	214,366	214,366	~	~	~
	2004	264,074	264,074	~	~	~
	2005	313,592	270,660	203,440	282,560	282,560
	2006	287,935	277,400	216,660	302,340	302,340
	2007	289,418	284,320	228,580	324,000	353,160
	2008	279,479	291,400	237,720	330,750	384,940

AVL Planning Update

Forecasts of Enplaned Passengers

<u>Forecast</u>	<u>Year</u>	<u>Actual</u>	<u>Modified TAF¹</u>	<u>Low Scenario²</u>	<u>Medium Scenario³</u>	<u>High Scenario⁴</u>
	2009	?	298,660	247,230	337,640	408,040
	2010	?	306,110	255,880	344,680	428,440
	2011	?	312,890	264,840	351,860	443,440
	2012	?	319,830	274,110	359,200	458,960
	2013	?	326,910	283,700	366,700	475,020
	2014	?	334,160	293,630	374,380	489,270
	2015	?	340,820	303,910	382,230	503,950
	2016	?	347,620	314,550	390,250	519,070
	2017	?	354,560	325,560	398,440	534,120
	2018	?	361,630	336,950	406,830	547,470
	2019	?	368,840	359,960	415,400	561,160
	2020	?	376,200	366,530	424,170	575,190
	2021	?	383,710	374,240	432,650	589,570
	2022	?	391,360	382,110	441,300	604,310
	2023	?	399,170	390,150	450,130	619,420

AVL Planning Update

Forecasts of Commercial Operations

	Year	Actual	Modified TAF ¹	Low Scenario ²	Medium Scenario ³	High Scenario ⁴
Actual	2000	18,247	18,247	~	~	~
	2001	16,283	16,283	~	~	~
	2002	18,976	18,976	~	~	~
	2003	19,165	19,165	~	~	~
	2004	22,965	22,965	~	~	~
	2005	22,501	19,785	13,920	22,670	22,630
	2006	21,133	20,096	20,300	22,900	22,820
	2007	21,062	20,406	20,670	23,130	23,240
	2008	20,371	20,717	21,050	23,360	23,430

AVL Planning Update

Forecasts of Commercial Operations

Forecast						
	2009	?	21,028	21,440	23,590	23,630
	2010	?	21,338	21,840	23,830	23,830
	2011	?	21,649	22,240	24,050	24,030
	2012	?	21,960	22,650	24,270	24,230
	2013	?	22,271	23,060	24,500	24,430
	2014	?	22,581	23,480	24,730	24,630
	2015	?	22,892	22,320	24,960	24,840
	2016	?	23,203	21,990	25,180	25,050
	2017	?	23,513	21,700	25,400	25,260
	2018	?	23,824	22,090	25,620	25,470
	2019	?	24,135	22,500	25,840	25,680
	2020	?	24,446	22,910	26,070	25,900
	2021	?	24,769	22,930	26,300	26,120
	2022	?	25,097	23,120	26,530	26,340
	2023	?	25,429	23,300	26,760	26,560
	2024	?	25,765	23,490	26,990	26,780
	2025	?	26,105	23,510	27,230	27,000

AVL Planning Update

Forecast of Non-Commercial Operations (GA + Military)

	Year	GA Itinerant Actual	GA Itinerant Forecast	GA Local Actual	GA Local Forecast	GA Ops Subtotal Actual	GA Ops Subtotal Forecast	Military Ops Actual	Military Ops Forecast	Total Non Commercial Ops Actual	Total Non Commercial Ops Forecast
Actual	2000	38,001	~	18,779	~	56,780	~	5,705	~	62,485	~
	2001	35,753	~	18,296	~	54,049	~	5,287	~	59,336	~
	2002	36,067	~	18,013	~	54,080	~	3,632	~	57,712	~
	2003	30,261	~	14,157	~	44,418	~	3,030	~	47,448	~
	2004	30,065	~	14,138	~	44,203	~	4,056	~	48,259	~
	2005	31,482	31,580	13,181	15,850	44,663	47,430	3,368	4,670	61,212	52,100
	2006	34,650	31,770	14,544	16,310	49,194	48,080	4,046	4,670	67,784	52,750
	2007	38,711	31,960	18,130	16,770	56,841	48,730	3,771	4,670	78,742	53,400
	2008	33,082	32,150	19,848	17,230	52,930	49,380	2,894	4,670	75,672	54,050

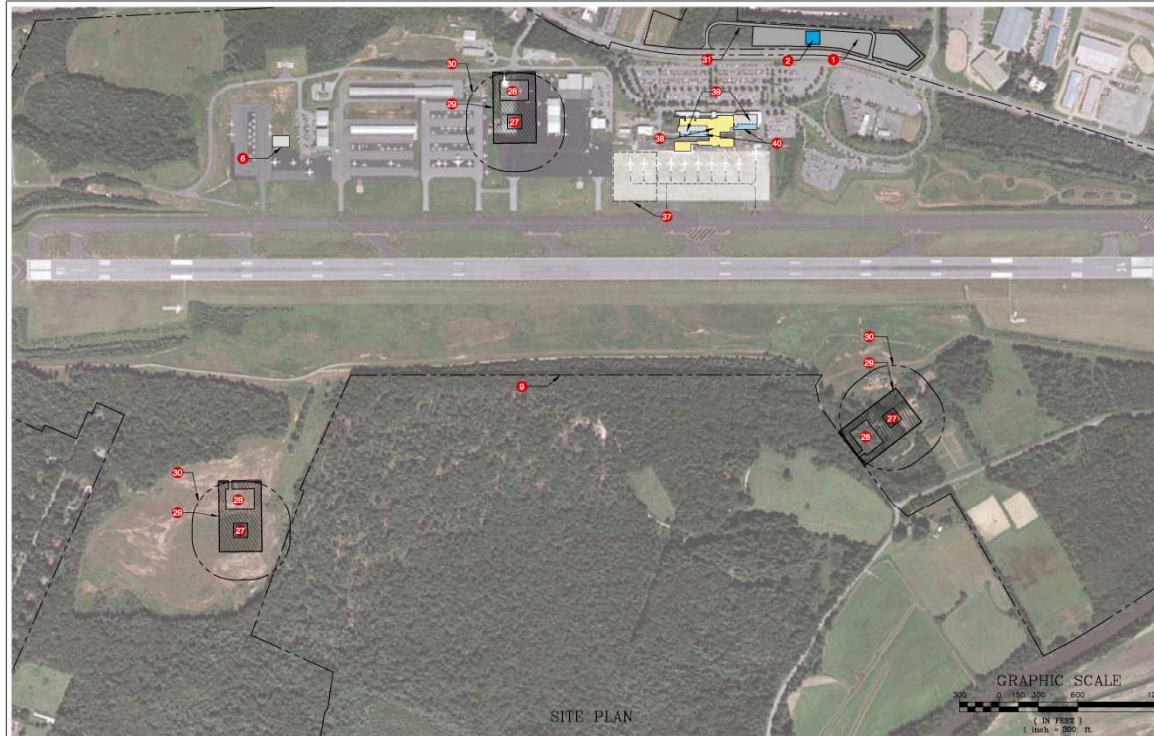
AVL Planning Update

	Year	GA Itinerant Actual	GA Itinerant Forecast	GA Local Actual	GA Local Forecast	GA Ops Subtotal Actual	GA Ops Subtotal Forecast	Military Ops Actual	Military Ops Forecast	Total Non Commercial Ops Actual	Total Non Commercial Ops Forecast
Forecast	2009	?	32,340	?	17,570	?	49,910	?	4,670	?	54,580
	2010	?	32,500	?	18,030	?	50,530	?	4,670	?	55,200
	2011	?	32,660	?	18,490	?	51,150	?	4,670	?	55,820
	2012	?	32,860	?	18,950	?	51,810	?	4,670	?	56,480
	2013	?	33,060	?	19,410	?	52,470	?	4,670	?	57,140
	2014	?	33,260	?	19,870	?	53,130	?	4,670	?	57,800
	2015	?	33,440	?	20,220	?	53,660	?	4,670	?	58,330
	2016	?	33,610	?	20,680	?	54,290	?	4,670	?	58,960
	2017	?	33,780	?	21,140	?	54,920	?	4,670	?	59,590
	2018	?	33,950	?	21,600	?	55,550	?	4,670	?	60,220
	2019	?	34,120	?	22,050	?	56,170	?	4,670	?	60,840
	2020	?	34,290	?	22,630	?	56,920	?	4,670	?	61,590
	2021	?	34,460	?	23,200	?	57,660	?	4,670	?	62,330
	2022	?	34,630	?	23,890	?	58,520	?	4,670	?	63,190
	2023	?	34,820	?	24,580	?	59,400	?	4,670	?	64,070
	2024	?	34,990	?	25,270	?	60,260	?	4,670	?	64,930
	2025	?	35,160	?	25,960	?	61,120	?	4,670	?	65,790

AVL Planning Update

Development Plan

AVL Planning Update



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|--------------------------------------|---------------------------------|------------------------------------|---|-------------------------------|------------------------------|--------------------------------|
| 1 RENTAL CAR LOT | 7 NEW BULK HANGAR | 13 NEW MAIN ENTRANCE RE-ALIGNMENT | 19 RELOCATED BULK HANGARS | 25 SHORT TERM PARKING GARAGE | 31 ACCESS ROAD | 37 NEW APRON |
| 2 COMMON SERVICE BLDG. | 8 NEW TAXIWAY | 14 COMMERCIAL VEHICLE PARKING AREA | 20 OFFICE FACILITY | 26 FUTURE DEVELOPMENT | 32 BUS SHELTER | 38 EXISTING TERMINAL |
| 3 SOUTH TERMINAL PUBLIC PARKING LOT | 9 AVL PROPERTY LINE | 15 PUBLIC SAFETY BLDG. (ARFF) | 21 APRON EXPANSION | 27 PROPOSED ATCT | 33 PUBLIC PARKING TOLL PLAZA | 39 TERMINAL RENOVATION |
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| 6 NEW UNDER CONSTRUCTION BULK HANGAR | 12 GA FLIGHT CENTER / REST ROOM | 18 TERMINAL APRON NORTH EXPANSION | 24 ADDITION TO COMMON SERVICE BUILDING | 30 300 FT FAA PUBLIC SETBACK | 36 READY / RETURN LOT | 42 RENOVATED CANOPY |



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ASHEVILLE REGIONAL
AIRPORT TERMINAL
PLANNING STUDY



SHEET TITLE

PHASE 1

SHEET INFORMATION

DATE REVISION: 10-17-05

SHEET NUMBER:

S-1

AVL Planning Update



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Asheville
REGIONAL AIRPORT



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**ASHEVILLE REGIONAL
AIRPORT TERMINAL
PLANNING STUDY**



PHASE 2

SHEET INFORMATION
DATE: 10-17-05
SHEET NUMBER:
S-2

AVL Planning Update



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|--------------------------------------|---------------------------------|------------------------------------|--|-------------------------------|------------------------------|--------------------------------|
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ASHEVILLE REGIONAL
AIRPORT TERMINAL
PLANNING STUDY



SHEET TITLE:
PHASE 3

SHEET INFORMATION:
DATE REVISION: 10-17-05
SHEET NUMBER:
S-3



AVL Planning Update



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|--------------------------------------|---------------------------------|------------------------------------|--|-------------------------------|------------------------------|--------------------------------|
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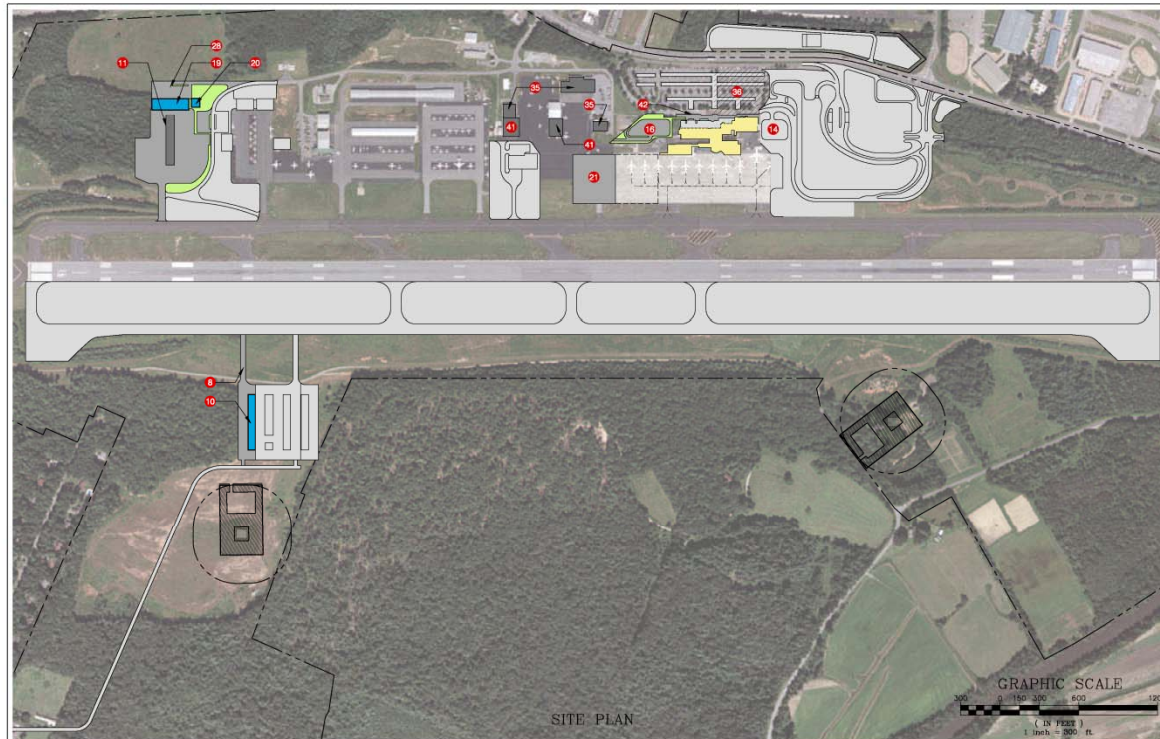


SHEET TITLE:
PHASE 4

SHEET INFORMATION:
DATE REVISION: 10-17-05
SHEET NUMBER:
S-4



AVL Planning Update



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ASHEVILLE REGIONAL
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PLANNING STUDY

GRAPHIC SCALE
0 150 300 600 1200
(IN FEET)
1 Inch = 300 ft.

PHASE 5

SHEET INFORMATION
DATE PLOTTED: 10-17-05
SHEET NUMBER:
S-5



AVL Planning Update



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ASHEVILLE REGIONAL
AIRPORT TERMINAL
PLANNING STUDY

GRAPHIC SCALE
0 300 600 900 1200
(IN FEET)
1 inch = 300 ft.

SHEET TITLE
PHASE 6

SHEET INFORMATION
DATE REVISION: 10-17-05
SHEET NUMBER:
S-6

AVL Planning Update



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| 6 NEW UNDER CONSTRUCTION BULK HANGAR | 12 GA FLIGHT CENTER / REST ROOM | 18 TERMINAL APRON NORTH EXPANSION | 24 ADDITION TO COMMON SERVICE BUILDING | 30 300 FT FAA PUBLIC SETBACK | 36 READY / RETURN LOT | 42 RENOVATED CANOPY |



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ASHEVILLE REGIONAL
AIRPORT TERMINAL
PLANNING STUDY

GRAPHIC SCALE
0 300 600 900 1200
(IN FEET)
1 inch = 300 ft.

ASHEVILLE REGIONAL AIRPORT TERMINAL PLANNING STUDY

PHASE 7

SHEET INFORMATION
DATE PLOTTED: 10-17-05
SHEET NUMBER:
S-7



AVL Planning Update



- | | | | | | | |
|--------------------------------------|---------------------------------|------------------------------------|---|-------------------------------|------------------------------|--------------------------------|
| 1 RENTAL CAR LOT | 7 NEW BULK HANGAR | 13 NEW MAIN ENTRANCE RE-ALIGNMENT | 19 RELOCATED BULK HANGARS | 25 SHORT TERM PARKING GARAGE | 31 ACCESS ROAD | 37 NEW APRON |
| 2 COMMON SERVICE BLDG. | 8 NEW TAXIWAY | 14 COMMERCIAL VEHICLE PARKING AREA | 20 OFFICE FACILITY | 26 FUTURE DEVELOPMENT | 32 BUS SHELTER | 38 EXISTING TERMINAL |
| 3 SOUTH TERMINAL PUBLIC PARKING LOT | 9 AVL PROPERTY LINE | 15 PUBLIC SAFETY BLDG. (ARFF) | 21 APRON EXPANSION | 27 PROPOSED ATCT | 33 PUBLIC PARKING TOLL PLAZA | 39 TERMINAL RENOVATION |
| 4 AIRPORT ENTRY FEATURE | 10 NEW T-HANGAR | 16 TERMINAL WEST WING PARKING LOT | 22 PRE-PAY PARKING LOT (SOUTH) | 28 NEW PARKING | 34 GA APRON | 40 TERMINAL NEW CONSTRUCTION |
| 5 CANOPIES AT SHORT TERM PARKING LOT | 11 GA TIE DOWN AREA | 17 LONG TERM PARKING LOT | 23 PRE-PAY PARKING (NORTHY) PROPOSED ACTC | 29 100 FT FAA PARKING SETBACK | 35 BUILDINGS TO BE REMOVED | 41 BULK HANGAR TO BE RELOCATED |
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Asheville
REGIONAL AIRPORT



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**ASHEVILLE REGIONAL
AIRPORT TERMINAL
PLANNING STUDY**



SHEET TITLE
PHASE 8

SHEET INFORMATION
DATE REVISION: 10-17-05
SHEET NUMBER:
S-8

AVL Planning Update

Discussion & Questions

REGULAR MEETING
ASHEVILLE REGIONAL AIRPORT AUTHORITY
February 13, 2009
8:30 a.m.

The Asheville Regional Airport Authority ("Authority") met on Friday, February 13, 2009 at 8:30 a.m. in the Conference Room at the Authority's Administrative Offices, Asheville Regional Airport ("Airport"), 61 Terminal Drive, Suite 1, Asheville, NC 28732.

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

MEMBERS ABSENT: None

STAFF AND LEGAL COUNSEL PRESENT: Victor Buchanan, Authority Legal Counsel; David N. Edwards, Jr., Airport Director; Lew S. Bleiweis, Deputy Airport Director; D. David Nantz, Director of Operations and Maintenance; Kevin Howell, Development Manager; Patti Michel, Director of Marketing and Public Relations; Royce Holden, IT Director; C. Jeffrey Augram, Chief of Public Safety; Suzie Baker, Administration Manager and Ellen Heywood, Recording Secretary.

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

APPEARANCES: None

PRESENTATIONS:

A. Update on Financial Status of the Airport Authority: The Airport Director reminded the Board that a presentation was made to the Board in August 2008 on the financial status of the Airport Authority and he wanted to review what was discussed in August and provide an updated financial status as of February 2009. The Director presented a sensitivity analysis, target budget, net operating income and fund balance projections for both August 2008 and February 2009. The Director further stated that staff has done a tremendous job in the first six months with operating expenses down 18%. A discussion regarding investment income, passenger reductions and revenue reductions ensued and the Chairman thanked the Director for the presentation.

B. Proposed FY 2009/2010 Budget Presentation: Lew Bleiweis, Deputy Airport Director presented a brief overview of the Proposed FY 2009/2010 Budget. Passenger traffic is estimated at 275,000 enplanements for the upcoming fiscal year.

Mr. Bleiweis touched upon a reduction in cost per passenger to the airlines, revenue from the new bulk hangar, the introduction of ticket and product sales through Guest Services and no increases in our existing supplemental fees and charges. Mr. Bleiweis further stated that staff is trying to be fiscally responsible in bringing down expenses and reviewed the operating expenses being proposed. Mr. Bleiweis reported that staff projects \$7.4 million estimated in the fund balance at the end of fiscal year 2010. A discussion of the salary and benefit expenses followed as well as an explanation of the past and present procedures for the salary pool.

Mr. Grotzinger questioned whether the airport would receive the discretionary funds for the runway rehab project and the Director responded that it looks good for the airport to receive these funds.

A discussion on the use of the line item "True-ups" took place and Mr. Grotzinger inquired whether the use of this would allow for a true picture of revenue from rental car companies versus airlines. Mr. Bleiweis replied that putting on a separate line item gives staff a true picture of what our revenue was. Mr. Bleiweis further reported that staff has worked with our auditors on how to accommodate this True-up and the auditors decided this is the best way to keep track of our expenses and revenue.

Further discussions on the reduction of cost per passenger to the airlines took place. The process of calculating the cost per passenger, remaining profitable yet marketable and how Asheville compares to other airports was of particular interest to the Board and more data would be welcomed by the Board in the future.

CONSENT AGENDA:

A. Approval of the Asheville Regional Airport Authority January 9, 2009 Regular Meeting Minutes: Mr. Grotzinger made a motion to approve the regular minutes of the January 9, 2009 Board meeting. Mr. McGrady seconded the motion and it carried by unanimous vote.

OLD BUSINESS: None.

NEW BUSINESS:

A. Approval of Federal Aviation Administration (FAA) – Airport Improvement Program (AIP) Grant for FY09: Kevin Howell, Development Manager, appeared before the Board to request the Board approve the initial AIP grant for FY 2009. The AIP program works on a reimbursement basis and the program is currently under a partial reauthorization and appropriation from Congress. This grant is considered the Part A funding for this year in the amount of \$1,889,029.00. The Part B funding is projected to be an additional \$2,695,307 but that is dependent on another reauthorization and appropriation by Congress. Mrs. Fisher made a motion to approve

the grant agreement with the FAA in the approximate amount of \$1,889,029.00 and to authorize the Airport Director to execute the necessary documents. Mr. McGrady seconded the motion and it carried by unanimous vote.

B. Approval of the Terminal HVAC Controls Building Automation Capital Improvement Project: D. David Nantz, Director of Operations and Maintenance reported to the Board that our current Automation Controls System was purchased from Harris Integrated Solutions Inc. in the 2005-2006 Fiscal Year. Maintenance has worked to replace older HVAC systems over the past several years and added these systems to this program. Staff has received a quote from Harris Integrated Solutions in the amount of \$164,901.00 to add remaining terminal HVAC systems to the Building Automation System.

Mr. Grotzinger requested in future that staff gather information and provide background material to the Board when a sole source procurement is being requested. Mr. McGrady agreed with Mr. Grotzinger's request for more background on a sole source procurement in future.

Mr. McGrady made a motion to approve the Building Automation Project with Harris Integrated Solutions, Inc. in the amount of \$164,901.00 and to authorize the Airport Director to execute the necessary documents. Mr. Grotzinger seconded the motion and it carried by unanimous vote.

C. Approval of Resolution to Request the City of Asheville to Adopt Specific Land Use/Zoning Ordinances for Airport Property Development at the Asheville Regional Airport: The Airport Director informed the Board that the Airport has had to go through a Level 3 Review by the City of Asheville for the past three construction projects. This process requires appearing before City Council. During these past meetings, City Council has requested City and Airport staff to work on a solution to this so such projects would not need to come before City Council in the future.

The issue for the Authority is that the airport sits on 1,000 acres and since the Authority has developed several projects over the last few years on what is identified as the same site, a square footage trigger has been exceeded that now requires a Level 3 review for basically every future project the Authority undertakes. These include projects like hangar development which is inside the fence (airport operations area) and are outside the normal type of construction that is dealt with by the City staff. In addition, several typical development requirements for industrial and/or commercial development cannot be applied to these types of aviation projects due to safety, security and other federal rules and regulations. In meetings between the City Manager and the Airport Director it was identified that the best course of action was to have the Authority Board request that the City Council adopt specific development ordinances for the airport.

The Chairman questioned whether this would eventually come back to the City Council to which Mr. Newman replied in the affirmative. In addition, Mr. Newman stated that it makes a lot of sense and it is a good time to bring this before the City. Mr. Newman made a request to abstain from voting on this matter due to his position on the City Council. Mr. McGrady moved to allow Mr. Newman to abstain from the vote and Mrs. Fisher seconded the motion. Mr. McGrady made a motion to approve the resolution as described and Mr. Gantt seconded the motion. The motion carried six votes to zero.

Resolution No. 021309-01

Resolution Requesting the City of Asheville to Adopt Specific Land Use/Zoning Ordinances for Airport Property Development at the Asheville Regional Airport

WHEREAS, the Asheville Regional Airport Authority ("Authority") was established in 1979 as a joint governmental agency organized and created by the City of Asheville ("City") and the County of Buncombe ("County"), pursuant to Article 20 of Chapter 160A of the General Statutes of North Carolina for the purpose of maintaining, operating, regulating and improving the Asheville Regional Airport ("Airport"); and

WHEREAS, the City and the Authority executed a Lease Agreement effective July 1, 1980 for certain land, buildings, and other improvements associated with Airport; and

WHEREAS, the "Initial Term" of the Lease Agreement is from July 1, 1980 through April 30, 2018, with the Authority having the right to extend such Lease Agreement for an additional period of twenty-five (25) years under the same terms and conditions; and

WHEREAS, the Authority continues to seek positive development of Airport related land and facilities; and

WHEREAS, the existing City of Asheville land use, zoning, and development ordinances do not address airport development projects specifically; and

WHEREAS, several airport development projects are unique as they exist inside the airport operations area of the airport where aircraft operate; and

WHEREAS, the Authority seeks more specific land use, zoning, and development ordinances that will address the unique types of projects and development occurring at the airport.

NOW, THEREFORE, BE IT RESOLVED that the Asheville Regional Airport Authority Requests the City of Asheville to Adopt Specific Land Use/Zoning Ordinances for Airport Property Development at the Asheville Regional Airport.

Adopted this 13th day of February, 2009

David R. Hillier, Chairman

ATTEST:

Charles W. McGrady, Secretary-Treasurer

DIRECTOR'S REPORT:

A. Upcoming Budget Workshop/Retreat Meeting: The Director reminded the Board of the retreat meeting to be held on February 27, 2009 at 8:30 a.m. in the Conference Room in the Airport Administrative Offices.

B. Terminal Renovation and Expansion Ribbon Cutting: The Director shared with the Board the work that Ms. Michel and her staff have done in putting together this wonderful event to be held on February 26 at 5:30 p.m. in Baggage Claim.

C. Baggage Make-up System Change Order: The Director informed the Board of an emergency change order to the bag belt system behind the ticket counters. The design of the bag system called for a belt width of 39" which left for a 30" space between the counter and the belt and did not comply with ADA requirements. Staff looked at several alternatives and the most straight-forward approach was to replace the belt with a 32" wide belt.

In order to keep the project moving forward, the Director executed the emergency change order in an approximate amount of \$72,000. Staff plans to recoup these funds from the design team as it was their mistake. The Director respectfully requested ratification from the Board for the approval of the change order in the approximate amount of \$72,000. Mrs. Fisher made a motion to ratify the change order to the bag belt system and Mr. McGrady seconded the motion. A discussion ensued about the cost of the change orders for this project and staff informed the Board that payment was being withheld from the design team for their work. The motion carried by unanimous vote.

D. Roof Replacement: The Director reported to the Board that three or four years ago the Board authorized a Roof Asset Management Plan (RAMP). The first phase of the plan cost approximately three quarters of a million dollars for the roof repairs identified in the RAMP. The second phase of the plan is estimated to cost approximately \$500,000. The amount was in the budget last year but was deferred. It was put back in the budget again this year and has been deferred to date. The Director stated that this item is back before the Board to make sure it is acceptable for staff to go ahead and bid this project. Mr. Grotzinger agreed that it was important to keep up with the care of the building. The Chairman noted that it was the consensus of the Board for staff to go to bid on this project.

INFORMATION SECTION: The Chairman announced that we would revert to a senior staff presentation at each Board meeting starting in March.

The Director conveyed to the Board that an item that did not appear on the agenda was being presented by Mr. Howell. Mr. Howell prepared a Stimulus Plan Update to obtain direction from the Board on whether staff should move ahead with certain projects to take advantage of potential stimulus funding. Proposed projects that could be designed and bid within the 120-day window required to be considered for the Part 1 Stimulus Package include:

1. ARFF Equipment Purchase at zero cost to the Authority.
2. Fuel Farm Relocation with design fees in the area of \$150,000.
3. General Aviation Ramp Expansion and Taxiway Connector design fees of \$260,000.
4. Terminal Access Roadway – Commercial Curb design fees of \$280,000.
5. Terminal A Gates Expansion and Improvement with design fees of \$955,000.

The total design fees of \$1,645,000 would need to be funded upfront by the Authority. Mr. Howell reminded the Board that construction funding would be covered 95% or 100% through the Stimulus Plan if these projects were accepted and funded by the FAA. Mr. Howell also stated that the design fees would not be wasted as these projects could be moved to the Part 2 Stimulus Plan and are also eligible for AIP entitlement funds in the future. The estimated construction costs and potential stimulus funding for all five projects is approximately \$20 million.

Initial discussion revealed that the majority of the Board was comfortable with the first four projects presented but cautious of the Terminal A Gates Expansion due to the magnitude of the design fees with no guarantee of acceptance by the FAA. Mr. Howell explained to the Board that the FAA had requested non-hub airports look at terminal projects due to the number of jobs these projects create. The Airport Director advised the Board that staff could use part of the AIP entitlement funds earmarked for the runway rehab to fix the runway (as it is anticipated that not all the original funding programmed for this project will be needed) and use the remaining funds to reimburse the Authority for design fees on the Terminal A Gate Expansion. The Director further stated that staff could contact the FAA that afternoon to seek their opinion on the proposed projects and Staff would inform the Board and recommend that the Authority not proceed on any projects the FAA had a concern over. Mr. Howell also acknowledged that staff could establish design milestones for each project to limit the cost to the Authority as much as possible until the FAA makes their decision on which projects are accepted.

Mr. McGrady made a motion to authorize staff to proceed with the design portions of the proposed stimulus program as referenced (that is, ARFF Equipment Purchase, Fuel Farm Relocation, General Aviation Ramp Expansion and Taxiway Connector, Terminal Access Roadway – Commercial Curb and Terminal A Gates Expansion and Improvement) with the understanding that staff has the discretion, based on discussion with the FAA, to pull back from any and all projects if it appears that it is unlikely that the airport will receive the award of funding and with the understanding that in putting together contracts that the projects will be segmented in some fashion so to allow us to pull away from the projects with less risks. Mr. Gantt seconded the motion. The motion carried by a 6-1 vote with Mr. Grotzinger voting against the motion.

Mr. McGrady further stated that the Board should accept the Airport Director's proposal that he should immediately communicate with the FAA, and if the FAA were to say it doesn't look high on their list, that the Airport Director has the authority to pull back and not execute agreements or stop design work that is being done.

AUTHORITY MEMBERS' REPORTS: None

PUBLIC AND TENANTS' COMMENT: No Comments

CLOSED SESSION: At 10:39 a.m. Mr. McGrady moved to go into closed session pursuant to subsections 143-318.11 (a) (3) and (6) of the General Statutes of North Carolina, in order to consult with legal counsel and to consider personnel matters. Mrs. Fisher seconded the motion and it carried by unanimous vote. The Chairman stated that no action would be taken at closed session.

ADJOURNMENT: Mr. McGrady moved to adjourn the meeting at 11:58 a.m. Mrs. Fisher seconded the motion and it carried by unanimous vote.

The next regular meeting of the Authority will be on Friday, March 13, 2009 at 8:30 a.m. in the Conference Room at the Authority's Administrative Offices, Asheville Regional Airport, 61 Terminal Drive, Suite 1, Asheville, NC 28732.

Respectfully submitted,

Charles W. McGrady
Secretary-Treasurer

Approved:

David R. Hillier
Chairman

**BUDGET/WORKSHOP RETREAT MEETING
ASHEVILLE REGIONAL AIRPORT AUTHORITY**

February 27, 2009

8:30 a.m.

The Asheville Regional Airport Authority ("Authority") met on Friday, February 27, 2009 at 8:30 a.m. in the Conference Room at the Authority's Administrative Offices, Asheville Regional Airport ("Airport"), 61 Terminal Drive, Suite 1, Asheville, NC 28732.

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

MEMBERS ABSENT: David Gantt, Vice-Chairman

STAFF AND LEGAL COUNSEL PRESENT: Victor Buchanan, Authority Legal Counsel; David N. Edwards, Jr., Airport Director; Lew S. Bleiweis, Deputy Airport Director; D. David Nantz, Director of Operations and Maintenance; Kevin Howell, Development Manager; Patti Michel, Director of Marketing and Public Relations; Royce Holden, IT Director; C. Jeffrey Augram, Chief of Public Safety; Christy Brunson, Finance Manager; Suzie Baker, Administration Manager and Ellen Heywood, Recording Secretary.

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

PASSENGER STATISTICS AND COST PER ENPLANEMENT UPDATE: The Airport Director presented passenger statistic comparisons on what is occurring as well as where the Asheville Regional Airport (ARA) stands in the industry. The Director noted that ARA is faring better than most of the airports in the region. ARA has seen increased passenger traffic for the past four months and he believes February will be a positive month as well. The Director also reviewed cost per enplanement comparisons, with ARA falling in the middle of the range compared to other airports. The Director cited his plans to drive enplanement costs down by redoing our rate model to be somewhere in the \$5.75 to \$6.00 per enplanement range and to properly allocate costs across the airport. Mr. Grotzinger requested the Director summarize the information that goes into the numbers presented and the Director responded with a description of the airport costs and fees associated with the cost per enplanement figure. A discussion of the criteria used in determining the cost per enplanement for the airlines followed with the Director stating that this is more of a show of good faith in recognizing we are in tough times and trying to lower costs for the airlines.

PROPOSED FY 2009/2010 BUDGET: Mr. Grotzinger questioned the Landside Roadway/Parking Improvements and Runway Rehab items in the Capital Improvement Plan (CIP) and the use of the term approved/awarded since neither item had been

approved by the Board. The Director responded that if design fees are approved then the items appear in the budget but that staff would still need to seek final approval of the project from the Board. It was agreed that the word "Planned" would be added to these line items.

Mr. Grotzinger questioned where the fees for the ID badges appeared in the budget and Mr. Bleiweis replied that the funds were not put in the budget as of yet. Staff is anticipating somewhere in the area of \$2,000-\$2,500 in revenue. Mr. Grotzinger reiterated that he did not believe this was the right time to impose additional fees to our tenants but rather to put the program in place and phase in the fees in a year or two. A discussion of which tenants would be affected took place with the Chairman noting that the consensus of the Board was to proceed with implementation of the fees as staff recommended.

Mr. Grotzinger inquired about the Griffin Building as a line item in the revenue budget and that it did not have any numbers in it. The Director informed the Board that Mr. Grotzinger had discussions with WNC Aviation about their need for expansion and the possible use of the Griffin Building. The Director informed the Board that although the Civil Air Patrol (CAP) constructed the building, the Authority has invested between \$80,000 and \$100,000 in the building and currently owns the building. A discussion ensued about the possibility of moving the CAP to a modular office building and relocating WNC Aviation to the Griffin Building. The Director informed the Board that revenue figures could be added before the budget gets final approval in April if these moves were to take place.

The Director informed the Board that staff has projected an increase in revenue for Brochures due to the proposed in-house handling of this function by Guest Services. The Director conveyed to the Board that Bill Black, who currently handles the brochures for the Authority, has been a long-time tenant and wonderful to work with. The Director reported to the Board that he has met with Mr. Black to discuss the contract. Although Mr. Black agreed to a 50/50 split of the revenue if he were to keep the contract rather than the current 30/70 split, the Authority would see a \$15,000 decrease in the Projected FY 2009/2010 Revenue. The Director requested the Board's guidance on whether to proceed with the in-house handling or renew the contract with Mr. Black. Mr. Newman inquired about costs of administering the program versus contracting it out and a discussion ensued of staff time and expertise in this area as well as the projected revenue budget for Guest Services. The consensus of the Board was for staff to proceed with the in-house handling of the Brochure function.

Mr. Grotzinger questioned the increase of personnel costs by a half million dollars. The Director responded that on the personnel side, staff deferred hiring until the fall and some of those figures are based on that fact. On the Salary Adjustment side, staff lowered the salary pool to a 3% pool rather than the previous 5% pool. Mr. Grotzinger

stated that given the economic times it would make sense to look into a hiring freeze and freeze on wages. Mr. McGrady requested an historical perspective on the salary pool and the Director explained that in the past a 5% pool has been used but staff reduced that amount to 3% in order to recognize the tough economic times. The Director also stated that staff has kept expenses down and ARA is performing at the level staff projected and does not see a need to freeze salary increases. The Deputy Airport Director informed the Board that this line item also includes longevity bonuses. The Director further stated that since this is a budget item the Board has the right to freeze any salary increases later this spring before increases become effective July 1. The Director's recommendation was for staff to go before the Board at the June Board Meeting to seek approval for allocating salary increases. Mr. Piccirillo questioned the use of overtime by staff and Mrs. Fisher inquired if there was a policy in place to justify overtime to which the Director responded in the affirmative. The Board agreed with the Director's recommendation for Board approval of salary increases at the June Board Meeting.

A discussion regarding a freeze on hiring, the attrition rate at ARA and current open positions took place with the Director stating that staff continues to monitor which positions need to be filled. Mr. Newman suggested staff needs to have a long-term strategic plan in place. The Director responded that a professional study on strategic planning was an item he had contemplated to include in the budget and one the Board may want to consider in the future. The Board agreed that a freeze on hiring would create the wrong message for public perception at this time and to rely on the Director's judgment in hiring any new employees.

Mr. Grotzinger also raised questions on the Shared Tenant Telephone Services, Operations and Maintenance Landscape Contract, Parking Lot Management Agreement and IT Document Imaging budget items and staff responded with explanations for all of the items questioned.

The Board recessed for a break at 10:43 a.m.

The Board reconvened at 10:55 a.m.

FUEL FARM RELOCATION: Kevin Howell presented a plan for the possible relocation of the fuel farm used by Odyssey Aviation to the new fuel farm area being constructed by Landmark Aviation. Mr. Howell offered two options for the relocation of the fuel tanks. The first option was to refurbish and relocate the existing tanks at a cost of \$984,000 and the second option was to replace the current tanks with two new tanks at a cost of \$1,650,000. A discussion of tank life and the current lease agreement with Odyssey Aviation took place.

The Airport Director offered a possible third option which would be to meet with Odyssey Aviation and their fuel supplier to see if an agreement could be reached where

the fuel supplier fronts the capital costs for the tanks and then are bought out of the unamortized portion of the tanks when our lease agreement with Odyssey Aviation expires. Odyssey Aviation would also then agree to purchase future fuel from the supplier. A discussion of the cost of the tanks, roadway alignment, priority level of this project, and safety issues took place. The Director informed the Board staff could obtain more information on this option and present it at the March Board Meeting. The consensus of the Board was to review this item at the March Board Meeting.

POLICIES AND PROCEDURES CHANGES: Suzie Baker gave an overview of the changes being recommended to the Policies and Procedures Manual and requested the Board Members read through the revised manual and note any concerns. Mrs. Baker noted that she believes the manual is now compliant with current laws. A discussion ensued of the use of the Authority legal counsel for review of proposed changes as well as any future legal concerns with employees. It was agreed upon that Mr. McGrady and Mr. Piccirillo would review the manual and inform the rest of the Board Members of any concerns they had with the changes. Adoption of the revised Policies and Procedures Manual will go before the Board at the March Board Meeting.

STIMULUS PLAN UPDATE: The Airport Director informed the Board that of the five projects presented to the FAA for the Stimulus Plan, the Terminal A Gates Expansion and Improvement project was the only project to be approved by the FAA Southern Region Office for \$7.5 million. The Director further reported that the official word from FAA Headquarters on the proposed stimulus projects was due the following week and that the Board would be informed once official word had been received.

Staff has terminated design on the Terminal Access Roadway – Commercial Curb. The Director recommended that staff move forward with the design process for the General Aviation Ramp Expansion, Taxiway Connector and Apron due to the fact that money may still be available if other airports do not meet their obligations for the 120 day window and the FAA may be looking for projects that are ready to go. There is also AIP fallout money at a 95% match for which ARA could compete. The Director also stated staff intends to propose the purchase of ARFF Equipment again to the FAA if any money is remaining in June.

A discussion of the design of the Terminal A Gates and a base bid with 3 alternates approach took place as well as a discussion of the General Aviation Ramp Expansion, Taxiway Connector and Apron. The Director requested the Board's direction on allowing staff to spend \$955,000 for the full design of the Terminal A Gates Expansion and Improvement as well as \$260,000 for design fees for the General Aviation Ramp Expansion, Taxiway Connector and Apron.

The consensus of the Board was to keep a project on the shelf and ready to go to bid in the event there was money available from the Stimulus Plan or AIP fallout funds and

therefore the Board gave approval for the Director to go forward with the design fees for the Terminal A Gates Expansion and Improvement and General Aviation Ramp Expansion Taxiway Connector and Apron and to execute design fee contracts.

The Board recessed for lunch at 12:10 p.m.

The Board reconvened at 12:35 p.m.

LEO AND FIRE SERVICES: Mr. Grotzinger stated that since the ARA has a lot on its plate and the City of Asheville has fire and police staff, it would make sense to look into the possibility of contracting with the City to provide fire and police services for the benefit of the community and airport. The Director reminded the Board that staff is not adverse to this idea but had researched this notion twice in the past, in 2005 and again in 2007, and found there to be no cost savings for the ARAA to contract with the City for fire services.

Chief Augram presented the Board with an analysis of 2009 salary comparisons between ARA and the City for police and fire services, a breakdown of service calls performed by his staff, as well as the Asheville Fire Rescue proposal and ARAA cost analysis performed in 2005. Chief Augram further stated that ARA still operates on the same staff compliment per shift crew as it did in 1980 to provide 24/7/365 coverage to the airport.

Vic Buchanan arrived at 12:50 p.m.

The Director stated that the level of service provided by the City would be less than the current level of service but at a similar cost. There is also the problem of using airport property for non-aviation functions if the city were to provide non-airport services to the south end of Asheville from a facility located on airport property. The Director further stated that an independent consultant should be retained to look into this should the Board seriously consider this proposal. There is also the potential for an independent airport authority in the future and it would not make sense to contract with the City for fire and police services which could complicate that issue. Mr. Grotzinger suggested staff solicit the City Council's interest in providing services before a consultant be retained. Mr. Newman was not aware of any interest by the City Council to provide these services to the ARA but could possibly have an interest in joint use of a facility.

Mr. McGrady stated this was not a priority for him and not something he is interested in initiating. Mr. McGrady further stated that the contract with the City expires in 7 or 8 years and we don't want to complicate the possibility of an independent authority.

The consensus of the Board was to dismiss the issue of contracting with the City of Asheville for police and fire services.

CLOSED SESSION: At 1:21 p.m. Mr. McGrady moved to go into closed session pursuant to subsections 143-318.11 (a) (3) and (6) of the General Statutes of North Carolina, in order to consult with legal counsel and to consider personnel matters. Mr. Grotzinger seconded the motion and it carried by unanimous vote.

Open Session Resumed at 2:45 p.m.

RECORDING OF BOARD/PUBLIC MEETINGS: Mr. McGrady made a motion to authorize the recording of the open session meetings beginning with the next meeting for purposes of allowing for preparation of minutes and that staff come back to the Board with an appropriate statement of policy with respect to the destruction of those tapes upon adoption of those minutes at the following meeting. Mr. Newman seconded the motion. The motion carried by a 5-1 vote with Mr. Grotzinger voting against the motion.

FREQUENT PARKING PROGRAM: Ms. Michel informed the Board that staff has researched Frequent Parking Programs, looked at other airports, and conducted surveys of passengers to provide the options for a Frequent Parking Program at ARA.

The first option presented called for the purchase of new software/equipment at a total cost of \$500,000.

The second option presented was a Coupon/Direct Billing concept. The coupon option would be administered manually with staff costs of \$2,262. The Direct Billing option would have estimated costs of \$17,861 for start up costs for credit card processing.

The third option would be a Weekly/Monthly Rate which would enable the leisure traveler to park for 7 days for the cost of 6 days. The Business Traveler could purchase a two-week pre-paid parking card to be offered at the weekly rate. Staff recommends an increase in the hourly rate to make this option cost effective.

A review of the current hourly rates and suggested increases followed but since staff did not know the ramifications of an increase in hourly parking and it was agreed that this would just shift the costs of such a program to a different group of passengers, the consensus of the Board was to not raise hourly parking rates at this time. The Board members also agreed that options 1 and 2 were not viable options.

Other suggestions included a tie-in to the traveler's frequent flier card; book airfare on-line through the ARA website and get pass for free parking; and a 3-day parking minimum and receive the next day free in the long-term parking lot. It was agreed that a frequent parking program is a complicated issue and one that the Board was not prepared to move on at this time. The consensus of the Board was to take this program off the table for now.

UPDATE ON PROPOSED CONSERVATION EASEMENT: Mr. McGrady reported that Governor Perdue took money from the Clean Water Management Trust Fund (CWMTF) this week and there is a possibility there will not be any funds to purchase a conservation easement from the ARAA. The Application for the Conservation Easement was turned into the Clean Water Management Trust Fund in early February. The area under consideration consists of 11,000 feet of river frontage on the south site and 2,300 feet of river frontage on the north site. Maps of the floodway and floodplain areas were reviewed and undevelopable areas shown. Mr. McGrady has spoken with the Carolina Mountain Land Conservancy (CMLC) and in order to make our land more attractive to the CWMTF for a conservation easement, the CMLC has suggested talking with Mr. Vaughan Fitzpatrick, the owner of adjacent land, to see if he has any interest in joining his land with the ARAA to create a much larger tract of land on which to form a greenway and conservation easement. The CMLC staff will make the contact with Mr. Fitzpatrick and conduct a site visit in May or June. ARAA staff will present the outcome to the Board at the August meeting to see how the Board would like to proceed.

Mr. Newman left at 3:40 p.m.

The Board decided the Long Range Planning Review would be presented by Mr. Howell at the March 13, 2009 Board Meeting.

ADJOURNMENT: Mr. McGrady moved to adjourn the meeting at 3:42 p.m. and Mrs. Fisher seconded the motion. It carried by unanimous vote.

The next regular meeting of the Authority will be on Friday, March 13, 2009 at 8:30 a.m. in the Conference Room at the Authority's Administrative Offices, Asheville Regional Airport, 61 Terminal Drive, Suite 1, Asheville, NC 28732.

Respectfully submitted,

Charles W. McGrady
Secretary-Treasurer

Approved:

David R. Hillier
Chairman



MEMORANDUM

TO: Members of the Airport Authority

FROM: Lew Bleiweis, Deputy Airport Director

DATE: March 13, 2009

ITEM DESCRIPTION – Consent Agenda Item C

Approval of Amended Section 106.00 Retention and Disposition of Public Records Policy

BACKGROUND

During the Authority Board Workshop Meeting held February 27, 2009, the Board approved to audio record the Authority Board meetings, going forward, to facilitate the creation of the official written meeting minutes. In accordance with the Board action, Section 106.00, Retention and Disposition of Public Records of the Authority's Administration Policies and Procedures is being updated to incorporate the procedure for the proper destruction of the audio recordings following the formal Board adoption of the written meeting minutes.

ISSUES

Staff is recommending that the current Section 106.00, Retention and Disposition of Public Records Policy be amended effective March 13, 2009 to reflect such changes as proposed.

ALTERNATIVES

The Authority Board could decide not to amend the current Retention and Disposition of Public Records Policy.

FISCAL IMPACT

There is no fiscal impact to the Authority.



RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approve the amended Section 106.00, Retention and Disposition of Public Records of the Authority's Administration Policies and Procedures effective March 13, 2009; and (2) authorize the Airport Director to implement such changes effective March 13, 2009.

OBJECTIVE To establish a Records Management Program to plan, organize, coordinate, direct, control, and supervise all public records within the Authority, from creation to final disposition.

METHOD OF OPERATION Public Law, State of North Carolina General Statute Chapter 132, administered by the State of North Carolina.:

- defines "public records" and "agency,"
- establishes the legal basis for custody and disposal of records and for public access to such records,
- provides a system for the scheduling and disposal of records,
- establishes uniform techniques for efficient and economical record making and keeping.

Definitions

Agency – The Asheville Regional Airport Authority.

Custodian - Airport Director or designee.

Department – Department of Cultural Resources, North Carolina Department of State.

Public Records - "all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of official business by any agency" (North Carolina Statute 132-1).

Public Records Coordinator - For examination, inspection, and copying of (~~Deputy Airport Director Administration and Finance~~ Administration Manager).

Records Management - The systematic control of records to meet the Agency's needs.

Records Management Liaison Officer (RMLO) - The individual designated in accordance with North Carolina Statutes to serve as Authority Records and Information Manager and as a liaison with the Department of Cultural Resources, North Carolina Department of State. (Deputy Airport Director Administration and Finance).

Records Series - A group of related documents arranged under a single filing system or kept together as a unit because they consist of the same form, relate to the same subject, result from the same activity, or have certain common physical characteristics.

Retention - The safekeeping of all Asheville Regional Airport Authority Public Records as defined by North Carolina Statue 132-3.

Retention Schedules - The form or document that establishes the authorized standard for the orderly retention, transfer, or other disposition of records, taking into consideration their legal, historical, and administrative values.

Responsibility

The RMLO is designated by the Airport Director of the Asheville Regional Airport Authority, and has the authority to create suitable guidelines and rules for the orderly management, scheduling, and disposition of public records in compliance with established rules and regulations of the Department and within the provisions of governing North Carolina Statutes.

**Scheduling and
Disposition of
Records**

**General Records
Schedule**

A General Records Schedule is issued by the Department, describing the records and designating a retention period to officially establish the length of time that the record series must be retained to meet administrative, legal, fiscal, and historical needs. The designated schedule is the minimum time that a record series must be kept.

**Authority Records
Schedule**

Individual records schedules for Agency records are established when it is determined that certain agency records are not covered under the General Schedule, or that a different retention period than stated in the General Records Schedule is desirable. Such a schedule must be submitted by the RMLO to the Department for approval.

**Changes to
Retention
Schedules**

The established schedules remain in effect until a change in series content or other factors are introduced that will affect the approved retention period. Should this occur, a new schedule form must be submitted to the Department by the RMLO for approval. Once an official retention value has

been established for a record series, either by General or Authority Records Schedules, records in the series are eligible for disposal action when the retention requirements have been met.

**Obtaining
Disposal
Authorization**

When retention requirements have been met, disposal action is initiated. All forms approved by the Department become the official retention schedule or disposal authorization for the records of the Authority and will be permanently retained by the RMLO.

**Destruction of
Public Records**

Destruction of records is accomplished through the process of shredding, maceration, incineration, recycling, burial in a landfill, or other method that has been approved by the Department in accordance with its established guidelines.

[Audio recordings are created during each Authority Board meeting \(excluding closed session meetings\) to facilitate the creation of the official written Board minutes. These recordings are destroyed immediately, by the process listed above, following the adoption of the official written minutes by the Board.](#)

**Survey of
Records**

A survey is made of each department's records by the Department Director/Public Records Coordinator at the end of each fiscal and each calendar year. As a result of this survey, recommendations for the transfer of inactive records to storage, scheduling of unidentified records and/or destruction of any of these records, is submitted by the Department Director/Public Records Coordinator, to the RMLO for appropriate action.

Penalty

It is unlawful for any officer or employee of the Authority to mutilate, destroy, sell, loan, or otherwise dispose of any public record. Destruction of any Authority records must be authorized by the Department. Violation of this procedure constitutes a misdemeanor and is punishable by law.

**APPROVAL AND
UPDATE HISTORY**

Approval

[December 11, 2006](#) [March 13, 2009](#)

Supersedes

[December 11, 2006](#)
March 15, 2004



MEMORANDUM

TO: Members of the Airport Authority

FROM: Kevin E. Howell, Development Manager

DATE: March 13, 2009

ITEM DESCRIPTION – Consent Agenda Item D

Approval of Progress Energy Utility Easements to Landmark FBO Facilities

BACKGROUND

Two easements are required for Progress Energy to operate and maintain the electrical service to the Encore/Landmark FBO Facilities. As the lessee, the Asheville Regional Airport Authority is considered a Grantor in the easement agreement along with the City of Asheville as the owner.

ISSUES

The easement documents are attached and require execution by the Chairman and Secretary/Treasurer.

ALTERNATIVES

None recommended at this time.

FISCAL IMPACT

No fiscal impact.

RECOMMENDED ACTION

It is respectfully requested that the Authority Board resolve to (1) approve the easements with Progress Energy; and (2) authorize the Chairman and Secretary/Treasurer to execute the necessary documents.

Consent Agenda – Item D

EASEMENT

NORTH CAROLINA

BUNCOMBE COUNTY

THIS EASEMENT made this _____ day of _____, 2009, from ASHEVILLE REGIONAL AIRPORT AUTHORITY, hereinafter referred to as GRANTOR (whether one or more), to CAROLINA POWER & LIGHT COMPANY, a North Carolina public service corporation, d/b/a PROGRESS ENERGY CAROLINAS, INC., hereinafter referred to as PEC;

WITNESSETH:

THAT GRANTOR, for and in consideration of the sum of ONE DOLLAR (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, does hereby grant unto PEC, its successors and assigns, the right, privilege, and easement to go in and upon the land of GRANTOR situated in Asheville Township of said County and State, described as follows: containing 535.342 acres, more or less, and being the land described in a lease agreement between the City of Asheville and the Asheville Regional Airport Authority, dated December 30, 1981, and recorded in Deed Book 1287, Page 510, Buncombe County Registry, and the unrecorded lease agreement entitled "RESTATED AND AMENDED CITY-AIRPORT AUTHORITY LEASE AGREEMENT", dated January 22, 2008, and also being the land shown on a plat dated 9/24/81, entitled "PROPERTY OF THE CITY OF ASHEVILLE (LEASE MAP)", and recorded in Plat Book 48, Page 35, Buncombe County Registry, LESS AND EXCEPT any prior out-conveyances, and to construct, maintain, and operate electric and/or communication facilities thereon consisting of a pole, cables, wires, guys, anchors, underground conduits, enclosures, and other pertinent facilities within an easement area thirty (30) feet wide for the overhead portion of said facilities and ten (10) feet wide for the underground portion of said facilities together with an area ten (10) feet wide on all sides of the foundation of any PEC enclosure, with the right to do all things necessary, including, but not being limited to, the right: (a) to enter said easement area at all times over the adjacent land to inspect, repair, maintain, and alter said facilities; (b) to keep said easement area cleared of trees, shrubs, undergrowth, buildings, structures, and obstructions; (c) to trim or cut any tree adjacent to said easement area that may, in the opinion of PEC, endanger the overhead facilities or hinder the maintenance, operation, and use of the same; and (d) to install, at angle points of the overhead facilities, guy wires and anchors outside of said easement area. The center line of the facilities shall be the center line of said easement area. **PEC shall not install facilities outside of said easement area without obtaining another EASEMENT, except for those facilities that may be installed as set forth in item (d) above.**

It is understood and agreed that the overhead and underground facilities shall be approximately located as shown on attached "Exhibit A".

TO HAVE AND TO HOLD said rights, privilege, and easement unto PEC, its successors and assigns, forever. Asheville Regional Airport Authority is the lessee in the aforesaid lease agreement, and said lessee enters into the execution of this EASEMENT for the sole purpose of subordinating said lease agreement to the rights herein granted. IN WITNESS WHEREOF, GRANTOR has caused this EASEMENT to be signed in its name by its duly authorized officials and its official seal to be hereunto affixed, as of the date first above written.

Asheville Regional Airport Authority

By: _____, Chairman

ATTEST:

, Secretary/Treasurer

(Affix Official Seal)

NORTH CAROLINA, _____ COUNTY

I, _____, a Notary Public of _____
County, North Carolina, certify that _____ personally appeared
before me this day and acknowledged that he (she) is Secretary/Treasurer of the Asheville Regional Airport Authority, a
municipal authority, and that by authority duly given and as the act of the authority, the foregoing EASEMENT was signed
in its name by its Chairman, sealed with its official seal, and attested by _____ self as its Secretary/Treasurer.

Witness my hand and notarial seal, this _____ day of _____, 20_____.

Notary Public

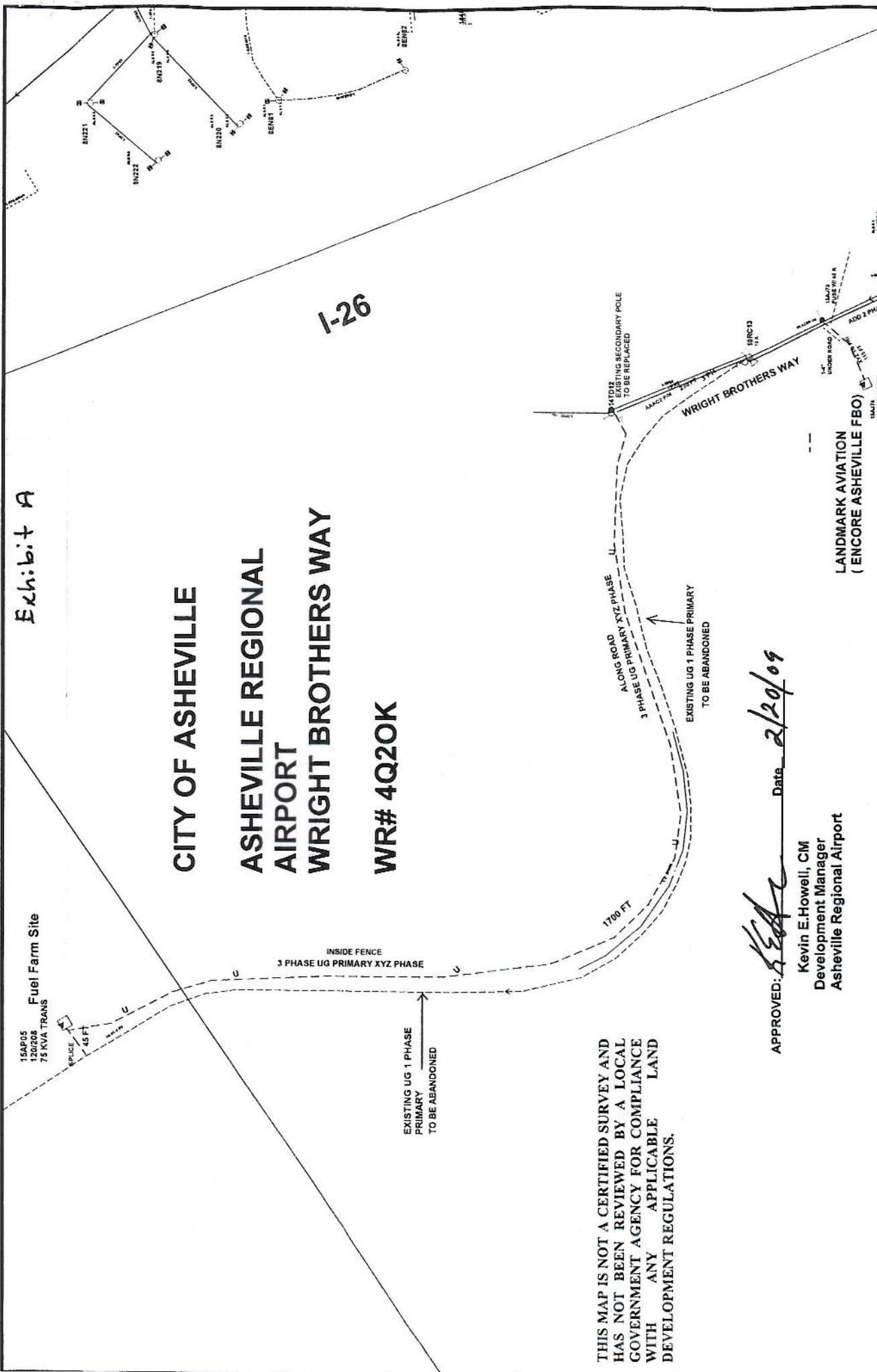
My commission expires: _____

Exhibit A

CITY OF ASHEVILLE
ASHEVILLE REGIONAL
AIRPORT
WRIGHT BROTHERS WAY
WR# 4Q20K

I-26

Fuel Farm Site
15AP05
120208
75 KVA TRANS



THIS MAP IS NOT A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS.

APPROVED: *[Signature]* Date: 2/20/09

Kevin E. Howell, CM
Development Manager
Asheville Regional Airport

LANDMARK AVIATION
(ENCORE ASHEVILLE FBO)

Address: WRIGHT BROTHERS WAY	Drawing No: undefined	Revision undefined	Work Request 4Q20K132	Svc Coord. JOHN MULLIS	Sheet 1
	City/Town, State: ASHEVILLE AIRPORT	Contact: undefined		Drawn Mullis, John	Approved undefined
			Checked undefined	Date 2/20/2009	1
			Operating Center undefined	Scale 1 in = 200 ft	1



EASEMENT

NORTH CAROLINA

BUNCOMBE COUNTY

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WITNESSETH:

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It is understood and agreed that the overhead and underground facilities shall be approximately located as shown on attached "Exhibit A".

TO HAVE AND TO HOLD said rights, privilege, and easement unto PEC, its successors and assigns, forever. Asheville Regional Airport Authority is the lessee in the aforesaid lease agreement, and said lessee enters into the execution of this EASEMENT for the sole purpose of subordinating said lease agreement to the rights herein granted. IN WITNESS WHEREOF, GRANTOR has caused this EASEMENT to be signed in its name by its duly authorized officials, and its official seal to be hereunto affixed, as of the date first above written.

Asheville Regional Airport Authority

By: _____, Chairman

ATTEST:

(Affix Official Seal)

_____, Secretary/Treasurer

NORTH CAROLINA, _____ COUNTY

I, _____, a Notary Public of _____
County, North Carolina, certify that _____ personally appeared before me this day
and acknowledged that he (she) is Secretary/Treasurer of the Asheville Regional Airport Authority, a municipal authority,
and that by authority duly given and as the act of the authority, the foregoing EASEMENT was signed in its name by its
Chairman, sealed with its official seal, and attested by herself as its Secretary/Treasurer.

Witness my hand and notarial seal, this _____ day of _____, 20_____.

Notary Public

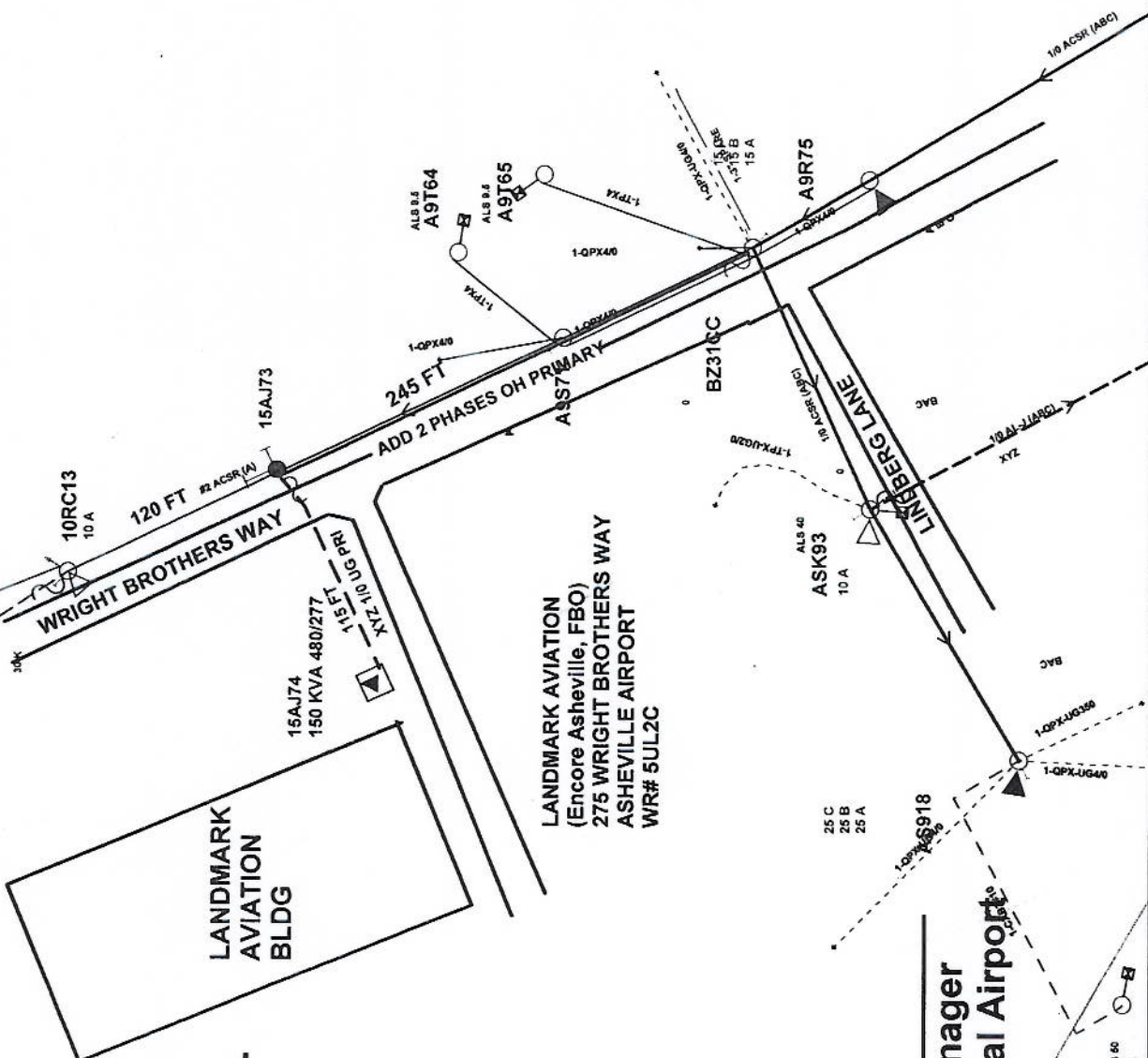
My commission expires: _____

Exhibit A

**CITY OF ASHEVILLE
ASHEVILLE REGIONAL
AIRPORT**

THIS MAP IS NOT A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS.

Approved: *[Signature]*
Development Manager
Asheville Regional Airport



Address: WRIGHT BROTHERS WAY	Drawing No: undefined	Revision undefined	Work Request 5UL2C	Svc Coord. JOHN MULLIS	Sheet 1
	City/Town, State: ASHEVILLE REGIONAL AIRPORT			Drawn Mullis, John	
Contact: undefined			Checked undefined	Date 2/12/2009	of 1
			Operating Center undefined	Scale 1 in = 100 ft	





MEMORANDUM

TO: Members of the Airport Authority

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

DATE: March 13, 2009

ITEM DESCRIPTION – New Business Item A

Approval of the Authority's Preliminary Fiscal Year 2009/2010 Budget

BACKGROUND

A proposed Fiscal Year 2009/2010 Budget was presented to the Authority Board at a Budget Workshop Meeting held on February 27, 2009. Staff has worked to incorporate comments from the Authority Board in this Proposed Preliminary Fiscal Year 2009/2010 Budget and have made some minor adjustments based on those discussions.

ISSUES

The Authority Board needs to approve the Proposed Preliminary Fiscal Year 2009/2010 Budget and allow the budget to remain available for public inspection for 30 days. The Fiscal Year 2009/2010 will then be presented to the Authority Board for final adoption on April 24, 2009.

ALTERNATIVES

None recommended.

FISCAL IMPACT

No fiscal impact until adopted.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approve the Proposed Preliminary Fiscal Year 2009/2010 Budget; and (2) accept public comment on the Proposed Fiscal Year 2009/2010 Budget during the next 30 days.

New Business – Item A



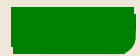
PROPOSED FY 2009/2010 BUDGET
ASHEVILLE REGIONAL AIRPORT
AUTHORITY BOARD MEETING
FEBRUARY 13, 2009



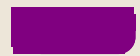
Agenda



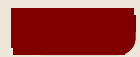
General Statistics



Proposed FY 2009/2010 O&M Budget



Proposed FY 2009/2010 Capital Budget



Proposed FY 2009/2010 Reserve & Exp. Funds



Proposed FY 2009/2010 Supplemental Fees

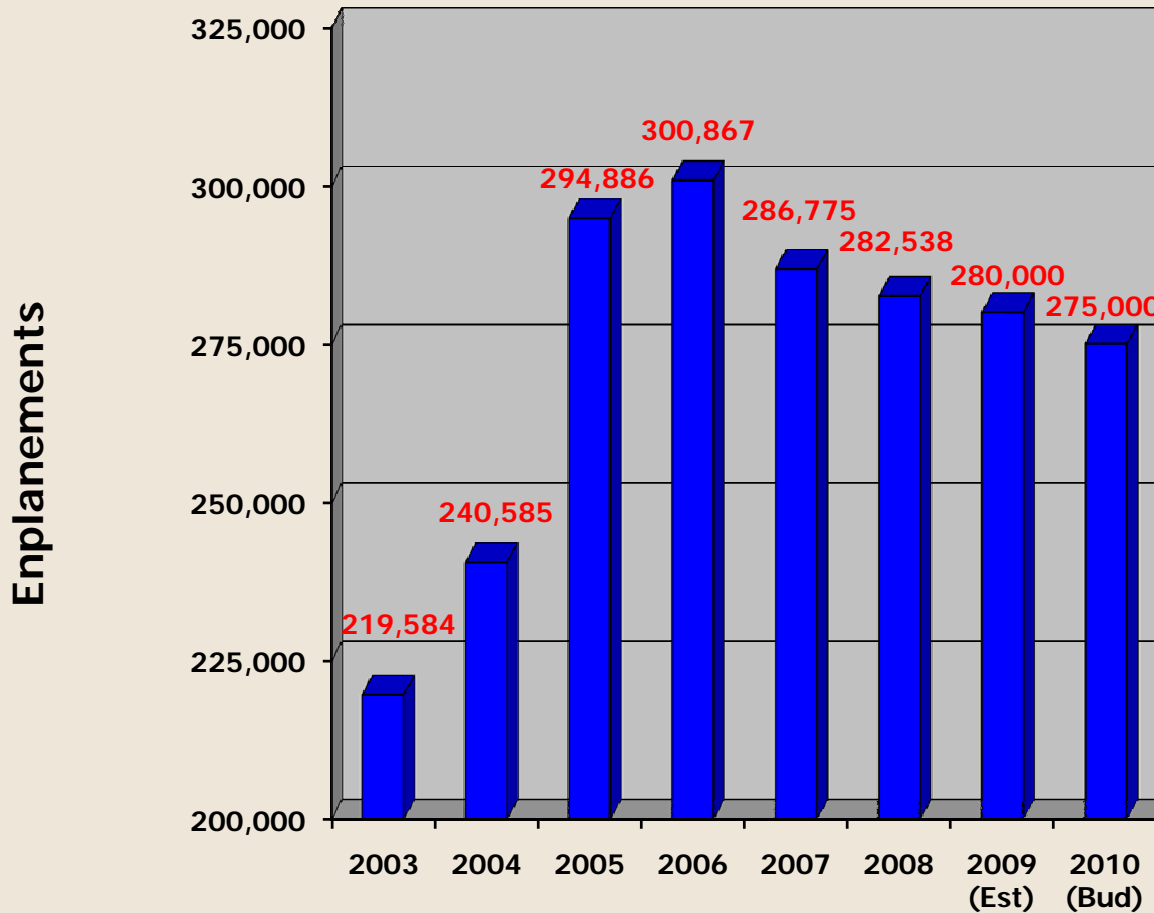


Questions and Comments

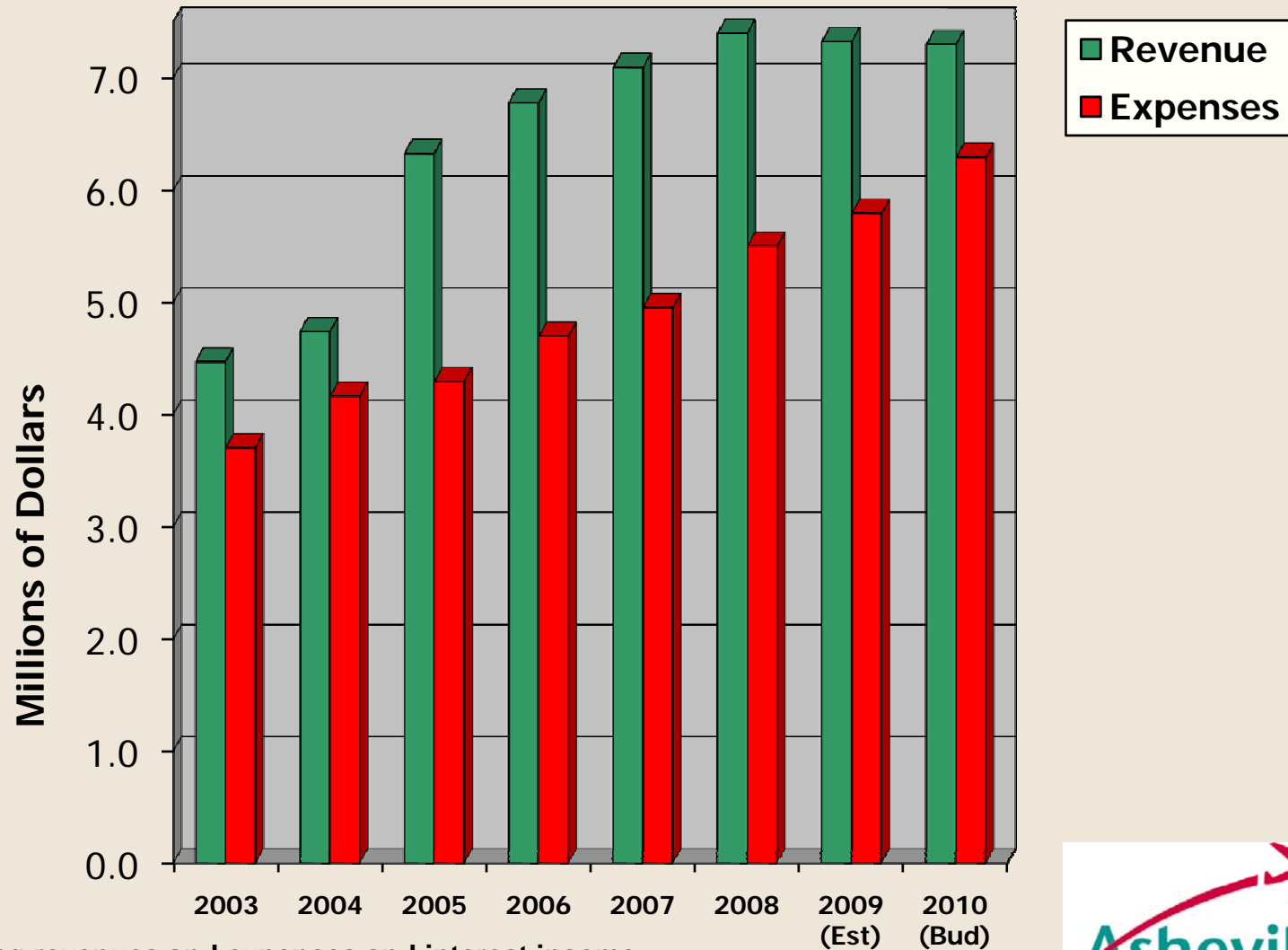


Passenger Traffic Growth

Fiscal Years 2003-2010 Passenger Traffic



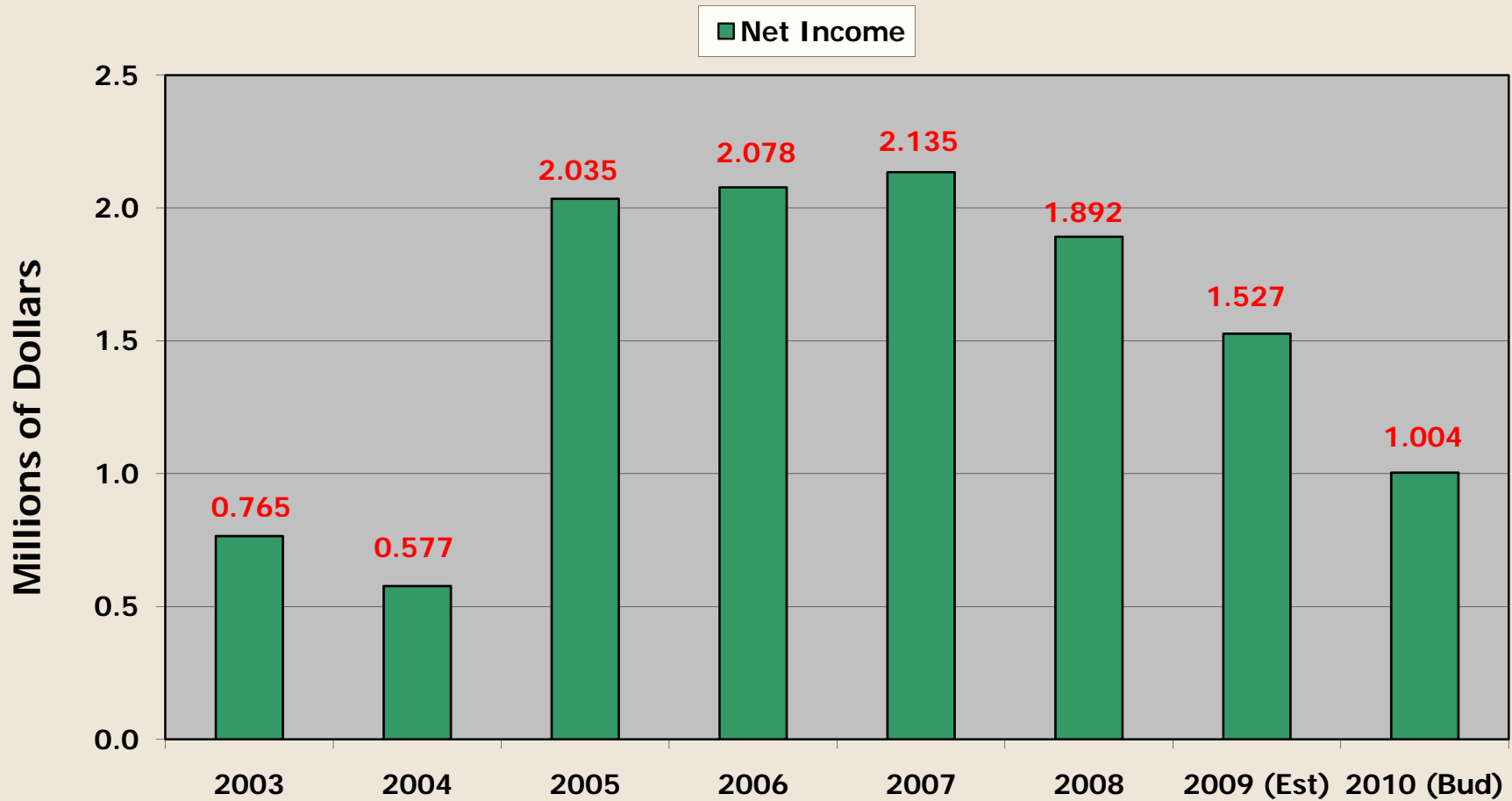
Revenue/Expenses FY 2003 through 2010 (a)



a. Includes operating revenues and expenses and interest income

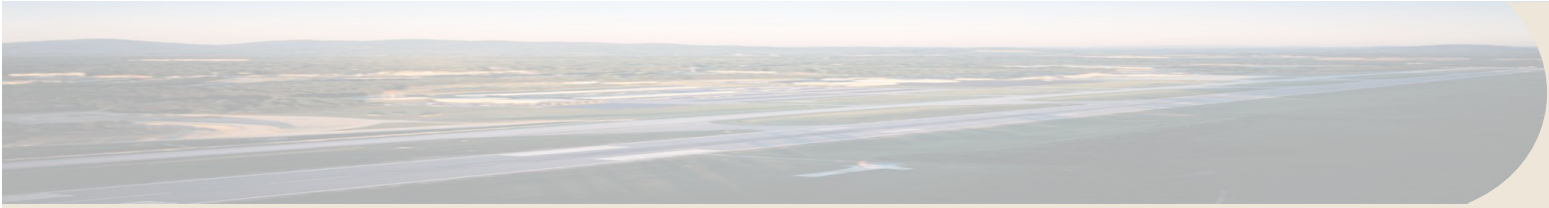


Net Income FY 2003 through 2010 (a)



a. Includes operating revenues and expenses and interest income





Proposed Budget



Basic O&M Budget Assumptions

- **Passenger Enplanements – 275,000**
- **Commercial Aircraft Operations – 16,000**
- **General Aviation Aircraft Operations – 59,000**
- **Approval of requested identification badge processing fees**
- **Reduction in Airline Cost Per Passenger**
- **Advertising Revenue Increase**
- **New Bulk Hangar Revenue**



Basic O&M Budget Assumptions (cont'd)

- **Guest Services (Ticket and Product Sales)**
- **Guest Services – Increased Brochure Revenues**
- **Elimination of the Skycap/Porter Service Program**
- **No Increases in Existing Supplemental Fees and Charges**
- **Completion of Landmark FBO Facilities**



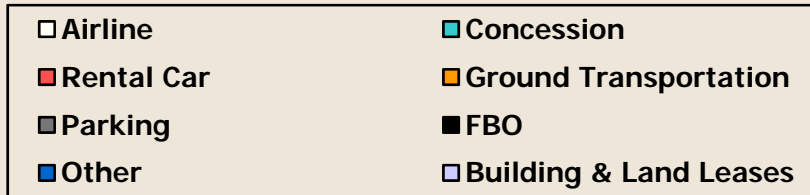
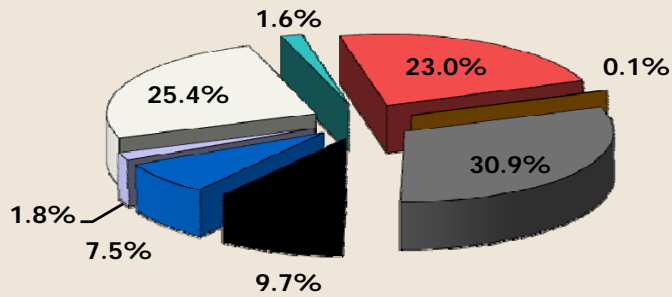
Proposed Budget

	Amount			Percentage
	FY 2008/2009	FY 2009/2010	Difference	Change
OPERATING FUND SUMMARY				
<u>Revenues</u>				
Operating	\$ 7,537,858	\$ 7,143,390	\$ (394,468)	-5.2%
Investment Income	237,600	157,200	(80,400)	-33.8%
Total Operating & Investment Revenues	7,775,458	7,300,590	(474,868)	-6.1%
<u>Expenses</u>				
Operating	6,394,578	6,289,760	(104,818)	-1.6%
Total Operating Expenses	\$ 6,394,578	\$ 6,289,760	\$ (104,818)	-1.6%
Net Operating & Investment Income	\$ 1,380,880	\$ 1,010,830	\$ (370,050)	-26.8%
FUND BALANCE SUMMARY				
Estimated Cash, Investments & Reimbursements for FY 2010	\$ 14,673,574	\$ 20,707,087	\$ 6,033,513	41.1%
Less:				
Carry-over Capital Expenditures from Prior FY	6,750,000	6,625,658	(124,342)	-1.8%
Reserve Funds	3,947,527	3,894,880	(52,647)	-1.3%
Capital Improvement Fund	1,694,104	5,450,068	3,755,964	221.7%
Renewal and Replacement Fund	618,166	142,277	(475,889)	-77.0%
Equipment and Small Capital Outlay Fund	323,000	104,440	(218,560)	-67.7%
Business Development Fund/Agreement Obligator	300,000	300,000	-	0.0%
Debt Service Fund	695,574	626,823	(68,751)	-9.9%
Estimated Capital Fund Balance	\$ 345,203	\$ 3,562,941	\$ 3,217,738	932.1%
Estimated Total Fund Balance Including Reserves	\$ 4,292,730	\$ 7,457,821	3,165,091	73.7%

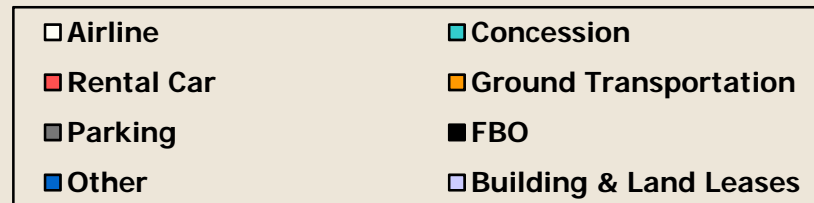
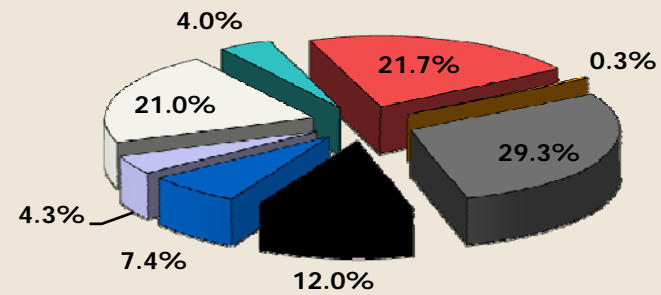


Sources of Revenue

FY 2009

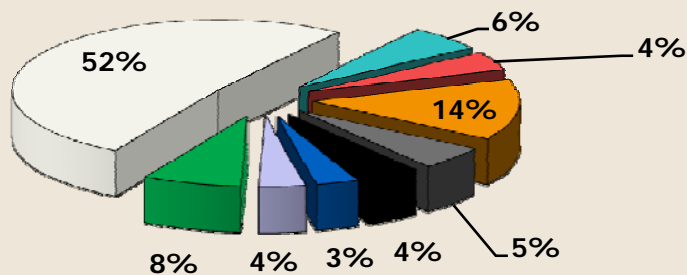


FY 2010

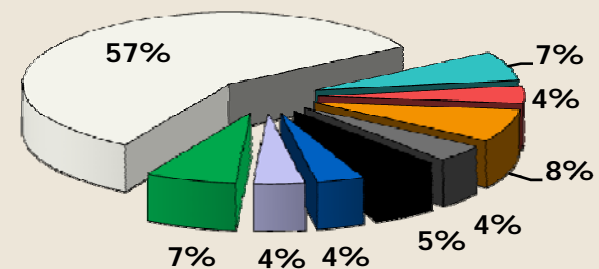


Operating Expenses by Category

FY 2009



FY 2010



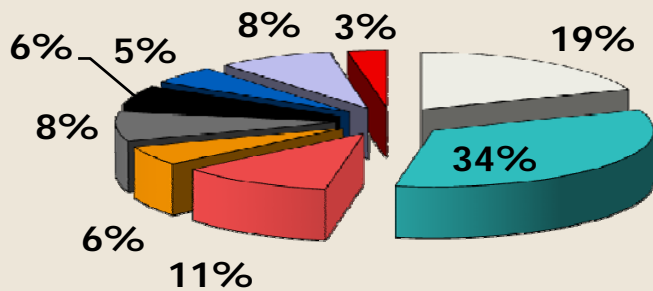
- Salaries & Benefits
- Professional Services
- Maintenance & Repair
- Insurance
- Other/Contingency
- Utilities
- Contractual Services
- Supplies
- Promotional Activities

- Salaries & Benefits
- Professional Services
- Maintenance & Repair
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- Supplies
- Promotional Activities



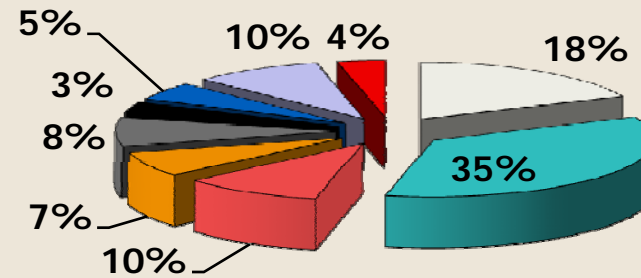
Operating Expenses By Department

FY 2009



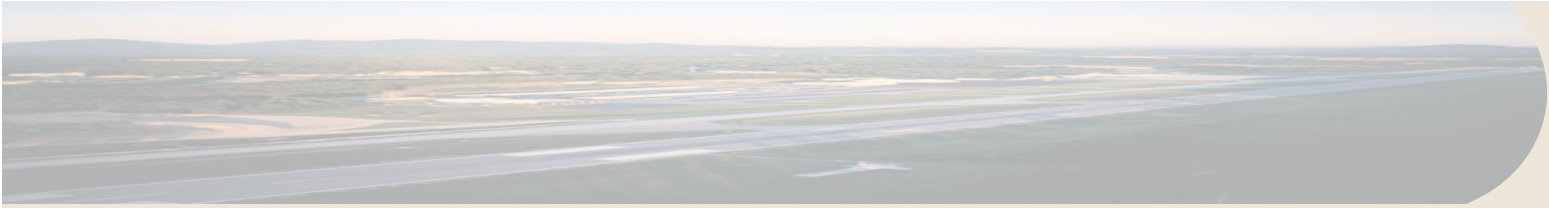
- Public Safety
- Operations & Maintenance
- Executive
- Information Technology
- Marketing and Public Affairs
- Guest Services
- Finance
- Administration
- Development

FY 2010



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





Proposed Capital Budget



Proposed Capital Budget

Capital Improvements (1)

Runway Rehab - Construction Phase (2)

\$ 5,450,068

Total Capital Improvements

5,450,068

-
1. Does not include any potential stimulus projects.
 2. Future PFCs.



Proposed Capital Budget (cont'd)

Equipment and Small Capital Outlay

Document Imaging/Email Archive	40,000
Point of Sale - Guest Services	8,000
Sharepoint/Business Portal	28,440
Access Control System Addition	28,000
Total Equipment and Small Capital Outlay	104,440



Proposed Capital Budget (cont'd)

Renewal and Replacement

Vehicle Replacements	67,277
3 Channel Trunking Radio Net	55,000
Digital In Car Camera Upgrades	20,000
Total Renewal and Replacement	142,277



Proposed Capital Budget (cont'd)

Business Development/Agreement Obligations

Air Service/Business Incentives/True-ups	300,000
Total Business Development	300,000

Debt Service

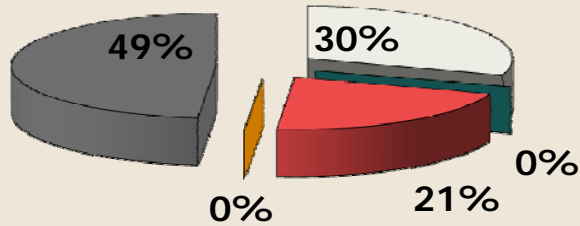
Debt Service - Rental Car Facility	626,823
Total Debt Service	626,823
Total	\$ 6,623,608

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



Capital Program Funding Sources

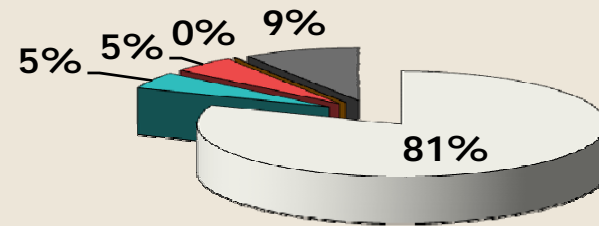
FY 2009



□ Federal ■ State ■ PFC ■ CFC ■ Authority

Authority's Contribution - \$1,425,283

FY 2010



□ Federal ■ State ■ PFC ■ CFC ■ Authority

Authority's Contribution - \$546,717



Carry-Over Capital Projects

Project	AMOUNT BUDGETED	ESTIMATED TO SPEND THROUGH 6/30/2009	ESTIMATED BALANCE TO CARRY
¹ Runway Rehab Project	545,007	186,633	358,374
² Aircraft Lavatory Project	240,700	40,000	200,700
³ PC Air Project	361,050	180,525	180,525
⁴ Fixed Ground Power Project	120,000	60,000	60,000
⁵ Landside Roadway/Parking Improvements	5,025,000	410,000	4,615,000
⁶ Art Program FF&E	27,175	16,116	11,059
⁷ North General Aviation Expansion Project	3,700,000	2,500,000	1,200,000
TOTAL CARRY-OVER TO FY-2010	10,018,932	3,393,274	6,625,658

¹ This project is funded with a combination of AIP entitlements and PFC Funding.

² This project is funded with PFC Funding.

³ This project is funded with PFC Funding.

⁴ This project is funded with PFC Funding.

⁵ This project is funded with a combination of AIP entitlements, state funds, and ARAA capital.

⁶ This project is funded with ARAA capital.

⁷ This project is funded with a combination of state funds and ARAA capital.





Reserve & Expenditure Funds



Operations & Maintenance Reserve

- **Description and Justification**
 - Established to cover fluctuations in cash flow and provide quick access to additional operational cash.
- **Equivalent to 6 months of budget FY 2009/2010 operations and maintenance expense.**
 - \$3,144,880 for FY 2009/2010



Emergency Repair Reserve

- **Description and Justification**
 - Fund emergency/unanticipated repairs and replacements to property, plant and equipment.
 - \$750,000 for FY 2009/2010



Fund Balance

- **Description and Justification**

- **The Fund Balance is the unrestricted dollar amount remaining after consideration of cash and investments, grants, PFCs, CFCs less reserve funds, the capital improvement fund, the renewal and replacement fund, the equipment and capital outlay fund, the business development fund and debt service fund.**

	<u>Amount</u>	
Cash and Investments (Estimated):		
Balance as of June 30, 2009	\$ 6,006,783	
Carry-Over Funds from FY 2009	6,625,658	
State Funding Reimbursements	136,252	
Federal Funding Reimbursements	5,177,564	
Contributed Capital for FY 2010	1,010,830	
PFC Collections for FY 2010	850,000	
CFC Collections for FY 2010	<u>900,000</u>	\$ 20,707,087
Reserve Funds:		
Operations and Maintenance Reserve (6 months)	\$ 3,144,880	
Emergency/Unanticipated Repair Reserve	<u>750,000</u>	3,894,880
Renewal and Replacement Fund	\$ 142,277	
Equipment and Small Capital Outlay Fund	104,440	
Business Development Fund/Agreement Obligations	300,000	
Debt Service Fund (Rental Car Facility)	<u>626,823</u>	1,173,540

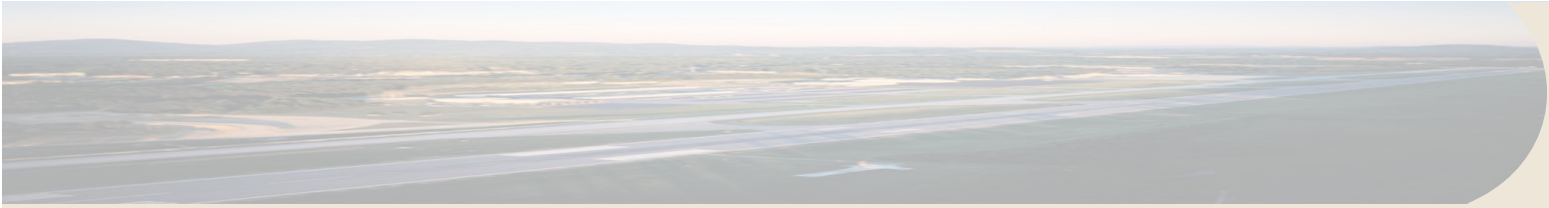


Fund Balance (cont'd)

Approved/Awarded/Planned Projects:

Landside Roadway/Parking Improvements	\$ 4,615,000	
Runway Rehab - Design	358,374	
Fixed Ground Power Project	60,000	
North General Aviation Development	1,200,000	
PC Air A & B Gates	180,525	
Runway Rehab - Construction Phase	5,450,068	
Art Program FF&E	11,059	
LAV Cart Facility	200,700	\$ <u>12,075,726</u>
Estimated Remaining Fund Balance		\$ <u>3,562,941</u>
Estimated Total Fund Balance Including Reserves		\$ <u>7,457,821</u>





Supplemental Fees



Proposed FY 2009/2010 Fees

	FY 2008/2009 Current Fees		FY 2009/2010 Proposed Fees	
	Cost	Per	Cost	Per
<u>Maintenance</u>				
Scissor Lift	\$ 100.00	use	\$ 100.00	use
ADA Ramp Rental	\$ 100.00	use	\$ 100.00	use
Air Stair Rental	\$ 100.00	use	\$ 100.00	use
Volvo Wheel Loader	\$ 100.00	use	\$ 100.00	use
Fork-lift	\$ 100.00	use	\$ 100.00	use
Tenant Sweeper	\$ 100.00	hour	\$ 100.00	hour
Service Truck	\$ 50.00	hour	\$ 50.00	hour
Backhoe	\$ 100.00	hour	\$ 100.00	hour
Lighted X	\$ 200.00	day	\$ 200.00	day
Light Tower	\$ 150.00	day	\$ 150.00	day
Paint Stripper	\$ 100.00	hour	\$ 100.00	hour
Large Aircraft Removal Dolly	\$ 200.00	day	\$ 200.00	day
Small Aircraft Removal Dolly	\$ 100.00	day	\$ 100.00	day
Aircraft Jack	\$ 75.00	use	\$ 75.00	use
Cores	\$ 30.00	each	\$ 30.00	each
Keys	\$ 5.00	each	\$ 5.00	each
Maintenance Labor Rate 1/	\$ 40.00	hour	\$ 40.00	hour
<u>Department of Public Safety</u>				
ARFF Apparatus for 1500 gal. or greater	\$ 250.00	hour	\$ 250.00	hour
ARFF Apparatus for less than 1500 gal.	\$ 150.00	hour	\$ 150.00	hour
Command, Police, and Ops support vehicles	\$ 100.00	hour	\$ 100.00	hour
Aircraft recover dolly	\$ 150.00	day	\$ 150.00	day
Maintenance Labor Rate 1/	\$ 40.00	hour	\$ 40.00	hour
Mutual Aid Agencies collected on their behalf		as incurred		as incurred
Replacement charges for AVL equipment/supplies		as incurred		as incurred

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



Proposed FY 2009/2010 Fees (cont'd)

<u>Identification Badge Fees and Charges</u>	FY 2008/2009 Current Fees		FY 2009/2010 Proposed Fees	
	Cost	Per	Cost	Per
Initial Badge Issuance				
SIDA Badge (1)	\$	32.00	\$	52.00
Non-SIDA Badge (2)	\$	-	\$	20.00
Renewal of Badge				
SIDA Badge (2)	\$	-	\$	20.00
Non-SIDA Badge (2)	\$	-	\$	20.00
Lost Badge Replacement				
SIDA Badge (3)	\$	-	\$	30.00
Non-SIDA Badge (3)	\$	-	\$	30.00
Other Fees				
Finger Print Background Check Only	\$	32.00	\$	42.00
Finger Print Background Check Only	\$	-	\$	10.00

Notes:

1. Includes \$32.00 finger print background check, \$10.00 processing fee, and a \$10.00 media fee.
 2. Includes \$10.00 processing fee and a \$10 Media Fee.
 3. Includes \$10.00 processing fee, \$10 Media Fee, and a \$10.00 penalty fee.
- * Any individual with an ID Badge/access card will granted a replacement card at no charge through June 30, 2009.



Proposed FY 2009/2010 Fees (cont'd)

	FY 2008/2009 Current Fees		FY 2009/2010 Proposed Fees	
	Cost	Per	Cost	Per
<u>Parking</u>				
Long term	\$ 1.00	0 - 1 hour	\$ 1.00	0 - 1 hour
	\$ 1.00	each add'l hour	\$ 1.00	each add'l hour
	\$ 7.00	day	\$ 7.00	day
Short term	\$ -	0 - 20 mins	\$ -	0 - 20 mins
	\$ 1.50	20 - 40 mins	\$ 1.50	20 - 40 mins
	\$ 2.00	40 - 60 mins	\$ 2.00	40 - 60 mins
	\$ 2.75	60 - 80 mins	\$ 2.75	60 - 80 mins
	\$ 0.50	add every 20 mins	\$ 0.50	add every 20 mins
	\$ 12.00	day	\$ 12.00	day
Employee Parking Rate	\$ 40.00	annual	\$ 40.00	annual
Commuter Parking Rate	\$ 240.00	annual	\$ 240.00	annual
Fines	up to \$1,000	day	up to \$1,000	day
<u>Ground Transportation</u>				
Airport Ground Transportation Permit	\$ 150.00	annual	\$ 150.00	annual
Off-Airport Rental Car Fee	7.50%	of gross revenue	7.50%	of gross revenue



Proposed FY 2009/2010 Fees (cont'd)

	FY 2008/2009 Current Fees		FY 2009/2010 Proposed Fees	
	Cost	Per	Cost	Per
<u>Fuel Flowage Fees</u>				
General Aviation Fuel	\$	0.05 per gallon*	\$	0.05 per gallon*
<u>Specialized Aeronautical Service Operators</u>				
Aircraft Sales	\$	- of gross sales	\$	- of gross sales
Aircraft Airfram, Engine, and Accessor Maint	\$	- of gross revenues	\$	- of gross revenues
Aircraft Rental	\$	- of gross revenues	\$	- of gross revenues
Flight Training	\$	- of gross revenues	\$	- of gross revenues
Avionics, Instrument, Propeller Repair	\$	- of gross revenues	\$	- of gross revenues
Aircraft Charter and Air Taxi Ops	\$	- of gross revenues	\$	- of gross revenues

All other FBO/SASO Fees established by negotiated operating agreement.

*Fuel Flowage Fee is not currently applicable to Odyssey Aviation

Note: Belle Aircraft Maintenance remits 2% of gross revenues under their space/use permit.



Thank You!



March 13, 2009

BUDGET MESSAGE

To: Members of the Asheville Regional Airport Authority

From: David N. Edwards, Jr, A.A.E., Airport Director

The attached budget for the year beginning July 1, 2009 and ending June 30, 2010 has been prepared with special consideration given to the safeguarding of the Asheville Regional Airport Authority's assets and the reliability of the Authority's financial records, while maintaining the flexibility to allow the airport staff the tools to provide outstanding service to our passengers and tenants and the general public.

We are custodians of public funds and public funds should not be convenient to spend. With this in mind every employee will follow the requirements of the Authority's Policies and Procedures and the approved budget when purchasing goods and services.

The intended goals of the operations set forth in the attached budget are to continue the excellent safety record at the Asheville Regional Airport and to provide the best facilities possible to enhance the growth of the Airport and to thereby benefit the entire area served by the Airport.

The following narrative contains brief explanations and insights related to the preparation of this budget:

ASSUMPTIONS

Due to the current aviation industry and economic conditions, this budget follows an approach that estimates revenues and expenses at actual anticipated levels, which shows a decrease of both revenues and expenses over the current fiscal budget. The O&M expenses and Capital related expenses have been reduced in anticipation of the projected annual revenues. Revenues are budgeted down at an estimated 6.2% over the revenue budgeted for this year. In an effort to reduce airline costs and attract new air service, the revenue budget has incorporated estimated revenue of \$5.86 per enplanement, down from the current approximate \$6.50. No increase of Supplemental Fees and Charges were incorporated.

Passenger reductions have been projected at approximately seven and a half percent (7.5%) for the fiscal year from a budget assumption perspective. Staff will be recalculating rates and charges once the final budget is adopted.

OPERATING REVENUE

Investment Income:

Due to the down turn in the financial markets, Investment Income is budgeted at approximately 33% below current year. Current investments are earning approximately less than 1.5%.

Space Rent-Non Airline:

All line items listed are at the lease rates in effect for the new Fiscal Year.

Space Rent-Airline:

Airline Rates and Charges are estimated to remain relatively stable in FY 2009/2010 but will incorporate a decrease to account for the planned reduction of per enplanement costs.

Concessions:

This budget assumes that the Authority will receive income in accordance with the minimum annual guarantees ("MAG") provided in the food and beverage agreement with MSE Branded Foods. A newly executed agreement for Terminal Advertising will increase revenues. The other line items are based on current agreements and/or historical average. Guest Services will provide additional revenue by taking over the brochure operation and selling attraction tickets and AVL apparel.

Auto Parking:

Public Parking is calculated based on historical trends.

Rental Car-Car Rentals:

Rental car revenues are based on the individual company's MAG and is calculated from the current agreement.

Rental Car-Facility Rent:

The budget estimate is based on the agreement in force and includes new revenue from the Rental Car Service Facility.

Commercial Ground Transportation:

The revenues from Ground Transportation Fees are based on historical data and include the rate increase approved last year. Employee and Commuter parking rates are projected based on historical data and are not increasing this budget cycle.

Landing Fees:

The Airline Rates and Charges estimated for the FY 2009/2010 budget year are projected to decrease in order to bring the airline operating costs down by a \$0.64 per enplaned passenger. Landing Fees are charged based on 1,000 pounds of airlines gross landed weight.

FBOs:

The percentage fee income for Odyssey Aviation (Million Air) is based on the latest historical data taking into account the decline in general aviation activity. Hangar Management Fees are based on staff estimates for the t-hangars and bulk hangars managed by Odyssey Aviation. Landmark Aviation (Encore) will also come online fulltime and revenue projections have been estimated from the contractual agreement.

Building Leases:

All estimates are backed by current leases in place.

Land Leases:

All estimates are backed by current leases, or set rates, in force.

Other Leases/Fees:

Security Fees are backed by agreements in force. With new TSA security directives, a proposed charge has been estimated for security badges and other security media. Charges are detailed in the Supplemental Fee section. Other items are estimates based on historical data.

OPERATING EXPENSES**Personnel Services:**

This estimate is based on actual current salaries, including estimated longevity bonus, plus a modest inflation factor. Overtime was estimated separately by Department Heads with historical data considered. Allocated Benefits are computed at 50.0 percent for the Department of Public Safety and 42.0 percent in all other departments.

Professional Services:

Professional services have been reduced to reflect the reduction in revenues. Appraisals, General Consultant and Legal Fees are estimated using historical data and certain projected events. Other Professional Services included are computed using known events and skills and experience of the Department Heads.

Accounting and Auditing:

This estimate includes the Authority's independent auditor.

Other Contractual Services:

This estimate includes the cost of maintenance agreements, uniform cleaning services and other contractual services. These numbers are backed by agreements and historical data.

Travel and Training:

The reduced estimate for required employee training/certification and various educational conferences has been prepared by each Department Head using known facts and historical information.

Communications and Freight:

The Telecommunications portion of this O&M Expense category was increased to cover inflation and the implementation of new systems over the past year. Postage and Express Mail were consolidated from each department to the Administration Department for more accurate control purposes. Increases in this category reflect anticipated postage increases and fuel surcharges.

Utility Services:

This estimate is based on the latest historical data.

Rents and Leases:

This estimate is consistent with the previous year's budget.

Insurance:

Insurance premiums are expected to be flat this fiscal year. To more accurately account for costs, workers compensation has been broken out separately and increased to anticipate the increase in the current fiscal year personnel figures.

Repairs and Maintenance:

This line item, the timing and amount of which is always difficult to predict, has been estimated by the Director of Operations and other department heads to account for repairs and maintenance anticipated for FY 2009/2010. The total amount is expected to increase slightly to account for increases in maintenance costs and vehicle maintenance.

Printing and Binding:

This estimate includes re-print of Airport brochure, banners, quarterly news letter, TSA Travel Trip brochure, corporate sales post cards, ground transportation cards, and other promotional materials.

Promotional Activities:

These activities represent media, chamber, and other community sponsorship advertising.

Other Current Charges and Obligation:

This estimate is based on historical data.

Office Supplies:

This estimate is prepared based on known events and historical data. This item has also been consolidated within the Administration Department's budget for more accurate accountability.

Operating Supplies:

This estimate is prepared by each Department Head based on known events and historical data.

Books, Pub., Subscriptions, Memberships:

This estimate is prepared by each Department Head using historical data and known events and facts.

Contingency:

This is an estimate to cover any unknown expense. The amount is determined by the Airport Director and has been reduced to \$75,000 from \$100,000 for FY 2009/20010.

CAPITAL BUDGET

The Capital Budget items were generated by the Department Heads and include those capital improvement projects in the approved five year capital program for FY 2009/20010. There are two vehicles budgeted for the new Fiscal Year one for the OPS Department as well as one for DPS. Explanations and justifications for all the capital projects are included on the Capital Budget Request sheets.

Any capital project or professional service in excess of \$50,000 will be subject to final approval by the Board prior to project initiation, in accordance with the Authority's Policies and Procedures Manual, unless the Board modifies its approval process.

The amount carried forward from Fiscal Year 2009 includes the Runway Rehab Project, an Aircraft Lavatory Disposal Project, PC Air and Fixed Ground Power Project, the North General Aviation Expansion Project, Landside Roadway Access Improvement Project, as well as Art Program FF & E, which will not be completed in FY 2008/2009.

The Debt Service Fund allowance is to support debt service for the Rental Car Maintenance and Storage Facility.

ASHEVILLE REGIONAL AIRPORT AUTHORITY
2009-2010
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 2009-2010 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, 2009 and ending June 30, 2010 in accordance with the following schedules:

EXPENDITURES

Administration	\$ 1,544,428
Terminal	2,643,374
Airfield	1,245,283
General Aviation	423,728
Parking Lot/Roadway	223,852
Other	209,097
Carry-over Capital Expenditures from Prior FY	6,625,658
Other Reserve Funds	3,894,880
Capital Improvement Fund	5,450,068
Renewal and Replacement Fund	142,277
Equipment and Small Capital Outlay Fund	104,440
Business Development Fund/Agreement Obligations	300,000
Debt Service Fund	626,823
Total Expenditures	<u><u>\$23,433,905</u></u>

Section 2. It is estimated that the following revenues will be available for the fiscal year beginning July 1, 2009 and ending June 30, 2010.

REVENUES

Administration (Interest Income)	\$ 157,200
Terminal	3,154,910
Airfield	819,650
General Aviation	873,790
Parking Lot/Roadway	2,154,100
Other	140,940
FY 08/09 Capital Carry-Over Funds	6,625,658
FY 09/10 PFCs	850,000
FY 09/10 CFCs	900,000
Federal Grants FY 09/10	5,177,564
NCDOT Grants FY 09/10	136,252
Transfer from ARAA Cash/Investments	2,443,841
Total Revenues	<u><u>\$23,433,905</u></u>

Section 3. 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 4. This ordinance shall become effective on July 1, 2009

Adopted this ____ day of _____, 2009.

Dave Hillier, Chairman

Attested by:

Charles W. McGrady
Secretary-Treasurer

**ASHEVILLE REGIONAL AIRPORT AUTHORITY
FY 2009/2010 ANNUAL BUDGET**

	Amount		Difference	Percentage Change
	FY 2008/2009	FY 2009/2010		
OPERATING FUND SUMMARY				
<u>Revenues</u>				
Operating	\$ 7,537,858	\$ 7,143,390	\$ (394,468)	-5.2%
Investment Income	237,600	157,200	(80,400)	-33.8%
Total Operating & Investment Revenues	7,775,458	7,300,590	(474,868)	-6.1%
<u>Expenses</u>				
Operating	6,394,578	6,289,760	(104,818)	-1.6%
Total Operating Expenses	\$ 6,394,578	\$ 6,289,760	\$ (104,818)	-1.6%
Net Operating & Investment Income	\$ 1,380,880	\$ 1,010,830	\$ (370,050)	-26.8%
FUND BALANCE SUMMARY				
Estimated Cash, Investments & Reimbursements for FY 2010	\$ 14,673,574	\$ 20,707,087	\$ 6,033,513	41.1%
Less:				
Carry-over Capital Expenditures from Prior FY	6,750,000	6,625,658	(124,342)	-1.8%
Reserve Funds	3,947,527	3,894,880	(52,647)	-1.3%
Capital Improvement Fund	1,694,104	5,450,068	3,755,964	221.7%
Renewal and Replacement Fund	618,166	142,277	(475,889)	-77.0%
Equipment and Small Capital Outlay Fund	323,000	104,440	(218,560)	-67.7%
Business Development Fund/Agreement Obligation	300,000	300,000	-	0.0%
Debt Service Fund	695,574	626,823	(68,751)	-9.9%
Estimated Capital Fund Balance	\$ 345,203	\$ 3,562,941	\$ 3,217,738	932.1%
Estimated Total Fund Balance Including Reserves	\$ 4,292,730	\$ 7,457,821	3,165,091	73.7%

ASHEVILLE REGIONAL AIRPORT AUTHORITY
REVENUE BUDGET ANALYSIS FOR FISCAL YEAR 2009/2010

Revenue Sources	-----Historical, Actual Revenue-----			-----FY 2008-09-----		Proposed Budget Fiscal Year 2009-2010	Difference Full Year 09 To Budget 2008-09	
	Fiscal Year 2005-06	Fiscal Year 2006-07	Fiscal Year 2007-2008	Budget	FYTD Actual Revenue 11/30/08			Projection to Fiscal Year 5
Investment Income								
Interest Income	\$ 510,822	\$ 644,521	\$ 492,503	\$ 240,000	79,796	191,500	157,200	(34,300)
Custodial Fee/Credit Card Processing Fees	-	-	-	(2,400)	-	(5,500)	-	5,500
Total Investment Income	510,822	644,521	492,503	237,600	79,796	186,000	157,200	(28,800)
Terminal Space Rentals - Non-Airline								
FAA Tower Rent	99,300	100,626	102,313	102,300	42,944	103,100	108,500	5,400
FAA Facilities Rent	54,600	54,820	40,299	-	-	-	-	-
TSA Space	78,541	79,540	78,541	78,500	32,726	78,500	71,250	(7,250)
Hertz (1st level office)	-	6,598	2,793	6,700	1,117	-	-	-
G2 Secure (formerly Globe Security)	4,380	6,380	3,723	-	-	2,628	-	(2,628)
Airport Info. Center	17,975	2,336	683	-	-	-	-	-
Federal Express	-	-	80	100	32	100	100	-
UPS	-	-	-	-	-	-	-	-
Total Terminal Space Rentals - Non-Airline	254,796	250,300	228,431	187,600	76,818	184,328	179,850	(4,478)
Terminal Space Rentals - Airline								
Passenger Facility/Services Charges	440,173	-	444,858	497,660	254,763	611,400	692,140	80,740
Voice/Data/PA Systems	-	-	-	360	-	13,109	13,100	(9)
Loading Bridge Fees (includes FGP & PC Air)	30,079	34,115	32,447	30,000	19,902	32,900	109,500	76,600
Apron Fees	212,747	218,074	262,826	220,000	83,469	221,400	200,000	(21,400)
Baggage Area	-	-	-	-	-	-	29,670	29,670
Northwest/Pinnacle (Counter/Office/Queue)	10,185	51,116	11,902	10,934	5,933	14,200	-	(14,200)
PSA (Counter/Office/Queue)	154,968	300,796	164,327	120,793	8,640	20,700	-	(20,700)
ASA (Counter/Office/Queue)	98,171	241,533	109,150	118,952	43,794	105,100	-	(105,100)
Continental (Counter/Office/Queue)	91,063	156,235	83,566	93,446	38,986	93,600	-	(93,600)
Total Terminal Space Rentals - Airline	1,037,386	1,001,869	1,109,076	1,092,145	455,486	1,112,409	1,044,410	(67,999)
Concessions								
F&B, Gift, Info (MSE Branded Foods)	25,230	33,826	34,906	35,000	10,417	25,000	35,000	10,000
Advertising (Interspace/Departure Media)	50,740	75,348	60,836	65,000	26,705	64,100	138,120	74,020
Brochure Sales (AID)	-	9,611	7,356	15,000	2,624	12,400	30,250	17,850
Guest Services	-	-	-	-	-	-	73,950	73,950
Art in the Airport	-	-	3,059	5,000	2,467	5,900	1,050	(4,850)
Payphone (Cherokee)	1,255	1,085	1,902	1,200	-	-	-	-
Baggage Cart (SmartCarte)	706	320	506	400	138	300	300	-
Sanitary Machines	110	-	149	-	40	100	100	-
First Class Seats	-	-	-	200	230	600	600	-
Wachovia (Cash Machine)	300	325	300	300	125	300	12,000	11,700
Total Concessions	78,341	120,515	109,013	122,100	42,746	108,700	291,370	182,670
Auto Parking								
Public Parking	1,932,075	2,148,207	2,288,782	2,300,000	991,377	2,161,000	2,109,250	(51,750)
Commuter Parking	15,292	13,686	21,674	17,280	3,420	12,960	21,600	8,640

**ASHEVILLE REGIONAL AIRPORT AUTHORITY
REVENUE BUDGET ANALYSIS FOR FISCAL YEAR 2009/2010**

Revenue Sources	-----Historical, Actual Revenue-----			-----FY 2008-09-----		Proposed Budget Fiscal Year 2009-2010	Difference Full Year 09 To Budget 2008-09	
	Fiscal Year 2005-06	Fiscal Year 2006-07	Fiscal Year 2007-2008	Budget	FYTD Actual Revenue 11/30/08			Projection to Fiscal Year 5
Total Auto Parking	1,947,367	2,161,893	2,310,456	2,317,280	994,797	2,173,960	2,130,850	(43,110)
Rental Car								
Rental Car - Car Rentals								
All Companies % (Signatory)	47,859	-	21,074	-	-	-	-	-
Avis MAG	-	230,645	248,512	275,000	99,049	237,700	230,000	(7,700)
Hertz MAG	-	413,993	335,260	340,000	160,638	385,500	383,200	(2,300)
Enterprise MAG	-	245,700	280,190	253,000	64,259	154,200	155,000	800
Budget MAG	-	166,041	171,877	183,000	67,506	162,000	155,830	(6,170)
National/Alamo MAG	-	-	-	150,000	77,382	185,700	232,140	46,440
Avis %	202,475	-	17,716	-	9,003	9,003	-	(9,003)
Hertz %	400,543	51,539	53,969	-	21,010	21,010	-	(21,010)
Enterprise %	169,246	-	-	-	11,377	11,377	-	(11,377)
Budget %	117,299	-	25,569	-	19,821	19,821	-	(19,821)
National/Alamo %	-	-	107,049	-	42,754	42,754	-	(42,754)
National %	-	-	-	-	-	-	-	-
National-Alamo (Off Airport %)	95,592	83,724	-	109,000	-	-	-	-
Subtotal Car Rentals	1,033,014	1,191,642	1,261,216	1,310,000	572,798	1,229,065	1,156,170	(72,895)
Rental Car - Facility Rent								
Avis (Counter & Office)	25,781	28,190	36,333	27,540	12,270	29,400	30,540	1,140
Hertz (Counter & Office)	20,529	28,190	168	27,540	11,894	28,500	29,380	880
Enterprise (Counter & Office)	-	22,394	2,646	21,825	9,403	22,600	25,630	3,030
National (Counter & Office)	-	-	7,917	21,825	2,366	5,700	29,380	23,680
Budget (Counter & Office)	20,855	22,340	23,186	21,825	10,935	26,200	27,970	1,770
Avis (Ready/Return)	21,428	9,641	11,301	8,560	4,073	9,800	8,600	(1,200)
Hertz (Ready/Return)	28,868	18,264	20,657	8,560	6,600	15,800	14,340	(1,460)
Enterprise (Ready/Return)	-	7,713	6,627	8,560	2,408	5,800	6,140	340
National (Ready/Return)	7,825	-	-	8,560	3,269	7,800	8,600	800
Budget (Ready/Return)	11,655	6,556	6,821	8,560	3,043	7,300	6,140	(1,160)
Avis (Service Facility)	17,606	11,758	779	39,073	6,129	14,700	36,590	21,890
Hertz (Service Facility)	13,148	13,538	-	39,073	14,570	35,000	55,200	20,200
Enterprise (Service Facility)	8,068	8,589	4,094	39,073	-	-	34,770	34,770
Budget (Service Facility)	7,920	8,103	-	39,073	-	-	28,100	28,100
National/Alamo (Service Facility)	-	-	-	39,073	2,849	6,800	47,510	40,710
Avis CAM fee	-	-	830	-	3,318	8,000	-	(8,000)
Hertz CAM fee	-	-	-	-	5,005	12,000	-	(12,000)
Enterprise CAM fee	-	-	-	-	3,153	7,600	-	(7,600)
National CAM fee	-	-	-	-	344	800	-	(800)
Budget CAM fee	-	-	-	-	2,548	6,100	-	(6,100)
Common Area Maintenance (Service Facility)	-	-	-	55,000	14,369	34,500	52,360	17,860
All Companies (Storage Lot)	-	-	49,632	-	53,370	128,100	-	(128,100)
Subtotal Facility Rent	183,683	185,277	170,992	413,720	171,917	412,500	441,250	28,750
Total Rental Car	1,216,697	1,376,919	1,432,208	1,723,720	744,715	1,641,565	1,597,420	(44,145)

ASHEVILLE REGIONAL AIRPORT AUTHORITY
REVENUE BUDGET ANALYSIS FOR FISCAL YEAR 2009/2010

Revenue Sources	-----Historical, Actual Revenue-----			-----FY 2008-09-----		Proposed Budget Fiscal Year 2009-2010	Difference Full Year 09 To Budget 2008-09	
	Fiscal Year 2005-06	Fiscal Year 2006-07	Fiscal Year 2007-2008	Budget	FYTD Actual Revenue 11/30/08			Projection to Fiscal Year 5
Commerical Ground Transportation								
Limo/Shuttle Service	14,400	-	3,600	-	-	-	-	
Employee Parking	-	-	10,010	7,000	7,390	6,283	617	
Ground Transportation Fees	-	5,739	8,590	5,618	9,993	9,993	6,357	
Other	-	-	-	-	-	-	-	
Total Commercial Ground Transportation	14,400	5,739	22,200	12,618	17,383	16,276	6,974	
Landing Fees								
Air Wisconsin	15,432	-	6,529	-	-	-	-	
ASA	200,079	145,966	94,699	292,762	61,231	164,000	(164,000)	
Atlantic Coast	93,147	-	-	-	-	-	-	
Comair	13,028	1,001	13,728	-	3,931	5,100	(5,100)	
Continental Express	67,199	56,445	62,287	66,624	29,507	64,500	(64,500)	
Piedmont	74,553	184,132	164,002	206,434	56,263	196,600	(196,600)	
Chautauqua	56,432	65,966	40,707	-	11,865	39,700	(39,700)	
Mesa Jet	47,613	-	76,436	-	2,750	6,600	(6,600)	
Northwest	81,040	70,277	34,857	75,575	(19,224)	74,000	(74,000)	
Y/E Settlement	-	-	-	-	-	-	474,080	474,080
Non-Sig Landing Fees	-	-	-	-	-	-	13,570	13,570
Total Landing Fees	648,523	523,786	493,246	641,395	146,325	550,500	(62,850)	
FBOs/SASOs								
Odyssey Aviation/Million Air								
Percentage Fee	363,295	444,797	466,263	500,000	213,248	500,000	(150,000)	
Gravel Lot	-	-	-	-	-	-	12,000	12,000
T-Hangar Management	-	106,857	162,356	70,025	74,719	70,000	70,020	20
Bulk Hangar Management #1	-	53,429	49,520	98,500	525	95,000	98,500	3,500
Bulk Hangar Management #2	-	-	-	50,000	-	-	199,160	199,160
Fuel Flowage Fee	-	-	-	-	-	-	-	-
Subtotal Million Air	363,295	605,083	678,139	718,525	288,492	665,000	729,680	64,680
Landmark/Encore								
Land Rent	-	-	-	13,613	-	13,613	49,000	35,387
Apron Rent	-	-	-	15,028	-	15,028	39,200	24,172
Option Parcel Fee	-	-	-	2,178	-	2,178	8,710	6,532
Percentage Fee	-	-	-	1,500	-	1,500	5,000	3,500
Fuel Flowage Fee	-	-	-	7,500	-	7,500	37,500	30,000
Subtotal Encore	-	-	-	39,819	-	39,819	139,410	99,591
Belle Aircraft Maintenance								
Percentage Fee	-	-	-	5,000	1,965	4,700	4,700	-
Total FBOs/SASOs	363,295	605,083	678,139	763,344	290,457	709,519	873,790	164,271
Building Leases								
Rental Houses	9,950	20,575	21,350	20,400	8,500	20,400	20,400	-

**ASHEVILLE REGIONAL AIRPORT AUTHORITY
REVENUE BUDGET ANALYSIS FOR FISCAL YEAR 2009/2010**

Revenue Sources	-----Historical, Actual Revenue-----			-----FY 2008-09-----		Proposed Budget Fiscal Year 2009-2010	Difference Full Year 09 To Budget 2008-09	
	Fiscal Year 2005-06	Fiscal Year 2006-07	Fiscal Year 2007-2008	Budget	FYTD Actual Revenue 11/30/08			Projection to Fiscal Year 5
Advantage West	72,036	72,036	66,033	67,750	30,015	72,000	71,100 (900)	
Falcon Airlink (Temp Office)	-	-	5,400	11,400	-	5,700	- (5,700)	
Lacy Griffin Building	-	-	-	-	-	-	-	
Cargo Building (US Airways)	-	12,000	7,759	12,000	5,000	12,000	12,000 -	
Total Building Leases	81,986	104,611	100,542	111,550	43,515	110,100	103,500 (6,600)	
Land Leases								
Pasture Rent	600	1,200	300	600	250	600	600 -	
Hertz (Maintenance Facility)	18,239	16,199	23,500	-	2,781	2,781	- (2,781)	
Avis (Maintenance Facility)	10,998	9,804	1,654	-	-	-	-	
Capital Outdoor (Billboard)	2,250	2,250	938	2,250	938	2,300	2,250 (50)	
NC Dept of Agriculture	-	-	7,589	9,100	-	-	9,100 9,100	
US Forest Service	9,000	9,108	-	9,750	2,277	9,750	10,130 380	
Broadmoor Golf Center	9,600	19,059	9,880	9,800	2,591	9,800	10,360 560	
Total Land Leases	50,687	57,620	43,861	31,500	8,836	25,231	32,440 7,209	
Other Leases/Fees								
LEO Services (TSA)	151,240	148,138	190,398	163,286	56,485	120,000	120,000 -	
Security Fee (Airlines)	261,043	231,093	252,690	250,320	102,448	245,900	106,140 (139,760)	
Security Fee (Rental Car)	44,649	55,284	80,558	75,000	28,700	68,900	73,320 4,420	
Security Fee (ID Media)	-	-	-	-	-	-	7,000 7,000	
Telecommunication Fees (Voice/Data)	-	-	-	40,000	360	-	40,400 40,400	
Sale of Assets	-	-	(60)	-	-	-	-	
Misc	150,277	26,190	18,092	1,000	61,542	62,000	5,000 (57,000)	
Tenant Services/Assessment Fees	-	-	-	-	-	-	22,000 22,000	
Air Freight Fees	-	-	-	-	-	-	-	
Charters/Camps	2,899	-	-	5,000	-	5,000	5,000 -	
Total Other Leases	610,108	460,706	541,678	534,606	249,535	501,800	378,860 (122,940)	
Total Revenue	\$ 6,814,408	\$ 7,313,561	\$ 7,561,353	\$ 7,775,458	\$ 3,150,409	\$ 7,320,388	\$ 7,300,590 (19,798)	
	Budget to Budget % Comparison FY10 to FY09						-6.1%	(474,868)

**ASHEVILLE REGIONAL AIRPORT AUTHORITY
EXPENSE BUDGET ANALYSIS FOR FISCAL YEAR 2009/2010**

Expenses	-----Historical, Actual Expenses-----			-----FY 2008-09-----			Proposed Budget Fiscal Year 2009-2010	Difference Full Year 09 To Budget 2009-10
	Fiscal Year 2005-06	Fiscal Year 2006-07	Fiscal Year 2007-08	Budget (As Amended)	11/30/08 FYTD Actual Expenses	5 Projection to Fiscal Year		
Personnel Services								
Regular Salaries	\$ 1,669,672	\$ 1,726,986	\$ 1,809,627	\$ 2,330,091	\$ 846,930	\$ 2,134,731	\$ 2,358,700	\$ 223,969
Extra Help	-	-	-	-	-	-	-	-
Overtime	51,937	25,625	24,538	81,022	20,181	38,308	44,140	5,832
Salary Adjustment/Bonus Pool	-	-	-	163,300	-	-	135,810	135,810
Allocated Benefits	631,991	691,479	727,992	1,038,149	373,488	932,785	1,122,980	190,195
Total Personnel Services	2,353,600	2,444,090	2,562,157	3,612,562	1,240,599	3,105,824	3,661,630	555,806
OPERATING EXPENSES/CAPITAL OUTLAY								
Professional Services								
Other Professional Services	74,761	111,338	30,977	57,485	26,666	64,228	33,000	(31,228)
Legal Fees	31,794	26,564	130,880	50,000	26,103	50,000	40,000	(10,000)
Financial	-	-	-	-	-	-	1,000	1,000
Artwork and Creative Production	-	-	6,642	-	4,533	13,750	16,000	2,250
Surveys, Reports & Data	-	6,000	31,251	16,000	9,050	45,250	43,000	(2,250)
Physicals & Drug Screens	-	-	1,328	-	718	3,250	11,000	7,750
Engineering and Architectural	-	-	-	-	-	40,000	25,000	(15,000)
Computer Systems	-	-	-	-	-	-	-	-
Website	-	-	-	-	-	-	2,150	2,150
Disadvantaged Business Unit	-	-	12,306	-	-	-	5,000	5,000
LEO	-	-	-	-	-	-	-	-
Auditors	12,779	15,030	6,750	34,250	6,928	21,928	32,000	10,072
Temporary Help	1,013	1,693	15,782	2,465	23,180	33,215	1,500	(31,715)
Federal & State Consulting Services	-	-	-	-	-	-	-	-
General Consultant	14,830	104,600	32,579	82,800	-	-	-	-
Total Professional Services	135,176	265,225	268,495	243,000	97,178	271,621	209,650	(61,971)
Contractual Services								
Advertising Management Contract	-	-	-	-	-	-	-	-
Computer Technical Support	-	500	-	1,800	-	-	21,920	21,920
Landscaping	5,073	41	3,834	6,000	6,606	12,600	12,600	-
Custodial Services	168,652	97,202	98,590	-	41,909	50,000	-	(50,000)
Parking Management Contract	-	-	65,243	25,500	145,456	287,000	284,600	(2,400)
Other Contractual Services	365,541	325,732	168,974	250,000	25,693	128,532	120,940	(7,592)
Elevator Maintenance Contract	-	-	-	-	6,032	13,000	12,700	(300)
Fire Alarm Systems Contract	-	-	-	-	7,234	11,425	12,700	1,275
Security Systems Mgmt Contract	-	-	-	-	-	-	20,170	20,170
Other Contractual Services	118,297	128,019	294,578	347,257	4,328	-	-	-
Total Other Contractual Services	657,563	551,495	631,219	630,557	237,258	502,557	485,630	(16,927)
Travel and Training								

**ASHEVILLE REGIONAL AIRPORT AUTHORITY
EXPENSE BUDGET ANALYSIS FOR FISCAL YEAR 2009/2010**

Expenses	-----FY 2008-09-----						Proposed Budget Fiscal Year 2009-2010	Difference Full Year 09 To Budget 2009-10
	-----Historical, Actual Expenses-----			Budget (As Amended)	11/30/08 FYTD Actual Expenses	5 Projection to Fiscal Year		
	Fiscal Year 2005-06	Fiscal Year 2006-07	Fiscal Year 2007-08					
Travel & Per Diem	106,129	133,118	126,371	167,700	46,695	149,781	146,330	(3,451)
Training & Education	17,098	8,585	14,250	30,350	8,832	24,497	45,600	21,103
Total Travel and Training	123,227	141,703	140,621	198,050	55,527	174,278	191,930	17,652
Communications and Freight								
Postage	4,358	4,968	5,348	5,040	1,331	2,836	6,000	3,164
Express Mail Delivery	-	6,111	5,790	3,205	1,336	3,855	5,000	1,145
Telecommunications	28,497	81,365	27,582	29,343	13,142	31,582	52,980	21,398
Online Services	9,468	-	11,823	12,320	4,491	12,320	770	(11,550)
Total Communications and Freight	42,323	92,445	50,543	49,908	20,300	50,592	64,750	14,158
Rentals and Leases								
Rentals & Leases	37,371	11,285	14,235	10,592	10,660	12,000	12,220	220
Total Rentals and Leases	37,371	11,285	14,235	10,592	10,660	12,000	12,220	220
Insurance								
Property & Casualty	19,268	30,175	170,052	35,000	22,016	52,838	50,000	(2,838)
General Liability	47,076	66,687	48,626	60,000	16,913	40,591	45,000	4,409
Auto Liability	14,152	20,033	25,879	24,996	9,103	21,847	25,000	3,153
Other Insurance & Bonds	63,971	74,398	102,998	87,504	39,117	93,881	60,000	(33,881)
Worker's Compensation Insurance	-	-	-	-	-	-	50,000	50,000
Total Insurance	144,467	191,293	347,555	207,500	87,149	209,158	230,000	20,842
Utility Services								
Electric Service	209,932	249,885	251,356	242,021	113,537	273,850	275,000	1,150
Gas Service	94,380	82,733	87,958	88,137	24,531	88,000	95,000	7,000
Water/Sewer Service	30,724	54,970	46,837	38,000	13,371	45,000	55,000	10,000
Total Utility Services	335,037	387,587	386,151	368,158	151,439	406,850	425,000	18,150
Repairs and Maintenance								
Other Repairs & Maintenance	265,776	270,269	189,853	295,443	19,607	17,397	12,500	(4,897)
Terminal, Buildings and Grounds	-	-	35,582	-	55,737	162,000	167,500	5,500
Vehicles and Heavy Equipment	-	-	48,784	-	12,578	25,000	33,000	8,000
Airport and Airfield Equipment	-	-	30,342	-	13,154	35,000	35,000	-
Vehicle Maintenance	-	-	-	-	-	-	-	-
Maintenance Contracts	31,713	112,332	85,587	37,955	-	-	-	-
Total Repairs and Maintenance	297,488	382,601	390,148	333,398	101,076	239,397	248,000	8,603
Printing & Binding								
Printing & Binding	3,036	7,546	11,831	24,825	2,808	13,568	18,000	4,432
Banners	-	-	151	-	-	-	500	500

**ASHEVILLE REGIONAL AIRPORT AUTHORITY
EXPENSE BUDGET ANALYSIS FOR FISCAL YEAR 2009/2010**

Expenses	-----FY 2008-09-----						Proposed Budget Fiscal Year 2009-2010	Difference Full Year 09 To Budget 2009-10
	-----Historical, Actual Expenses-----			Budget (As Amended)	11/30/08 FYTD Actual Expenses	5 Projection to Fiscal Year		
	Fiscal Year 2005-06	Fiscal Year 2006-07	Fiscal Year 2007-08					
Comment Cards	-	-	-	-	-	-	300	300
Total Printing & Binding	3,036	7,546	11,982	24,825	2,808	13,568	18,800	5,232
Promotional Activities								
Other Promotional Activities	-	47,359	15,710	62,825	95	1,450	3,500	2,050
Radio	-	-	38,377	-	18,580	58,378	67,950	9,572
Billboards	-	-	38,145	-	9,603	27,321	27,300	(21)
Print	-	-	38,280	-	4,842	36,096	39,150	3,054
TV	-	-	46,388	-	16,171	43,381	49,000	5,619
Cable Advertising	-	-	-	-	-	-	-	-
Telephone Book	-	-	3,040	-	1,563	2,148	2,420	272
Other Promotional Events/Sponsorships	-	-	802	-	1,953	23,663	19,000	(4,663)
Community Events/Exhibits/Sponsorships	-	-	20,325	-	7,154	29,704	24,300	(5,404)
Employee/Tenant Events	-	-	23,309	-	7,420	24,337	20,100	(4,237)
Marketing/Advertising	240,968	140,701	5,940	162,800	16,249	-	-	-
Total Promotional Activities	240,968	188,059	230,316	225,625	83,630	246,478	252,720	6,242
Other Current Charges and Obligations								
Legal Notices & Advertising	3,969	-	10,696	21,800	6,937	15,700	15,400	(300)
Bank Fees	-	-	39,437	40,000	5,226	40,000	34,000	(6,000)
Other Current Charges & Obligations	-	-	27,255	-	-	4,800	9,650	4,850
Total Other Current Charges and Obligations	3,969	-	77,388	61,800	12,163	60,500	59,050	(1,450)
Operating Supplies								
Office Supplies	24,042	54,012	30,118	17,750	7,367	16,670	27,000	10,330
Vehicle Fuel	-	-	43,060	-	13,390	37,000	39,000	2,000
Shop Supplies	-	-	9,312	-	835	6,000	6,000	-
Other Operating Supplies	246,685	130,895	42,098	187,385	14,205	41,774	98,400	56,626
Art Program Supplies	-	-	-	-	1,016	2,438	2,250	(188)
Promotional Supplies	-	-	21,235	-	16,648	28,876	18,250	(10,626)
Holiday Decorations	-	-	826	-	70	972	1,000	28
Chemicals and Safety	-	-	3,730	-	2,451	18,500	16,000	(2,500)
Small Tools and Equipment	-	-	10,213	-	4,530	16,698	17,500	802
Custodial Supplies	-	-	37,287	-	15,241	30,000	-	(30,000)
Custodial Consumables	-	-	-	-	1,002	30,000	30,000	-
Operating Furniture, Fixtures, Equipment and Software	-	14,548	25,871	56,885	-	43,763	40,290	(3,473)
Uniforms	20,932	32,909	19,098	25,380	-	11,600	16,100	4,500
Media	-	-	-	-	3,565	420	-	(420)
Firefighter Equipment	-	-	-	-	-	2,500	5,000	2,500
Outside Services	-	-	-	-	-	-	-	-
Total Operating Supplies	291,660	232,363	242,848	287,400	80,320	287,211	316,790	29,579

**ASHEVILLE REGIONAL AIRPORT AUTHORITY
EXPENSE BUDGET ANALYSIS FOR FISCAL YEAR 2009/2010**

<u>Expenses</u>	-----Historical, Actual Expenses-----			-----FY 2008-09-----			Proposed Budget Fiscal Year 2009-2010	Difference Full Year 09 To Budget 2009-10
	Fiscal Year 2005-06	Fiscal Year 2006-07	Fiscal Year 2007-08	Budget (As Amended)	11/30/08 FYTD Actual Expenses	5 Projection to Fiscal Year		
Books, Publications, Subscriptions & Memberships								
Books, Publications, Compact Disks, Videos & Subscriptions	834	3,471	6,165	12,820	1,229	8,181	13,480	5,299
Dues & Memberships	28,148	22,048	26,147	28,383	4,139	26,658	24,910	(1,748)
Licenses and Certification Fees	-	-	-	-	-	-	200	200
Total Books, Publications, Subscriptions & Mem.	28,982	25,519	32,312	41,203	5,368	34,839	38,590	3,751
Business Development and Agreement Obligations	-	-	-	-	-	100,000	-	(100,000)
Contingency	-	-	545	100,000	11,267	78,600	75,000	(3,600)
TOTAL OPERATING EXPENSES/CAPITAL OUTLAY	2,341,266	2,477,122	2,824,358	2,782,016	956,143	2,687,649	2,628,130	(59,519)
TOTAL EXPENSES	\$ 4,694,866	\$ 4,921,212	\$ 5,386,515	\$ 6,394,578	\$ 2,196,742	\$ 5,793,473	\$ 6,289,760	\$ 496,287
				Budget to Budget % Comparison FY10 to FY09			-1.6%	\$ (104,818)

ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
Administration
BASIC OPERATING BUDGET
FY 2009-2010

Fund ARA
Department Administration
Department # 11
Cost Center 00
Source 00

Account Code					Description	Item	Summary
Fund	Acct.	Sec.	C.C.	Source		Amount	Amount
PERSONNEL SERVICES							
ARA	500000	11	00	00	Regular Salaries	\$ 57,520	\$ 57,520
ARA	500015	11	00	00	Salary Adjustment Pool/Longevity/Medical Reimbursements	135,810	135,810
ARA	500020	11	00	00	Regular Overtime	-	-
ARA	500030	11	00	00	Allocated Benefits	81,200	81,200
TOTAL PERSONNEL SERVICES							<u>\$ 274,530</u>

OPERATING EXPENSES

Professional Services							
ARA	604000	11	00	00	Other Professional Services		11,000
					DBE Services	10,000	
					Other Services	1,000	
ARA	604020	11	00	00	Physicals and Drug Screens		1,500
					Pre-employment testing for all ARAA	1,500	
Travel and Training							
ARA	650000	11	00	00	Travel, Per Diem, Conference Registraion		5,000
					AAAE Conference	2,000	
					SHRM Conference	2,500	
					SHRM Monthly Meetings	500	
ARA	651000	11	00	00	Training & Education		3,000
					HR Training/HR Laws Update/HR Education for all ARAA	3,000	
Communications and Freight							
ARA	660000	11	00	00	Postage		6,000
					Postage for all ARAA - new to Admin Budget	6,000	
ARA	661000	11	00	00	Express Mail Delivery		5,000
					Express Mail Delivery for all ARAA - new to Admin Budget	5,000	
Insurance							
ARA	670000	11	00	00	Property and Casualty Insurance		50,000
					Property and Casualty for ARAA	50,000	
ARA	671000	11	00	00	General Liability		45,000
					General Liability for ARAA	45,000	
ARA	672000	11	00	00	Auto Liability		25,000
					Auto Liability for ARAA	25,000	
ARA	673000	11	00	00	Other Insurance and Bonds		60,000
					Inland Marine	60,000	
					Law Enforcement/Crime		
					Directors & Officers		
					Art/Piano Property Insurance		

ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
Administration
BASIC OPERATING BUDGET
FY 2009-2010

Fund ARA
Department Administration
Department # 11
Cost Center 00
Source 00

Account Code					Description	Item	Summary	
Fund	Acct.	Sec.	C.C.	Source		Amount	Amount	
ARA	674000	11	00	00	Worker's Compensation Insurance		50,000	
					Worker's Compensation for ARAA	50,000		
					General Repairs and Maintenance			
ARA	710000	11	00	00	Other Repairs and Maintenance		500	
					General repairs and maintenance for Admin Dept	500		
					Printing & Binding			
ARA	730000	11	00	00	Other Printing & Binding		3,000	
					Printing & binding for all of ARAA - new to Admin Budget	3,000		
					Promotional Activities			
ARA	740000	11	00	00	Other Promotional Activities		1,500	
					United Way Campaign, lunch & learns for all ARAA	500		
					Wellness program for all ARAA	1,000		
ARA	740115	11	00	00	Employee/Tenant Events		11,200	
					Employee Recognition	11,200		
					Other Current Charges and Obligations			
ARA	750000	11	00	00	Legal Notices & Advertising		6,000	
					All advertising for ARAA open positions	6,000		
					Operating Supplies			
ARA	760000	11	00	00	Office Supplies		27,000	
					Office Supplies for all ARAA - new to Admin Budget	27,000		
ARA	770300	11	00	00	Other Operating Supplies		1,000	
					Operating supplies	1,000		
ARA	771000	11	00	00	Operating Furniture, Fixtures, Equipment and Software Greater than \$100 & up to \$5,000		1,500	
					Bookcase and storage cabinet for Admin Office	1,500		
					Books, Publications, Subscriptions and Memberships			
ARA	780500	11	00	00	Books, Publications, Compact Disks, Videos & Subscriptions		1,000	
					North Carolina Employment Law Letter	350		
					HR-M.Lee Smith Publishers	350		
					HR Books/Publications	300		
ARA	780100	11	00	00	Dues & Memberships		650	
					SHRM	350		
					AAAE	225		
					SEC-AAAE	35		
					NCAA	40		
TOTAL OPERATING EXPENSES							\$	314,850
SECTION TOTAL							\$	589,380

ASHEVILLE REGIONAL AIRPORT AUTHORITY

Administration

Fiscal Year 2009/2010

Budget to Budget Variance Analysis

I.D. #	Description	FY 2009 Budget	FY 2010 Budget	Increase/ (Decrease)	Percent	Reason
500000	Regular Salaries	69,000	57,520	(11,480)	-16.6%	
500015	Salary Adjustment Pool	163,300	135,810	(27,490)	-16.8%	
500020	Regular Overtime		0	0	N/A	
500030	Allocated Benefits	28,980	81,200	52,220	180.2%	
	Total Personal Services	261,280	274,530	13,250	5.1%	
604000	Other Professional Services	16,500.00	11,000	(5,500)	-33.3%	Decreased Prof. Services - moved drug screens
604020	Physicals and Drug Screens		1,500	1,500	100.0%	Moved Drug Screens to correct cost center
650000	Travel, Per Diem, Conference Registration	8,000.00	5,000	(3,000)	-37.5%	Increase aviation/maintain HR knowledge/laws
651000	Training & Education	5,000.00	3,000	(2,000)	-40.0%	HR training/law update/education for ARAA
660000	Postage	500.00	6,000	5,500	1100.0%	Postage for all ARAA
661000	Express Main Delivery	1,000.00	5,000	4,000	400.0%	Express Mail Deliver for all ARAA
670000	Property and Casualty Insurance	35,000.00	50,000	15,000	42.9%	Property & Casualty Ins- increase to correct amt
671000	General Liability	60,000.00	45,000	(15,000)	-25.0%	Decreased General Liability to correct amount
672000	Auto Liability	24,996.00	25,000	4	0.0%	Auto Liability for all ARAA
673000	Other Insurance & Bonds	87,504.00	60,000	(27,504)	-31.4%	Moved Worker's Comp out to correct cost center
674000	Worker's Compensation Insurance		50,000	50,000	100.0%	Moved Worker's Comp to correct cost center
710000	Other Repairs and Maintenance	1,500.00	500	(1,000)	-66.7%	Repairs & Maintenance for Admin Dept.
730000	Other Printing & Binding	2,000.00	3,000	1,000	50.0%	Printing & Binding for all ARAA
740000	Other Promotional Activities		1,500	1,500	100.0%	United Way Campaign,Lunch&Learns for ARAA
740115	Employee/Tenant Events	6,000.00	11,200	5,200	86.7%	Emp holiday lunches/checks,programs/awards
750000	Legal Notices & Advertising	5,000.00	6,000	1,000	20.0%	All advertising for ARAA open positions
760000	Office Supplies	1,000.00	27,000	26,000	2600.0%	Office Supplies for all ARAA
770300	Other Operating Supplies	2,000.00	1,000	(1,000)	-50.0%	Operating Supplies for Admin Dept.
771000	Operating Furniture, Fixtures and Equipment	1,500.00	1,500	0	0.0%	Storage Cabinet and bookcase for Admin Office
780500	Books & Publications	1,500.00	1,000	(500)	-33.3%	Books & Publications for HR Laws/Knowledge
780100	Dues & Memberships	565.00	650	85	15.0%	HR/Aviation Dues and Memberships
	Total Services & Mat'ls.	259,565	314,850	55,285	21.3%	
	Department Total	520,845	589,380	68,535	13.2%	

ASHEVILLE REGIONAL AIRPORT AUTHORITY
Administration
Fiscal Year 2009/2010
Budget to Actual Variance Analysis

I.D. #	Description	FY 2009 Actual 5 Months	FY 2009 Estimate	FY 2010 Budget	Increase/ (Decrease)	Percent	Reason
500000	Regular Salaries	50,434.00	121,042	57,520	(63,522)	-52.5%	
500015	Salary Adjustment Pool		0	135,810	135,810	100.0%	
500020	Regular Overtime		0	0	0	N/A	
500030	Allocated Benefits	21,182.28	50,837	81,200	30,363	59.7%	
	Total Personal Services	71,616.28	171,879	274,530	102,651	59.7%	
604000	Other Professional Services	24,366.00	24,366	11,000	(13,366)	-54.9%	DBE Services
604020	Physicals and Drug Screens		250	1,500	1,250	500.0%	Appl. Drug Screens-moved from Prof Serv
650000	Travel, Per Diem, Conference Registration	410.00	7,110	5,000	(2,110)	-29.7%	Conferences in Feb., May and June
651000	Training & Education	317.00	2,500	3,000	500	20.0%	HR training/law update/education ARAA
660000	Postage	255.00	500	6,000	5,500	1100.0%	Postage for all ARAA - New to Admin
661000	Express Main Delivery		0	5,000	5,000	100.0%	Express Mail Deliver for all ARAA- New
670000	Property and Casualty Insurance	22,016.00	52,838	50,000	(2,838)	-5.4%	Increased new budget to correct amt
671000	General Liability	16,913.00	40,591	45,000	4,409	10.9%	Decreased new budget to correct amt
672000	Auto Liability	9,103.00	21,847	25,000	3,153	14.4%	5% increase
673000	Other Insurance & Bonds	39,117.00	93,881	60,000	(33,881)	-36.1%	5% increase and moved WC to new CC
674000	Worker's Compensation Insurance		0	50,000	50,000	100.0%	New Cost Center
730000	Other Printing & Binding	30.00	500	3,000	2,500	500.0%	Printing&Binding for all ARAA - New
740000	Other Promotional Activities	1,341.00	1,450	1,500	50	3.4%	Decreased budget
740115	Employee/Tenant Events	4,603.00	17,000	11,200	(5,800)	-34.1%	New to Admin-holidaychecks, awards,etc
750000	Legal Notices & Advertising	6,937.00	7,500	6,000	(1,500)	-20.0%	Ads
760000	Office Supplies	941.00	1,500	27,000	25,500	1700.0%	Office Supplies for all ARAA - New
770300	Other Operating Supplies	905.00	1,500	1,000	(500)	-33.3%	Decreased budget
770310	Holiday Decorations	22.00	22	0	(22)	-100.0%	
771000	Operating Furniture, Fixtures and Equipment	3,255.00	3,255	1,500	(1,755)	-53.9%	Decreased budget
780500	Books & Publications		0	1,000	1,000	100.0%	
780100	Dues & Memberships	160.00	630	650	20	3.2%	
	Total Services & Mat'ls.	130,691	277,491	314,850	37,359	13.5%	
	Department Total	202,307	449,370	589,380	140,010	31.2%	

ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
Development
BASIC OPERATING BUDGET
FY 2009-2010

Fund ARA
Department Development
Department # 70
Cost Center 00
Source 00

Account Code					Description	Item	Summary
Fund	Acct.	Sec.	C.C.	Source		Amount	Amount
PERSONNEL SERVICES							
ARA	500000	70	00	00	Regular Salaries	\$ 86,790	\$ 86,790
ARA	500030	70	00	00	Allocated Benefits	36,460	36,460
TOTAL PERSONNEL SERVICES							\$ 123,250
OPERATING EXPENSES							
Professional Services							
ARA	604016	70	00	00	Artwork and Creative Production Production of promotional development materials	2,500	2,500
ARA	604017	70	00	00	Surveys, Reports & Data Appraisals	10,000	10,000
ARA	604030	70	00	00	Engineering and Architectural General Planning, Engineerign & Architectural Services	25,000	25,000
ARA	604050	70	00	00	Disadvantage Business Unit DBE outreach & Good Faith Effort Review	5,000	5,000
Travel and Training							
ARA	650000	70	00	00	Travel, Per Diem, Conference Registraion NBAA Annual Conference ACC Planning, Design & Construction Symposium (Atlanta) SEC Annual Conference (Memphis, TN) NCAA Annual Conference AAAE Annual Conference (Dallas, TX) FAA Communications Conference (Atlanta, GA)	8,500	8,500
ARA	651000	70	00	00	Training & Education Professional Development / AMPAP	5,000	5,000
Printing & Binding							
ARA	730000	70	00	00	Other Printing & Binding Promotional materials for airport / land development	2,000	2,000
Other Current Charges and Obligations							
ARA	750000	70	00	00	Legal Notices & Advertising Bid notices / RFPs / RFQs	5,000	5,000
Operating Supplies							
ARA	770300	70	00	00	Other Operating Supplies General supplies	1,000	1,000
ARA	770305	70	00	00	Promotional Items Promotional materials for airport / land development	2,000	2,000
Books, Publications, Subscriptions and Memberships							
ARA	780500	70	00	00	Books, Publications, Compact Disks, Videos & Subscriptions		500

ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
Development
BASIC OPERATING BUDGET
FY 2009-2010

Fund ARA
 Department Development
 Department # 70
 Cost Center 00
 Source 00

Account Code					Description	Item	Summary
Fund	Acct.	Sec.	C.C.	Source		Amount	Amount
					Summit Aviation Subscription	500	
ARA	780100	70	00	00	Dues & Memberships		310
					AAAE	230	
					SEC-AAAE	40	
					NCAA	40	
TOTAL OPERATING EXPENSES							<u>\$ 66,810</u>
SECTION TOTAL							<u><u>\$ 190,060</u></u>

ASHEVILLE REGIONAL AIRPORT AUTHORITY
Development
Fiscal Year 2009/2010
Budget to Budget Variance Analysis

I.D. #	Description	FY 2009 Budget	FY 2010 Budget	Increase/ (Decrease)	Percent	Reason
500000	Regular Salaries	86,787	86,790	3	0.0%	
500030	Allocated Benefits	36,451	36,460	9	0.0%	
	Total Personal Services	123,238	123,250	12	0.0%	
604000	Other Professional Services	50,000.00	0	(50,000)	-100.0%	moved to a new ID #
604016	Artwork and Creative Production	0.00	2,500	2,500	100.0%	new development promtional brochures
604017	Surveys, Reports & Data	16,000.00	10,000	(6,000)	-37.5%	decrease in budgeted number of appraisals
604030	Engineering and Architectural	0.00	25,000	25,000	100.0%	moved from a different ID #
604050	Disadvantaged Business Unit	0.00	5,000	5,000	100.0%	added requirements for good faith effort reviews
650000	Travel, Per Diem, Conference Registration	10,500.00	8,500	(2,000)	-19.0%	increase in travel costs
651000	Training & Education	5,800.00	5,000	(800)	-13.8%	increase in training costs
660000	Postage	200.00	0	(200)	-100.0%	
661000	Express Main Delivery	500.00	0	(500)	-100.0%	increase in number of express deliveries
730000	Other Printing & Binding	2,000.00	2,000	0	0.0%	new development promtional brochures
750000	Legal Notices & Advertising	6,000.00	5,000	(1,000)	-16.7%	decrease in number of advertisings
760000	Office Supplies	800.00	0	(800)	-100.0%	increase in supplies
770300	Other Operating Supplies	800.00	1,000	200	25.0%	increase in supplies
770305	Promotional Items	0.00	2,000	2,000	100.0%	new development promtional brochures
771000	Operating Furniture, Fixtures and Equipment	7,050.00	0	(7,050)	-100.0%	plan and blueprint archive storage
780500	Books & Publications	500.00	500	0	0.0%	
780100	Dues & Memberships	325.00	310	(15)	-4.6%	rounding
	Total Services & Mat'ls.	100,475	66,810	(33,665)	-33.5%	
	Department Total	223,713	190,060	(33,653)	-15.0%	

ASHEVILLE REGIONAL AIRPORT AUTHORITY

Development

Fiscal Year 2009/2010

Budget to Actual Variance Analysis

I.D. #	Description	FY 2009 Actual 5 Months	FY 2009 Estimate	FY 2010 Budget	Increase/ (Decrease)	Percent	Reason
500000	Regular Salaries	24,388.00	58,531	86,790	28,259	48.3%	
500030	Allocated Benefits	10,242.96	24,583	36,460	11,877	48.3%	
	Total Personal Services	34,630.96	83,114	123,250	40,136	48.3%	
604016	Artwork and Creative Production		0	2,500	2,500	100.0%	
604017	Surveys, Reports & Data	0.00	10,000	10,000	0	0.0%	
604030	Engineering and Architectural	0.00	40,000	25,000	(15,000)	-37.5%	
604050	Disadvantaged Business Unit	0.00	0	5,000	5,000	100.0%	
650000	Travel, Per Diem, Conference Registration	6,796.00	16,310	8,500	(7,810)	-47.9%	
651000	Training & Education	1,432.00	3,437	5,000	1,563	45.5%	
661000	Express Main Delivery	118.00	350	0	(350)	-100.0%	
730000	Other Printing & Binding	1,060.00	2,544	2,000	(544)	-21.4%	
750000	Legal Notices & Advertising	0.00	4,800	5,000	200	4.2%	
760000	Office Supplies	445.00	1,000	0	(1,000)	-100.0%	
770300	Other Operating Supplies	14.00	500	1,000	500	100.0%	
770305	Promotional Items	0.00	0	2,000	2,000	100.0%	
771000	Operating Furniture, Fixtures and Equipment	1,298.00	6,000	0	(6,000)	-100.0%	
780500	Books & Publications	0.00	200	500	300	150.0%	
780100	Dues & Memberships	0.00	300	310	10	3.3%	
	Total Services & Mat'ls.	11,163	85,441	66,810	(18,631)	-21.8%	
	Department Total	45,794	168,556	190,060	21,504	12.8%	

ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
Executive Department
BASIC OPERATING BUDGET
FY 2009-2010

Fund ARA
Department Executive
Department # 5
Cost Center 00
Source 00

Account Code					Description	Item	Summary
Fund	Acct.	Sec.	C.C.	Source		Amount	Amount

PERSONNEL SERVICES

ARA	500000	5	00	00	Regular Salaries	\$ 301,580	\$ 301,580
ARA	500030	5	00	00	Allocated Benefits	126,670	126,670
TOTAL PERSONNEL SERVICES							\$ 428,250

OPERATING EXPENSES

Professional Services							
ARA	604010	5	00	00	Legal		40,000
					Palta, Straus, Robinson & Moore, P.A.	40,000	
ARA	604017	5	00	00	Surveys, Reports & Data		18,000
					Seabury APG - Online Air Service Data	18,000	
Travel and Training							
ARA	650000	5	00	00	Travel, Per Diem, Conference Registraion		56,350
					FAA Communications Conference	800	
					AAAE Annual Conference	2,500	
					AAAE National Conference (Russell Hoyt)	2,000	
					SEC Annual Conference	1,750	
					SEC Finance and Admin Conference	1,500	
					ACI Annual Conference	2,750	
					ACI Economic Conference	2,250	
					ACI/AAAE Spring Washington Conference	2,000	
					ACI/AAAE Summer Washington Conference	1,500	
					ACI Winter Board Meeting and CEO Conference	2,500	
					NCAA Annual Conference (2)	2,000	
					Asheville Chamber Legislative Meeting	1,600	
					Airline Meetings (2)	2,000	
					ACI Jumpstart Air Service Conference	2,000	
					NBAA Annual Conference	1,000	
					Local Travel	16,200	
					Board Member Travel	12,000	
ARA	651000	5	00	00	Training & Education		2,000
					General Professional Development	2,000	
Communications and Freight							
ARA	663000	5	00	00	Online Services		600
					Air Card	600	
General Repairs and Maintenance							
ARA	710000	5	00	00	Other Repairs and Maintenance		500
					Administrative Equipment	500	
Printing & Binding							

ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
Executive Department
BASIC OPERATING BUDGET
FY 2009-2010

Fund ARA
Department Executive
Department # 5
Cost Center 00
Source 00

Account Code					Description	Item	Summary
Fund	Acct.	Sec.	C.C.	Source		Amount	Amount
ARA	730000	5	00	00	Other Printing & Binding		1,000
					General Services	1,000	
					Promotional Activities		
ARA	740100	5	00	00	Other Promotional Events/Sponsorships		2,000
					General Sponsorships	2,000	
ARA	740115	5	00	00	Employee/Tenant Events		1,000
					Airport Tenant/Employee Annual Lunch	1,000	
					Other Current Charges and Obligations		
ARA	750000	5	00	00	Legal Notices & Advertising		2,000
					Board Meetings/Public Hearing Notices	500	
					RFPs, FRBs, and RFQs	1,500	
ARA	750100	5	00	00	Other Current Charges and Obligations		9,650
					Board Member - Meeting Reimbursement	3,150	
					Misc. Business Expenses	5,000	
					Other Board Member Meeting Costs	1,500	
					Operating Supplies		
ARA	770300	5	00	00	Other Operating Supplies		1,000
					Misc Supplies	1,000	
ARA	770305	5	00	00	Promotional Items		1,500
					Special Promo Items	1,500	
ARA	771000	5	00	00	Operating Furniture, Fixtures, Equipment and Software		1,500
					Greater than \$100 & up to \$5,000		
					Administrative Equipment	1,500	
					Books, Publications, Subscriptions and Memberships		
ARA	780500	5	00	00	Books, Publications, Compact Disks, Videos & Subscriptions		1,450
					Airport Revenue News Rate Survey	300	
					AAAE Rates and Charges Survey	250	
					General Subscriptions	750	
					Citizen Times	150	
ARA	780100	5	00	00	Dues & Memberships		12,120
					AAAE (DE, DD)	450	
					SEC-AAAE (DE, DD)	70	
					AMAC Membership	1,500	
					AAAE (Legislative Membership)	1,500	
					ACI Airport/Legislative Membership	6,000	
					AAAE Digicast Service	2,000	
					AAAE Ground Handling Services Membership	500	
					NCAA Membership (DE, DD)	100	
					Business Development/Agreement Obligations		
ARA		5	00	00	Business Development/Agreement Obligations		-

ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
Executive Department
BASIC OPERATING BUDGET
FY 2009-2010

Fund ARA
 Department Executive
 Department # 5
 Cost Center 00
 Source 00

Account Code					Description	Item	Summary	
Fund	Acct.	Sec.	C.C.	Source		Amount	Amount	
					Transfer funds as necessary (a)	-		
					Contingency			
ARA	790000	5	00	00	Contingency		75,000	
					General O&M Contingency	75,000		
TOTAL OPERATING EXPENSES							<u>\$</u>	<u>225,670</u>
SECTION TOTAL							<u>\$</u>	<u>653,920</u>

a. Funds will be transferred as necessary from approved funds in the Business Development/Agreement Obligations Fund.

ASHEVILLE REGIONAL AIRPORT AUTHORITY
Executive Department
Fiscal Year 2009/2010
Budget to Budget Variance Analysis

I.D. #	Description	FY 2009 Budget	FY 2010 Budget	Increase/ (Decrease)	Percent	Reason
500000	Regular Salaries	285,000	301,580	16,580	5.8%	
500030	Allocated Benefits	119,700	126,670	6,970	5.8%	
	Total Personal Services	404,700	428,250	23,550	5.8%	
604010	Legal	50,000	40,000	(10,000)	-20.0%	
604015	Financial	10,000	0	(10,000)	-100.0%	
604017	Surveys, Reports & Data	18,000	18,000	0	0.0%	
650000	Travel, Per Diem, Conference Registration	62,500	56,350	(6,150)	-9.8%	
651000	Training & Education	3,000	2,000	(1,000)	-33.3%	
660000	Postage	500	0	(500)	-100.0%	
661000	Express Main Delivery	1,500	0	(1,500)	-100.0%	
663000	Online Services		600	600	100.0%	
710000	Other Repairs and Maintenance	1,500	500	(1,000)	-66.7%	
730000	Other Printing & Binding	4,500	1,000	(3,500)	-77.8%	
740100	Promotional Events/Sponsorships	2,000	2,000	0	0.0%	
740115	Employee/Tenant Events	3,500	1,000	(2,500)	-71.4%	
750000	Legal Notices & Advertising	3,500	2,000	(1,500)	-42.9%	
750100	Other Current Charges & Obligations	4,900	9,650	4,750	96.9%	
760000	Office Supplies	3,000	0	(3,000)	-100.0%	
770300	Other Operating Supplies	2,000	1,000	(1,000)	-50.0%	
770305	Promotional Items		1,500	1,500	100.0%	
771000	Operating Furniture, Fixtures and Equipment	5,000	1,500	(3,500)	-70.0%	
780500	Books & Publications	1,450	1,450	0	0.0%	
780100	Dues & Memberships	17,120	12,120	(5,000)	-29.2%	
	Business Development/Agreement Obligations	0	0	0	N/A	
790000	Contingency	100,000	75,000	(25,000)	-25.0%	
	Total Services & Mat'ls.	293,970	225,670	(68,300)	-23.2%	
	Department Total	698,670	653,920	(44,750)	-6.4%	

ASHEVILLE REGIONAL AIRPORT AUTHORITY
Executive Department
Fiscal Year 2009/2010
Budget to Actual Variance Analysis

I.D. #	Description	FY 2009 Actual 5 Months	FY 2009 Estimate	FY 2010 Budget	Increase/ (Decrease)	Percent	Reason
500000	Regular Salaries	131,548	315,715	301,580	(14,135)	-4.5%	
500030	Allocated Benefits	42,252	101,405	126,670	25,265	24.9%	
	Total Personal Services	173,800	417,120	428,250	11,130	2.7%	
604010	Legal	15,903	400,000	40,000	(360,000)	-90.0%	
604017	Surveys, Reports & Data	1,500	18,000	18,000	0	0.0%	
650000	Travel, Per Diem, Conference Registration	19,576	56,982	56,350	(632)	-1.1%	
651000	Training & Education		1,000	2,000	1,000	100.0%	
660000	Postage	39	194	0	(194)	-100.0%	
661000	Express Main Delivery	813	2,451	0	(2,451)	-100.0%	
662000	Telecommunications	15	36	0	(36)	-100.0%	
663000	Online Services		0	600	600	100.0%	
710000	Other Repairs and Maintenance	13	31	500	469	1502.6%	
730000	Other Printing & Binding	30	1,072	1,000	(72)	-6.7%	
740100	Other Promotional Events/Sponsorships	613	1,971	2,000	29	1.5%	
740101	Community Events/Exhibits/Sponsorships	2,000	4,800	0	(4,800)	-100.0%	
740115	Employee/Tenant Events	85	1,404	1,000	(404)	-28.8%	
750000	Legal Notices & Advertising		1,000	2,000	1,000	100.0%	
750100	Other Current Charges & Obligations		4,800	9,650	4,850	101.0%	
760000	Office Supplies	1,463	4,511	0	(4,511)	-100.0%	
770300	Other Operating Supplies	915	2,196	1,000	(1,196)	-54.5%	
770305	Promotional Items	3,490	8,376	1,500	(6,876)	-82.1%	
770500	Small Tools and Equipment	170	408	0	(408)	-100.0%	
771000	Operating Furniture, Fixtures and Equipment		1,500	1,500	0	0.0%	
780000	Media	175	420	0	(420)	-100.0%	
780500	Books & Publications		1,200	1,450	250	20.8%	
780100	Dues & Memberships	850	15,040	12,120	(2,920)	-19.4%	
	Business Development/Agreement Obligations	0	0	0	0	N/A	
790000	Contingency	930	75,000	75,000	0	0.0%	
	Total Services & Mat'ls.	48,580	602,393	225,670	(376,723)	-62.5%	
	Department Total	222,380	1,019,513	653,920	(365,593)	-35.9%	

ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
Finance
BASIC OPERATING BUDGET
FY 2009-2010

Fund ARA
Department Finance
Department # 12
Cost Center 00
Source 00

Account Code					Description	Item	Summary
Fund	Acct.	Sec.	C.C.	Source		Amount	Amount

PERSONNEL SERVICES

ARA	500000	12	00	00	Regular Salaries	\$ 140,050	\$ 140,050	
ARA	500020	12	00	00	Regular Overtime	1,000	1,000	
ARA	500030	12	00	00	Allocated Benefits	59,240	59,240	
TOTAL PERSONNEL SERVICES							<u>\$ 200,290</u>	

OPERATING EXPENSES

Professional Services

ARA	604000	12	00	00	Other Professional Services		11,500
					Software Consultants	11,500	
ARA	640000	12	00	00	Auditors		32,000
					Annual Audited Financial Statements	32,000	

Travel and Training

ARA	650000	12	00	00	Travel, Per Diem, Conference Registraion		9,830
					Dynamics Convergence Conference	4,730	
					GFOA conference	5,100	
ARA	651000	12	00	00	Training & Education		14,000
					Solomon/Financial System Training	10,000	
					Professional Education	4,000	

Printing & Binding

ARA	730000	12	00	00	Other Printing & Binding		3,100
					CAFR - GFOA	2,500	
					Budget	600	

Other Current Charges and Obligations

ARA	750000	12	00	00	Legal Notices & Advertising		2,400
					RFP's, RFQ's	2,400	
ARA	654000	12	00	00	Bank Charges		34,000
					Credit Card Processing	27,000	
					Other	7,000	

Operating Supplies

ARA	770300	12	00	00	Other Operating Supplies		4,000
					Stampers, check envelopes, binders, magnetic ink, etc.	4,000	
ARA	771000	12	00	00	Operating Furniture, Fixtures, Equipment and Software		3,000
					Greater than \$100 & up to \$5,000		
					Office chair, adding machines, printer, storage containers	3,000	

Books, Publications, Subscriptions and Memberships

ARA	780500	12	00	00	Books, Publications, Compact Disks, Videos & Subscriptions		1,700
					Payroll Regulations	500	

ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
Finance
BASIC OPERATING BUDGET
FY 2009-2010

Fund ARA
 Department Finance
 Department # 12
 Cost Center 00
 Source 00

Account Code					Description	Item	Summary
Fund	Acct.	Sec.	C.C.	Source		Amount	Amount
					Professional Books & Videos	1,200	
ARA	780100	12	00	00	Dues & Memberships		1,140
					AAAE	250	
					American Payroll Association	250	
					GFOA	300	
					NCAA	40	
					AICPA	300	
TOTAL OPERATING EXPENSES							<u>\$ 116,670</u>
SECTION TOTAL							<u><u>\$ 316,960</u></u>

ASHEVILLE REGIONAL AIRPORT AUTHORITY

Finance

Fiscal Year 2009/2010

Budget to Budget Variance Analysis

I.D. #	Description	FY 2009 Budget	FY 2010 Budget	Increase/ (Decrease)	Percent	Reason
500000	Regular Salaries	141,000	140,050	(950)	-0.7%	
500020	Regular Overtime		1,000	1,000	100.0%	
500030	Allocated Benefits	59,220	59,240	20	0.0%	
	Total Personal Services	200,220	200,290	70	0.0%	
604000	Other Professional Services	5,000	11,500	6,500	130.0%	
640000	Auditors	34,250	32,000	(2,250)	-6.6%	
650000	Travel, Per Diem, Conference Registration	9,300	9,830	530	5.7%	
651000	Training & Education	4,000	14,000	10,000	250.0%	
661000	Express Main Delivery	130	0	(130)	-100.0%	
730000	Other Printing & Binding	1,250	3,100	1,850	148.0%	
750000	Legal Notices & Advertising	2,400	2,400	0	0.0%	
654000	Bank Charges	40,000	34,000	(6,000)	-15.0%	
760000	Office Supplies	1,800	0	(1,800)	-100.0%	
770300	Other Operating Supplies	6,000	4,000	(2,000)	-33.3%	
770500	Small Tools and Equipment	2,500	0	(2,500)	-100.0%	
771000	Operating Furniture, Fixtures and Equipment		3,000	3,000	100.0%	
780500	Books & Publications	1,725	1,700	(25)	-1.4%	
780100	Dues & Memberships	1,100	1,140	40	3.6%	
	Total Services & Mat'ls.	109,455	116,670	7,215	6.6%	
	Department Total	309,675	316,960	7,285	2.4%	

ASHEVILLE REGIONAL AIRPORT AUTHORITY

Finance

Fiscal Year 2009/2010

Budget to Actual Variance Analysis

I.D. #	Description	FY 2009 Actual 5 Months	FY 2009 Estimate	FY 2010 Budget	Increase/ (Decrease)	Percent	Reason
500000	Regular Salaries	63,835.00	140,046	140,050	4	0.0%	
500020	Regular Overtime		0	1,000	1,000	100.0%	
500030	Allocated Benefits	23,125.00	58,819	59,240	421	0.7%	
	Total Personal Services	86,960.00	198,865	200,290	1,425	0.7%	
604000	Other Professional Services	11,206.00	27,000	11,500	(15,500)	-57.4%	
640000	Auditors	6,928.00	21,928	32,000	10,072	45.9%	
650000	Travel, Per Diem, Conference Registration	166.00	9,300	9,830	530	5.7%	
651000	Training & Education	612.00	4,000	14,000	10,000	250.0%	
660000	Postage	53.00	100	0	(100)	-100.0%	
661000	Express Main Delivery		50	0	(50)	-100.0%	
730000	Other Printing & Binding		1,000	3,100	2,100	210.0%	
750000	Legal Notices & Advertising		2,400	2,400	0	0.0%	
654000	Bank Charges	7,249.00	40,000	34,000	(6,000)	-15.0%	
760000	Office Supplies	283.00	1,000	0	(1,000)	-100.0%	
770300	Other Operating Supplies	338.00	4,000	4,000	0	0.0%	
770500	Small Tools and Equipment	92.00	221	0	(221)	-100.0%	
771000	Operating Furniture, Fixtures and Equipment	1,512.00	2,000	3,000	1,000	50.0%	
780500	Books & Publications		1,600	1,700	100	6.3%	
780100	Dues & Memberships	195.00	1,100	1,140	40	3.6%	
	Total Services & Mat'ls.	28,634	115,699	116,670	971	0.8%	
	Department Total	115,594	314,564	316,960	2,396	0.8%	

ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
Guest Services
BASIC OPERATING BUDGET
FY 2009-2010

Fund ARA
Department Guest Services
Department # 60
Cost Center 00
Source 00

Account Code					Description	Item	Summary
Fund	Acct.	Sec.	C.C.	Source		Amount	Amount

PERSONNEL SERVICES

ARA	500000	60	00	00	Regular Salaries	\$ 85,130	\$ 85,130
ARA	500020	60	00	00	Regular Overtime	2,120	2,120
ARA	500030	60	00	00	Allocated Benefits	36,640	36,640
TOTAL PERSONNEL SERVICES							\$ 123,890

OPERATING EXPENSES

Professional Services

ARA	604015	60	00	00	Financial		1,000
					Credit Card Fees	1,000	
ARA	604020	60	00	00	Physicals and Drug Screens		1,000
					Volunteers and Employees (25)	1,000	

Travel and Training

ARA	650000	60	00	00	Travel, Per Diem, Conference Registration		4,200
					Customer Services Conference (Coordinator & clerk)	3,200	
					NCAA	1,000	
ARA	651000	60	00	00	Training & Education		2,000
					Customer Service Training; FAM tours	2,000	

Communications and Freight

Printing & Binding

ARA	730000	60	00	00	Other Printing & Binding		1,600
					GT Cards/Misc. Printing Needs/Name Tags	1,600	
ARA	740005	60	00	00	Radio		1,750
					Remote celebrating new services/ticket sales	1,750	
ARA	740015	60	00	00	Print		750
					Misc. Print Advertising	750	
ARA	740115	60	00	00	Employee/Tenant Events		1,000
					Volunteer Appreciation and recognition	1,000	

Operating Supplies

ARA	770300	60	00	00	Other Operating Supplies		61,650
					Attraction Tickets	61,120	
					AVL Apparel for Sale	530	
ARA	771000	60	00	00	Operating Furniture, Fixtures, Equipment and Software		1,100
					Greater than \$100 & up to \$5,000		
					Postal Supplies (Machine lease, scale)	500	
					Wall Display Case for AVL Apparel sale items	600	
ARA	771500	60	00	00	Uniforms		3,500
					Apparel for GS Staff	1,500	

ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
Guest Services
BASIC OPERATING BUDGET
FY 2009-2010

Fund ARA
 Department Guest Services
 Department # 60
 Cost Center 00
 Source 00

Account Code					Description	Item	Summary
Fund	Acct.	Sec.	C.C.	Source		Amount	Amount
					Uniforms/maintenance for volunteers	2,000	
					Books, Publications, Subscriptions and Memberships		
ARA	780500	60	00	00	Books, Publications, Compact Disks, Videos & Subscriptions		600
					Misc. Publications	600	
ARA	780100	60	00	00	Dues & Memberships		510
					AAAE	230	
					ATME	250	
					DOVA	30	
TOTAL OPERATING EXPENSES							<u>\$ 80,660</u>
SECTION TOTAL							<u><u>\$ 204,550</u></u>

ASHEVILLE REGIONAL AIRPORT AUTHORITY

Guest Services

Fiscal Year 2009/2010

Budget to Budget Variance Analysis

I.D. #	Description	FY 2009 Budget	FY 2010 Budget	Increase/ (Decrease)	Percent	Reason
500000	Regular Salaries	80,284	85,130	4,846	6.0%	
500020	Regular Overtime	1,408	2,120	712	50.6%	
500030	Allocated Benefits	33,719	36,640	2,921	8.7%	
	Total Personal Services	115,411	123,890	8,479	7.3%	
604015	Financial		1,000	1,000	100.0%	
604020	Physicals and Drug Screens		1,000	1,000	100.0%	
647000	Other Contractual Services	225,000.00	0	(225,000)	-100.0%	
650000	Travel, Per Diem, Conference Registration	2,600.00	4,200	1,600	61.5%	
651000	Training & Education	2,000.00	2,000	0	0.0%	
660000	Postage	300.00	0	(300)	-100.0%	
710000	Other Repairs and Maintenance	550.00	0	(550)	-100.0%	
730000	Other Printing & Binding	1,500.00	1,600	100	6.7%	
740005	Radio	2,000.00	1,750	(250)	-12.5%	
740015	Print	1,000.00	750	(250)	-25.0%	
740115	Employee/Tenant Events	725.00	1,000	275	37.9%	
760000	Office Supplies	1,500.00	0	(1,500)	-100.0%	
770300	Other Operating Supplies	0.00	61,650	61,650	100.0%	
771000	Operating Furniture, Fixtures and Equipment	2,500.00	1,100	(1,400)	-56.0%	
771500	Uniforms	3,000.00	3,500	500	16.7%	
780500	Books & Publications	600.00	600	0	0.0%	
780100	Dues & Memberships	510.00	510	0	0.0%	
	Total Services & Mat'ls.	243,785	80,660	(163,125)	-66.9%	
	Department Total	359,196	204,550	(154,646)	-43.1%	

ASHEVILLE REGIONAL AIRPORT AUTHORITY

Guest Services

Fiscal Year 2009/2010

Budget to Actual Variance Analysis

I.D. #	Description	FY 2009 Actual 5 Months	FY 2009 Estimate	FY 2010 Budget	Increase/ (Decrease)	Percent	Reason
500000	Regular Salaries	31,122.00	74,693	85,130	10,437	14.0%	
500020	Regular Overtime	536.00	1,286	2,120	834	64.8%	
500030	Allocated Benefits	13,296.36	31,911	36,640	4,729	14.8%	
	Total Personal Services	44,954.36	107,890	123,890	16,000	14.8%	
604015	Financial		0	1,000	1,000	100.0%	
604020	Physicals and Drug Screens		0	1,000	1,000	100.0%	
650000	Travel, Per Diem, Conference Registration	1,547.00	2,910	4,200	1,290	44.3%	
651000	Training & Education		1,600	2,000	400	25.0%	
660000	Postage	10.00	275	0	(275)	-100.0%	
730000	Other Printing & Binding		1,400	1,600	200	14.3%	
740005	Radio		1,750	1,750	0	0.0%	
740015	Print		500	750	250	50.0%	
740115	Employee/Tenant Events		400	1,000	600	150.0%	
760000	Office Supplies		1,580	0	(1,580)	-100.0%	
770300	Other Operating Supplies		0	61,650	61,650	100.0%	
771000	Operating Furniture, Fixtures and Equipment		3,008	1,100	(1,908)	-63.4%	
771500	Uniforms	856.00	3,300	3,500	200	6.1%	
780500	Books & Publications		435	600	165	37.9%	
780100	Dues & Memberships		475	510	35	7.4%	
	Total Services & Mat'ls.	2,413	17,633	80,660	63,027	357.4%	
	Department Total	47,367	125,523	204,550	79,027	63.0%	

ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
Information Technology
BASIC OPERATING BUDGET
FY 2009-2010

Fund ARA
Department Information Technology
Department # 20
Cost Center 00
Source 00

Account Code					Description	Item	Summary
Fund	Acct.	Sec.	C.C.	Source		Amount	Amount

PERSONNEL SERVICES

ARA	500000	20	00	00	Regular Salaries	\$ 143,150	\$ 143,150
ARA	500020	20	00	00	Regular Overtime	720	720
ARA	500030	20	00	00	Allocated Benefits	60,130	60,130
TOTAL PERSONNEL SERVICES							\$ 204,000

OPERATING EXPENSES

Professional Services

ARA	604000	20	00	00	Other Professional Services		9,500
					DPS: Fingerprinting	3,000	
					IT: Offsite Backup	5,000	
					IT: Proactive Server managed service	1,500	
ARA	604043	20	00	00	Website		2,150
					IT: Netriplex Dedicated Server Web Hosting	2,150	

Contractual Services

ARA	644000	20	00	00	Computer Technical Support		21,920
					FINANCE: Microsoft Dynamics Technical Support	3,820	
					STS: Cisco Technical Support: VoIP (Year 2)	6,750	
					STS: Cisco Technical Support: Routing (Year 2)	6,750	
					IT: EMC Storage Area Network Technical Support (Years 3-4)	4,600	
ARA	647000	20	00	00	Other Contractual Services		60,380
					STS: OAG Flight Feeds (Integrated with Com-Net)	10,000	
					STS: Com-Net Software	20,050	
					IT: FlightView (www.flyavl.com)	2,700	
					IT: Swifttrip	5,300	
					IT: Katalyst Network Group	4,200	
					ARAA: Muzak	2,800	
					IT: Domain Renewals (Managed Account)	700	
					IT: SSL Certification Renewal (Managed Account)	600	
					IT: Helpdesk	900	
					ARAA: MyFax	1,470	
					ARAA: Networked Copier (Black) Toner and Service Agreeeme	1,610	
					ARAA: Networked Copier (Color) Toner and Service Agreeeme	4,000	
					MAINT: GasBoy Service Agreement	150	
					MAINT: Infor MP2 Service Agreement	2,400	
					MAINT: Scan System Service Agreement	3,500	
ARA	700300	20	00	00	Security System Mgt Contract		20,170

ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
Information Technology
BASIC OPERATING BUDGET
FY 2009-2010

Fund ARA
Department Information Technology
Department # 20
Cost Center 00
Source 00

Account Code					Description	Item	Summary
Fund	Acct.	Sec.	C.C.	Source		Amount	Amount
					ARAA: I-SYS Maintenance Contract/Service Agreement	20,170	
					Travel and Training		
ARA	650000	20	00	00	Travel, Per Diem, Conference Registraion		10,200
					ACI-NA Annual Conference - Austin, TX (Oct. 2009)	2,500	
					ACI-NA Economics and Finance Conference - (2010)	2,200	
					31st Annual North Carolina Airports Conference	1,000	
					AAAE-SEC Annual Conference - Memphis, TN (April 2010)	2,100	
					Travel Allowance Reimbursement	2,400	
ARA	651000	20	00	00	Training & Education		4,400
					IT: Cisco Training Part I (online)	1,700	
					IT: Train the Trainer	1,700	
					IT: Joomla (flyavl.com, .net) Training in Administration	500	
					IT: Internal Staff Training + Lunch/Learns	500	
					Communications and Freight		
ARA	662000	20	00	00	Telecommunications		51,960
					MAINT: 828-687-1765 - Fire Alarm Lines	1,400	
					Hangar: - Fire Alarm Lines (est)	1,400	
					ARAA: Telecommunications (2 qty PRI, 2 qty T1)	29,240	
					MAINT: Pagers	700	
					ARAA: Cell/Mobile	13,260	
					ARAA: Long Distance	1,800	
					DPS: Emergency Copper Line	660	
					DEV: Wireless Air Card - Verizon	200	
					ARAA: Additional Emergency Copper Lines for Tenants (5 qu:	3,300	
ARA	663000	20	00	00	Online Services		170
					IT: Static IP Addresses	170	
					Rentals and Leases		
ARA	664000	20	00	00	Rentals and Leases		12,220
					ARAA: Savin Lease	4,260	
					MAINT/DPS: Savin(s) Lease	6,000	
					GUEST: Savin Lease	1,960	
					General Repairs and Maintenance		
ARA	710000	20	00	00	Other Repairs and Maintenance		6,400
					IT: Shared Tenant Services	3,000	
					IT: CNN Alignment and Polarization	900	
					IT: General Maintenance	2,500	
					Operating Supplies		

ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
Information Technology
BASIC OPERATING BUDGET
FY 2009-2010

Fund ARA
Department Information Technology
Department # 20
Cost Center 00
Source 00

Account Code					Description	Item	Summary
Fund	Acct.	Sec.	C.C.	Source		Amount	Amount
ARA	770300	20	00	00	Other Operating Supplies		16,250
					ARAA: Mobile Phone Accessories & Supplies	1,750	
					IT: Misc Computer Supplies	2,000	
					ARAA: Printer Ink and Toner	5,000	
					IT: Utility Software Updates	5,500	
					IT: Computer Office Supplies	2,000	
ARA	771000	20	00	00	Operating Furniture, Fixtures, Equipment and Software Greater than \$100 & up to \$5,000		26,660
					IT: Power Management	1,000	
					IT: Network Management	1,000	
					ARAA: Symantec Endpoint Protection 11.x - 12.x	2,500	
					ARAA: Symantec Mail Security for Exchange + Brightmail Ant	3,000	
					ARAA: Microsoft Office 2007 (13 user)	5,760	
					ARAA: Adobe Acrobat 9 Professional	750	
					HR: 22" LCD Monitor Upgrade	400	
					IT: Firewall Maintenance and Support/Spam/Spyware/Web F	5,250	
					IT: Nomadix Internet Gateway Maintenance and Support	1,000	
					IT: CallRex Call Recording	700	
					IT: Call Accounting	700	
					MAINT: Desktop (Inventory Controller)	1,350	
					DPS: Desktop (Comm Center)	1,350	
					ARAA: Laptop (Marketing Director) (\$1900)	1,900	
					Books, Publications, Subscriptions and Memberships		
ARA	780500	20	00	00	Books, Publications, Compact Disks, Videos & Subscriptions		2,800
					IT: 2010 Policy and Procedure	500	
					IT: General Publications	750	
					IT: Networking Publications	500	
					IT: Microsoft TechNet	1,050	
ARA	780100	20	00	00	Dues & Memberships		1,320
					NCAA	120	
					AAAE	750	
					AAAE-SEC	150	
					Experts-exchange	300	
ARA	780503	20	00	00	Licenses & Certifications		200
					IT: AAAE Certified Member	200	
TOTAL OPERATING EXPENSES							<u>\$ 246,700</u>
SECTION TOTAL							<u><u>\$ 450,700</u></u>

ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
Information Technology
BASIC OPERATING BUDGET
FY 2009-2010

Fund **ARA**
 Department **Information Technology**
 Department # **20**
 Cost Center **00**
 Source **00**

Account Code					Description	Item	Summary
Fund	Acct.	Sec.	C.C.	Source		Amount	Amount

ASHEVILLE REGIONAL AIRPORT AUTHORITY
Information Technology
Fiscal Year 2009/2010
Budget to Budget Variance Analysis

I.D. #	Description	FY 2009 Budget	FY 2010 Budget	Increase/ (Decrease)	Percent	Reason
500000	Regular Salaries	134,769	143,150	8,381	6.2%	Additional IT Staff
500015	Salary Adjustment Pool		0	0	N/A	
500030	Allocated Benefits	56,603	60,130	3,527	6.2%	
	Total Personal Services	191,372	204,000	12,628	6.6%	
604000	Other Professional Services	10,385.00	9,500	(885)	-8.5%	Budget Cuts
604043	Website Maintenance		2,150	2,150	100.0%	Moved from Other Contractual Services
644000	Computer Tech. Support	1,800.00	21,920	20,120	1117.8%	Moved from Other Contractual Services and Other
647000	Other Contractual Services	61,972.00	60,380	(1,592)	-2.6%	Repairs and Maintenance
700300	Security System Mgt Contract		20,170	20,170	100.0%	Budget Cuts
650000	Travel, Per Diem, Conference Registration	4,000.00	10,200	6,200	155.0%	New ACS/CCTV Service Agreement
651000	Training & Education	4,350.00	4,400	50	1.1%	Added Travel Reimbursement for IT Director
662000	Telecommunications	28,383.00	51,960	23,577	83.1%	Additional IT Staff
663000	Online Services	12,320.00	170	(12,150)	-98.6%	Moved from Online Services, additional fire alarm and backup POTS lines
664000	Rentals and Leases	10,592.00	12,220	1,628	15.4%	Moved to Telecommunications
710000	Other Repairs and Maintenance	30,263.00	6,400	(23,863)	-78.9%	Added Guest Services Network Copier
760000	Office Supplies	2,050.00	0	(2,050)	-100.0%	Moved to Computer Tech Support
770300	Other Operating Supplies	17,485.00	16,250	(1,235)	-7.1%	Additional IT Staff
771000	Operating Furniture, Fixtures and Equipment	26,575.00	26,660	85	0.3%	Budget Cuts
780500	Books & Publications	1,199.00	2,800	1,601	133.5%	Additional IT Staff
780100	Dues & Memberships	1,320.00	1,320	0	0.0%	
780503	Licenses & Certifications		200	200	100.0%	Budget Cuts
	Total Services & Mat'ls.	212,694	246,700	34,006	16.0%	New request for IT Director
	Department Total	404,066	450,700	46,634	11.5%	

ASHEVILLE REGIONAL AIRPORT AUTHORITY
Information Technology
Fiscal Year 2009/2010
Budget to Actual Variance Analysis

I.D. #	Description	FY 2009 Actual 5 Months	FY 2009 Estimate	FY 2010 Budget	Increase/ (Decrease)	Percent	Reason
500000	Regular Salaries	39,317.00	125,437	143,150	17,713	14.1%	Additional IT Staff
500020	Regular Overtime		0	720	720	100.0%	New line item for IT Staff
500030	Allocated Benefits	16,513.14	52,684	60,130	7,446	14.1%	Additional IT Staff
	Total Personal Services	55,830.14	178,121	204,000	25,879	14.5%	
604000	Other Professional Services	7,262.00	12,862	9,500	(3,362)	-26.1%	Budget cut
604043	Website Maintenance		0	2,150	2,150	100.0%	Moved from Other Contractual Services
644000	Computer Tech. Support		0	21,920	21,920	100.0%	Moved from Other Contractual Services
647000	Other Contractual Services	14,506.00	61,972	60,380	(1,592)	-2.6%	Accounting, and Call Recording software
700300	Security System Mgt Contract		0	20,170	20,170	100.0%	New line item for IT Staff
650000	Travel, Per Diem, Conference Registration	2,873.00	7,173	10,200	3,027	42.2%	
651000	Training & Education		0	4,400	4,400	100.0%	Additional IT Staff
661000	Express Main Delivery	37.00	89	0	(89)	-100.0%	
662000	Telecommunications	12,734.00	30,562	51,960	21,398	70.0%	Moved items from Online Services to here
663000	Online Services	4,491.00	12,320	170	(12,150)	-98.6%	Moved items to Telecommunications from here
664000	Rentals and Leases	6,835.00	12,000	12,220	220	1.8%	Guest Services copier not installed yet
710000	Other Repairs and Maintenance	4,840.00	15,616	6,400	(9,216)	-59.0%	Moved to Computer Tech Support
730000	Other Printing & Binding	30.00	72	0	(72)	-100.0%	
760000	Office Supplies	1,187.00	2,849	0	(2,849)	-100.0%	
770300	Other Operating Supplies	4,568.00	17,400	16,250	(1,150)	-6.6%	Budget cut
771000	Operating Furniture, Fixtures and Equipment	11,760.00	26,000	26,660	660	2.5%	Budget cut
780500	Books & Publications	464.00	1,114	2,800	1,686	151.4%	Additional IT Staff
780100	Dues & Memberships	259.00	1,320	1,320	0	0.0%	Additional IT Staff
780503	Licenses & Certifications		0	200	200	100.0%	New line item for IT Staff
790000	Contingency	3,600.00	3,600	0	(3,600)	-100.0%	n/a
	Total Services & Mat'ls.	75,446	204,948	246,700	41,752	20.4%	
	Department Total	131,276	383,069	450,700	67,631	17.7%	

ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
Marketing and Public Relations
BASIC OPERATING BUDGET
FY 2009-2010

Fund ARA
Department Marketing and Public Relations
Department # 30
Cost Center 00
Source 00

Account Code					Description	Item	Summary
Fund	Acct.	Sec.	C.C.	Source		Amount	Amount

PERSONNEL SERVICES

ARA	500000	30	00	00	Regular Salaries	\$ 140,610	\$ 140,610
ARA	500020	30	00	00	Regular Overtime	300	300
ARA	500030	30	00	00	Allocated Benefits	59,190	59,190
TOTAL PERSONNEL SERVICES							\$ 200,100

OPERATING EXPENSES

Professional Services

ARA	604016	30	00	00	Artwork and Creative Production Artwork and creative production	13,500	13,500
ARA	604017	30	00	00	Surveys, Reports & Data Surveys, Reports and Data	15,000	15,000
ARA	641000	30	00	00	Temporary Help Holiday Help	1,500	1,500

Travel and Training

ARA	650000	30	00	00	Travel, Per Diem, Conference Registraion Customer Service and Education Conference	1,700	17,200
					ACI Marketing & Communications/ Jumpstart	2,750	
					AAAE/ACI Annual Conf.	2,750	
					3CMA or TIA Confernece	1,700	
					SEC AAAE or NCACC	2,000	
					Art in Airport Conference	1,750	
					NC Governors conference on Toursim	900	
					Local Travel	3,600	
					PRAWNC networking functions	50	
ARA	651000	30	00	00	Training & Education Professional Development	2,000	2,000

General Repairs and Maintenance

ARA	710000	30	00	00	Other Repairs and Maintenance Piano Tuning	100	100
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Printing & Binding

ARA	730000	30	00	00	Other Printing & Binding Misc. Print Projects, brochures, holiday cards	7,300	7,300
ARA	730001	30	00	00	Banners Banners	500	500
ARA	730010	30	00	00	Comment Cards Comment Cards	300	300

Promotional Activities

ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
Marketing and Public Relations
BASIC OPERATING BUDGET
FY 2009-2010

Fund ARA
Department Marketing and Public Relations
Department # 30
Cost Center 00
Source 00

Account Code					Description	Item	Summary
Fund	Acct.	Sec.	C.C.	Source		Amount	Amount
ARA	740005	30	00	00	Radio		66,200
					Clear Channel - Committed July - December	14,200	
					SAGA - July - December	13,500	
					Clear Channel - January - July	14,500	
					SAGA - January - July	13,500	
					WHKP Annual	1,500	
					External Markets/Misc. Radio	9,000	
ARA	740010	30	00	00	Billboards		27,300
					Fairway Outdoor	22,300	
					AVL Tourists	5,000	
ARA	740015	30	00	00	Print		38,400
					Journal Communications - AVL CVB	2,200	
					Mountain Seasons - Henderson CVB	800	
					WNC Magazine	5,000	
					Beverly Hanks Relo Guide	900	
					Advantage West	3,000	
					Southern Living	16,000	
					Citizen Times	1,500	
					Hendersonville Times News	1,500	
					Economic Development - Business NC 2010	3,000	
					Miscellaneous/Sophie Magazine	4,500	
ARA	740020	30	00	00	TV		49,000
					Charter	24,500	
					WLOLS	24,500	
ARA	740030	30	00	00	Telephone Book		2,420
					Yellowbook	1,600	
					Bellsouth	820	
ARA	740100	30	00	00	Other Promotional Events/Sponsorships		19,000
					Fly Aways and Other Promotions	19,000	
ARA	740101	30	00	00	Community Events/Exhibits/Sponsorships		24,300
					Asheville Chamber Business Awards, banquets	3,500	
					Henderson Chamber Business Awards, Banquets	2,000	
					Land-of-Sky (committed per contract)	3,650	
					Apple or White Squirrel Festival	3,500	
					Women's Expo	1,500	
					Health Adventure (Momentum)	5,000	
					Arboretum	3,500	
					Camp Director Breakfast/Business Travel Forum	400	

ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
Marketing and Public Relations
BASIC OPERATING BUDGET
FY 2009-2010

Fund ARA
Department Marketing and Public Relations
Department # 30
Cost Center 00
Source 00

Account Code					Description	Item	Summary
Fund	Acct.	Sec.	C.C.	Source		Amount	Amount
					WNC Nature Center (per contract)	1,250	
ARA	740115	30	00	00	Employee/Tenant Events		4,900
					Tenant Holiday Thank You	800	
					Tenant BBQ, pipe/drape, food, entertainment	4,100	
Operating Supplies							
ARA	770301	30	00	00	Art Program Supplies		2,250
					Posters, Brochures, supplies, etc.	2,250	
ARA	770305	30	00	00	Promotional Items		14,750
					Luggage Tags, Emory Boards and Pens	2,500	
					Coffee Mugs, Water bottles or Travel Mugs	2,500	
					In Kind for Land of sky - Committed	3,000	
					Auto Sunshades /hats/T-shirts	1,500	
					Picture frames - Honor Air Flights; based on 2/yr	1,750	
					Staff apparel Items	3,500	
ARA	770310	30	00	00	Holiday Decorations		1,000
					Chairs, Stage, Other Equipment, Replacement Tree lights	1,000	
ARA	771000	30	00	00	Operating Furniture, Fixtures, Equipment and Software		530
					Greater than \$100 & up to \$5,000		
					Telephoto Camera Lens	530	
Books, Publications, Subscriptions and Memberships							
ARA	780500	30	00	00	Books, Publications, Compact Disks, Videos & Subscriptions		2,930
					Royalty free photos/CDs for ad design/misc. pubs	2,500	
					AP Style Guides/Communication Arts/Ad Age	50	
					How magazine	30	
					Citizen Times subscription	200	
					Times News Subscription	150	
ARA	780100	30	00	00	Dues & Memberships		5,480
					Asheville Chamber	630	
					Haywood Chamber	380	
					Hendersonville Chamber	460	
					Jackson Chamber	210	
					Madison Chamber	270	
					McDowell Chamber	290	
					Mitchell County Chamber	350	
					Polk Chamber	350	
					Rutherford Chamber	220	
					Transylvania/Brevard Chamber	360	

ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
Marketing and Public Relations
BASIC OPERATING BUDGET
FY 2009-2010

Fund ARA
Department Marketing and Public Relations
Department # 30
Cost Center 00
Source 00

Account Code					Description	Item	Summary
Fund	Acct.	Sec.	C.C.	Source		Amount	Amount
					Yancey Chamber	280	
					Blue Ridget Mountain Host	600	
					Fletcher Area Business Association	300	
					AAAE	230	
					ACI Membership	140	
					ATME, TIA or STS	300	
					PRAWNC	70	
					SEC	40	
TOTAL OPERATING EXPENSES							<u>\$ 315,860</u>
SECTION TOTAL							<u><u>\$ 515,960</u></u>

ASHEVILLE REGIONAL AIRPORT AUTHORITY
Marketing and Public Relations
Fiscal Year 2009/2010
Budget to Budget Variance Analysis

I.D. #	Description	FY 2009 Budget	FY 2010 Budget	Increase/ (Decrease)	Percent	Reason
500000	Regular Salaries	133,848	140,610	6,762	5.1%	
500020	Regular Overtime	1,325	300	(1,025)	-77.4%	
500030	Allocated Benefits	56,800	59,190	2,390	4.2%	
	Total Personal Services	191,973	200,100	8,127	4.2%	
604016	Artwork and Creative Production	22,800	13,500	(9,300)	-40.8%	
604017	Surveys, Reports & Data	23,400	15,000	(8,400)	-35.9%	
641000	Temporary Help	2,465	1,500	(965)	-39.1%	
650000	Travel, Per Diem, Conference Registration	11,100	17,200	6,100	55.0%	Increase to accommodate Mileage reimbursement
651000	Training & Education	2,000	2,000	0	0.0%	Moved Airports round table to correct line.
660000	Postage	3,540	0	(3,540)	-100.0%	
661000	Express Main Delivery	75	0	(75)	-100.0%	
710000	Other Repairs and Maintenance	180	100	(80)	-44.4%	
730000	Other Printing & Binding	9,250	7,300	(1,950)	-21.1%	
730001	Banners	1,500	500	(1,000)	-66.7%	
730010	Comment Cards	350	300	(50)	-14.3%	
740005	Radio	45,000	66,200	21,200	47.1%	in market
740010	Billboards	25,800	27,300	1,500	5.8%	
740015	Print	30,000	38,400	8,400	28.0%	Advantage West Guide is new
740020	TV	52,500	49,000	(3,500)	-6.7%	
740030	Telephone Book	4,500	2,420	(2,080)	-46.2%	
740100	Promotional Events/Sponsorships	21,250	19,000	(2,250)	-10.6%	changes
740101	Other Community Events/Exhibits/Sponsorships	25,900	24,300	(1,600)	-6.2%	changes
740115	Employee/Tenant Events	5,450	4,900	(550)	-10.1%	
760000	Office Supplies	2,700	0	(2,700)	-100.0%	
770301	Art Program	2,475	2,250	(225)	-9.1%	There will be 4 exhibits in FY
770305	Promotional Items	22,500	14,750	(7,750)	-34.4%	
770310	Holiday Decorations	800	1,000	200	25.0%	
771000	Operating Furniture, Fixtures and Equipment	4,760	530	(4,230)	-88.9%	
780500	Books & Publications	3,446	2,930	(516)	-15.0%	
780100	Dues & Memberships	5,068	5,480	412	8.1%	Costs with Chambers of Commerce have increased
	Total Services & Mat'ls.	328,809	315,860	(12,949)	-3.9%	

Department Total

520,782	515,960	(4,822)	-0.9%
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ASHEVILLE REGIONAL AIRPORT AUTHORITY
Marketing and Public Relations
Fiscal Year 2009/2010
Budget to Actual Variance Analysis

I.D. #	Description	FY 2009 Actual 5 Months	FY 2009 Estimate	FY 2010 Budget	Increase/ (Decrease)	Percent	Reason
500000	Regular Salaries	55,039.00	132,094	140,610	8,516	6.4%	
500020	Regular Overtime	9.00	22	300	278	1288.9%	
500030	Allocated Benefits	23,120.16	55,488	59,190	3,702	6.7%	
	Total Personal Services	78,168.16	187,604	200,100	12,496	6.7%	
604016	Artwork and Creative Production	4,533.18	13,750	13,500	(250)	-1.8%	
604017	Surveys, Reports & Data	50.00	17,250	15,000	(2,250)	-13.0%	
641000	Temporary Help	303.84	1,215	1,500	285	23.5%	
650000	Travel, Per Diem, Conference Registration	4,273.03	13,195	17,200	4,005	30.4%	
651000	Training & Education	1,645.48	1,760	2,000	240	13.6%	
660000	Postage	32.35	1,743	0	(1,743)	-100.0%	
661000	Express Main Delivery		94	0	(94)	-100.0%	
710000	Other Repairs and Maintenance		0	100	100	100.0%	
730000	Other Printing & Binding	538.74	6,980	7,300	320	4.6%	
730001	Banners		0	500	500	100.0%	
730010	Comment Cards		0	300	300	100.0%	
740005	Radio	18,579.70	56,628	66,200	9,572	16.9%	
740010	Billboards	9,602.00	27,321	27,300	(21)	-0.1%	
740015	Print	4,842.00	35,596	38,400	2,804	7.9%	
740020	TV	16,171.00	43,381	49,000	5,619	13.0%	
740030	Telephone Book	1,563.00	2,148	2,420	272	12.7%	
740100	Other Promotional Events/Sponsorships	3,000.00	21,692	19,000	(2,692)	-12.4%	
740101	Community Events/Exhibits/Sponsorships	18,402.98	24,904	24,300	(604)	-2.4%	
740115	Employee/Tenant Events	3,325.00	5,033	4,900	(133)	-2.6%	
760000	Office Supplies	92.93	2,230	0	(2,230)	-100.0%	
770301	Art Program	1,015.96	2,438	2,250	(188)	-7.7%	
770305	Promotional Items	13,157.73	20,500	14,750	(5,750)	-28.0%	
770310	Holiday Decorations	47.94	950	1,000	50	5.3%	
771000	Operating Furniture, Fixtures and Equipment		0	530	530	100.0%	
780500	Books & Publications	54.88	2,432	2,930	498	20.5%	
780100	Dues & Memberships	1,185.00	5,373	5,480	107	2.0%	
	Total Services & Mat'ls.	102,417	306,613	315,860	9,247	3.0%	
	Department Total	180,585	494,217	515,960	21,743	4.4%	

ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
Operations & Maintenance
BASIC OPERATING BUDGET
FY 2009-2010

Fund ARA
Department Operations & Maintenance
Department # 40
Cost Center 00
Source 00

Account Code					Description	Item	Summary
Fund	Acct.	Sec.	C.C.	Source		Amount	Amount

PERSONNEL SERVICES

ARA	500000	40	00	00	Regular Salaries	\$ 716,090	\$ 716,090
ARA	500020	40	00	00	Regular Overtime	15,000	15,000
ARA	500030	40	00	00	Allocated Benefits	307,060	307,060
TOTAL PERSONNEL SERVICES							\$ 1,038,150

OPERATING EXPENSES

Professional Services

ARA	604020	40	00	00	Physicals and Drug Screens		2,500
					CDL	2,500	

Contractual Services

ARA	645000	40	00	00	Landscaping		12,600
					RAC CAM Landscaping Contract	12,600	
ARA	646500	40	00	00	Parking Management Contract		284,600
					Annual Parking Management Budget	284,600	
ARA	647000	40	00	00	Other Contractual Services		51,500
					Automatic Door Contract	7,500	
					Uniform Cleaning & Mats (Maintenance & Janitorial)	14,000	
					NCDOL Inspections	800	
					Fire Sprinkler Inspections	3,000	
					Waste Removal	19,800	
					Pest Control	900	
					Lobby Plants	5,500	
ARA	700100	40	00	00	Elevator Maintenance Contract		12,700
					Elevator & Escalator Contract	12,700	
ARA	700200	40	00	00	Fire Alarm Systems Contract		12,700
					Fire Alarm Systems-Infinity	1,200	
					Fire Alarm Systems-Simplex	11,500	

Travel and Training

ARA	650000	40	00	00	Travel, Per Diem, Conference Registration		18,500
					SEC Annual Conference	2,000	
					NCAA Conference	1,700	
					AGTA Conference	2,000	
					Facilities Conference	1,500	
					Maintenance Seminar (2)	1,600	
					Annual Snow Symposium	2,500	
					Operations Conference	2,000	

ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
Operations & Maintenance
BASIC OPERATING BUDGET
FY 2009-2010

Fund ARA
Department Operations & Maintenance
Department # 40
Cost Center 00
Source 00

Account Code		Description				Item	Summary
Fund	Acct.	Sec.	C.C.	Source		Amount	Amount
					Basic Airport Safety & Operations Specialist School	1,600	
					FAA Annual Certification Conference	1,000	
					Local Travel	2,600	
ARA	651000	40	00	00	Training & Education		1,200
					Professional Development	1,200	
Utility Services							
ARA	680500	40	00	00	Electricity		275,000
					Electric	260,000	
					RAC CAM	15,000	
ARA	689500	40	00	00	Natural Gas		95,000
					Natural Gas	95,000	
ARA	694500	40	00	00	Water/Sewer		55,000
					Terminal, DPS, CAP and Maintenance	30,000	
					RAC CAM	20,000	
					Annual Fire Line and Back Flow City Fees	5,000	
General Repairs and Maintenance							
ARA	710100	40	00	00	Terminal, Buildings and Grounds		167,500
					Terminal, Buildings and Grounds	159,000	
					Wildlife Program	8,500	
ARA	710200	40	00	00	Vehicles and Heavy Equipment		33,000
					Vehicles and Heavy Equipment	25,000	
					Volvo Loader Tires	8,000	
ARA	710300	40	00	00	Airport and Airfield Equipment		35,000
					Airport and Airfield Equipment	35,000	
ARA	740115	40	00	00	Employee/Tenant Events		2,000
					Employee Events and Conference Hosting	2,000	
Operating Supplies							
ARA	770100	40	00	00	Vehicle Fuel		39,000
					Vehicle and Equipment Fuel	39,000	
ARA	770200	40	00	00	Shop Supplies		6,000
					Shop Supplies	6,000	
ARA	770300	40	00	00	Other Operating Supplies		7,500
					Operations Supplies	7,500	
ARA	770400	40	00	00	Chemicals & Safety		10,500
					Chemicals and Safety	10,500	
ARA	770500	40	00	00	Small Tools and Equipment		10,000
					Small Tools and Equipment	10,000	

ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
Operations & Maintenance
BASIC OPERATING BUDGET
FY 2009-2010

Fund **ARA**
Department **Operations & Maintenance**
Department # **40**
Cost Center **00**
Source **00**

Account Code					Description	Item	Summary
Fund	Acct.	Sec.	C.C.	Source		Amount	Amount
ARA	770650	40	00	00	Custodial Consumables		30,000
					Custodial Consumables	30,000	
ARA	771000	40	00	00	Operating Furniture, Fixtures, Equipment and Software Greater than \$100 & up to \$5,000		2,000
					Other Equipment/Furniture for Maintenance & Operations	2,000	
ARA	771500	40	00	00	Uniforms		3,300
					Employee Shoe Allowance	1,700	
					Winter Weather Gear	1,200	
					Prescription Safety Glasses	400	
					Books, Publications, Subscriptions and Memberships		
ARA	780500	40	00	00	Books, Publications, Compact Disks, Videos & Subscriptions		1,300
					General Publications	1,300	
						-	
ARA	780100	40	00	00	Dues & Memberships		1,810
					AAAE-3	680	
					AGTA-2	900	
					SEC-2	110	
					NCAA Annual Dues	120	
TOTAL OPERATING EXPENSES							\$ 1,170,210
SECTION TOTAL							\$ 2,208,360

ASHEVILLE REGIONAL AIRPORT AUTHORITY
Operations & Maintenance
Fiscal Year 2009/2010
Budget to Budget Variance Analysis

I.D. #	Description	FY 2009 Budget	FY 2010 Budget	Increase/ (Decrease)	Percent	Reason
500000	Regular Salaries	698,790	716,090	17,300	2.5%	
500020	Regular Overtime	40,200	15,000	(25,200)	-62.7%	
500030	Allocated Benefits	310,376	307,060	(3,316)	-1.1%	
	Total Personal Services	1,049,366	1,038,150	(11,216)	-1.1%	Annual Wage Adjustment
604020	Physicals and Drug Screens		2,500	2,500	100.0%	Added to Budget
645000	Landscaping	6,000	12,600	6,600	110.0%	Rental Car Landscaping Contract
646000	Janitorial Services	25,500	0	(25,500)	-100.0%	Cancelled Contract with In-House Service
646500	Parking Management Contract	250,000	284,600	34,600	13.8%	Adjustments in Wages and 24 Hour Coverage
647000	Other Contractual Services	33,125	51,500	18,375	55.5%	Elevator Contract Reduced
700100	Elevator Maintenance Contract	14,480	12,700	(1,780)	-12.3%	New Contract
700200	Fire Alarm Systems Contract	11,425	12,700	1,275	11.2%	Contract Price Increase
700300	Security System Mgt Contract	11,500	0	(11,500)	-100.0%	Moved to IT Budget
650000	Travel, Per Diem, Conference Registration	18,800	18,500	(300)	-1.6%	Added Local Travel and Annual FAA Conference
651000	Training & Education	1,200	1,200	0	0.0%	Added Degree Program Funds to this Line Item
660000	Postage		0	0	N/A	New Budget Item
661000	Express Main Delivery		0	0	N/A	New Budget Item
680500	Electricity	242,021	275,000	32,979	13.6%	Increases in new rates and the addition of Space
689500	Natural Gas	88,137	95,000	6,863	7.8%	Increases in new rates and the addition of Space
694500	Water/Sewer	38,000	55,000	17,000	44.7%	Increases in new rates and the addition of Space
710100	Terminal, Buildings and Grounds	190,000	167,500	(22,500)	-11.8%	Removed Carpet Replacement Funds
710200	Vehicles and Heavy Equipment	25,000	33,000	8,000	32.0%	Added \$18,000 for ARFF and Loader Tires
710300	Airport and Airfield Equipment	42,000	35,000	(7,000)	-16.7%	
760000	Office Supplies	2,500	0	(2,500)	-100.0%	Moving to Human Resources Budget
770100	Vehicle Fuel	38,000	39,000	1,000	2.6%	Fuel Decreases
770200	Shop Supplies	6,000	6,000	0	0.0%	Increase in Cost and Needed Supplies
770300	Other Operating Supplies	6,500	7,500	1,000	15.4%	Cost and Increases in Supplies
770310	Holiday Decorations	2,000	0	(2,000)	-100.0%	Moved to Marketing Budget
770400	Chemicals & Safety	5,000	10,500	5,500	110.0%	
770500	Small Tools and Equipment	10,000	10,000	0	0.0%	Custodial Equipment was Purchased
770650	Custodial Consumables	43,300	30,000	(13,300)	-30.7%	
771000	Operating Furniture, Fixtures and Equipment	2,000	2,000	0	0.0%	New Furniture item added
771500	Uniforms	3,100	3,300	200	6.5%	Winter Gear Purchased For Some in Custodial
780500	Books & Publications	1,200	1,300	100	8.3%	Increases in Cost

780100	Dues & Memberships	1,625	1,810	185	11.4%	Increases In Cost
	Total Services & Mat'ls.	1,118,413	1,170,210	51,797	4.6%	
	Department Total	2,167,779	2,208,360	40,581	1.9%	

ASHEVILLE REGIONAL AIRPORT AUTHORITY
Operations & Maintenance
Fiscal Year 2009/2010
Budget to Actual Variance Analysis

I.D. #	Description	FY 2009 Actual 5 Months	FY 2009 Estimate	FY 2010 Budget	Increase/ (Decrease)	Percent	Reason
500000	Regular Salaries	212,040	550,896	716,090	165,194	30.0%	Temporary Help
500015	Salary Adjustment Pool	3,873	0	0	0	N/A	
500020	Regular Overtime	97,138	25,000	15,000	(10,000)	-40.0%	Snow Removal Season has been mild
500030	Allocated Benefits		231,376	307,060	75,684	32.7%	
	Total Personal Services	313,051	807,272	1,038,150	230,878	28.6%	
604020	Physicals and Drug Screens	108	2,000	2,500	500	25.0%	Item Added to Budget
641000	Temporary Help	22,878	32,000	0	(32,000)	-100.0%	Custodial Funds from Regular Salaries
645000	Landscaping	6,606	12,600	12,600	0	0.0%	New Rental Car Contract
646000	Janitorial Services	41,909	50,000	0	(50,000)	-100.0%	Removed Line Item
646500	Parking Management Contract	122,456	287,000	284,600	(2,400)	-0.8%	Reduction in Start-up Costs
647000	Other Contractual Services	13,129	57,500	51,500	(6,000)	-10.4%	Contracts are billed throughout the year
700100	Elevator Maintenance Contract	5,913	13,000	12,700	(300)	-2.3%	New Contract
700200	Fire Alarm Systems Contract	7,233	11,425	12,700	1,275	11.2%	Semi-Annual Amount Paid
650000	Travel, Per Diem, Conference Registration	3,354	17,000	18,500	1,500	8.8%	Held off on some Travel
651000	Training & Education		1,200	1,200	0	0.0%	Money Not Used
660000	Postage	10	24	0	(24)	-100.0%	New Item
661000	Express Main Delivery	342	821	0	(821)	-100.0%	New Item
680500	Electricity	113,537	273,850	275,000	1,150	0.4%	Utility Increases
689500	Natural Gas	12,164	88,000	95,000	7,000	8.0%	Will Increase for Winter Months
694500	Water/Sewer	13,370	45,000	55,000	10,000	22.2%	RAC CAM Increase
710100	Terminal, Buildings and Grounds	51,896	162,000	167,500	5,500	3.4%	Some Expenses Not Billed
710200	Vehicles and Heavy Equipment	8,778	25,000	33,000	8,000	32.0%	Tires for ARFF Vehicle and Loader
710300	Airport and Airfield Equipment	12,915	35,000	35,000	0	0.0%	Airfield Lighting Expenses Lower YTD
740115	Employee/Tenant Events	47	500	2,000	1,500	300.0%	Employee Events and Wildlife Conference
760000	Office Supplies	835	1,500	0	(1,500)	-100.0%	Some Funds Moved to Human Resources
770100	Vehicle Fuel	13,391	37,000	39,000	2,000	5.4%	Mild Winter Fuel Cost Reduction
770200	Shop Supplies	835	6,000	6,000	0	0.0%	Supply Cost Vary Year to Year
770300	Other Operations Supplies	2,880	7,500	7,500	0	0.0%	Ground Transportation/Ops Supplies
770400	Chemicals & Safety	946	15,500	10,500	(5,000)	-32.3%	Shop and Custodial Supplies
770500	Small Tools and Equipment	1,099	9,500	10,000	500	5.3%	Some Items not Billed
770600	Custodial Supplies	15,133	30,000	0	(30,000)	-100.0%	Moved to Custodial Consumables
770650	Custodial Consumables		30,000	30,000	0	0.0%	Moved from Custodial Consumables
771000	Operating Furniture, Fixtures and Equipment		2,000	2,000	0	0.0%	Added Furniture Item
771500	Uniforms	1,541	3,300	3,300	0	0.0%	Some Winter Gear Purchased Already
780500	Books & Publications		1,200	1,300	100	8.3%	Cost Increases
780100	Dues & Memberships	105	1,810	1,810	0	0.0%	All Items not Billed
	Total Services & Mat'ls.	473,410	1,259,230	1,170,210	(89,020)	-7.1%	
	Department Total	786,461	2,066,502	2,208,360	141,858	6.9%	

ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
Public Safety
BASIC OPERATING BUDGET
FY 2009-2010

Fund ARA
Department Public Safety
Department # 50
Cost Center 00
Source 00

Account Code					Description	Item	Summary
Fund	Acct.	Sec.	C.C.	Source		Amount	Amount

PERSONNEL SERVICES

ARA	500000	50	00	00	Regular Salaries	\$ 687,780	\$ 687,780
ARA	500015	50	00	00	Salary Adjustment Pool	-	-
ARA	500020	50	00	00	Regular Overtime	25,000	25,000
ARA	500030	50	00	00	Allocated Benefits	356,390	356,390
TOTAL PERSONNEL SERVICES							\$ 1,069,170

OPERATING EXPENSES

Professional Services							
ARA	604000	50	00	00	Other Professional Services		1,000
					Psychological Services	1,000	
ARA	604020	50	00	00	Physicals and Drug Screens		6,000
					Annual Fit for Duty Physicals	6,000	
Contractual Services							
ARA	647000	50	00	00	Other Contractual Services		9,060
					Police Information Computer	3,600	
					Vehicle Towing	300	
					Mobile Data	1,000	
					Locate Plus Police	960	
					Fire Extinguisher Service	3,200	
Travel and Training							
ARA	650000	50	00	00	Travel, Per Diem, Conference Registraion		16,550
					FAR 139 Burn	8,000	
					AAAE BSOS for 1	2,250	
					AAAE ARFF Chief's Conference	2,500	
					OSHA Conference	800	
					Fire and LEO Local Training (Community Colleges)	600	
					Local Travel	2,400	
ARA	651000	50	00	00	Training & Education		12,000
					Professional Development ?Part 139 Exercise	3,000	
					Education Incentives, Education Reimburse.	9,000	
Communications and Freight							
ARA	662000	50	00	00	Telecommunications		1,020
					Cable News / Weather Service	1,020	
General Repairs and Maintenance							
ARA	710000	50	00	00	Other Repairs and Maintenance		5,000
					Radio System and Equipment Maintenance	5,000	
Operating Supplies							

ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
Public Safety
BASIC OPERATING BUDGET
FY 2009-2010

Fund ARA
Department Public Safety
Department # 50
Cost Center 00
Source 00

Account Code					Description	Item	Summary
Fund	Acct.	Sec.	C.C.	Source		Amount	Amount
ARA	770300	50	00	00	Other Operating Supplies		6,000
					First Aid Supplies	3,500	
					Training Supplies (Ammunition, etc.)	2,500	
ARA	770400	50	00	00	Chemicals & Safety		5,500
					Safety & Chemicals / OSHA	5,500	
ARA	770500	50	00	00	Small Tools and Equipment		7,500
					Small tools and equipment	7,500	
ARA	771000	50	00	00	Operating Furniture, Fixtures, Equipment and Software Greater than \$100 & up to \$5,000		4,000
					Appliance and Electronic Equipment	4,000	
ARA	771500	50	00	00	Uniforms		9,300
					Police	2,500	
					Fire, Boots, Body Armor Utility Uniforms	6,800	
ARA	780501	50	00	00	Firefighter Equipment		5,000
					Turnout Gear	4,500	
					SCBA Mask	500	
					Books, Publications, Subscriptions and Memberships		
ARA	780500	50	00	00	Books, Publications, Compact Disks, Videos & Subscriptions		1,200
					Various training manuals and subscriptions	1,200	
ARA	780100	50	00	00	Dues & Memberships		1,570
					ARFFWG	250	
					NFPA	150	
					Buncombe Co. Fire Chiefs Association	100	
					Buncombe Co. Firefighters Association	200	
					Henderson Co. Firefighters Association	100	
					NC Association of Rescue Squads and EMS	300	
					ALEAN	150	
					National Safety Council	320	
TOTAL OPERATING EXPENSES							<u>\$ 90,700</u>
SECTION TOTAL							<u>\$ 1,159,870</u>

ASHEVILLE REGIONAL AIRPORT AUTHORITY
Public Safety
Fiscal Year 2009/2010
Budget to Budget Variance Analysis

I.D. #	Description	FY 2009 Budget	FY 2010 Budget	Increase/ (Decrease)	Percent	Reason
500000	Regular Salaries	700,613.00	687,780	(12,833)	-1.8%	
500020	Regular Overtime	38,089.00	25,000	(13,089)	-34.4%	
500030	Allocated Benefits	336,300.00	356,390	20,090	6.0%	
	Total Personal Services	1,075,002	1,069,170	(5,832)	-0.5%	
604000	Other Professional Services	1,000.00	1,000	0	0.0%	
604010	Legal		0	0	N/A	
604020	Physicals and Drug Screens	1,200.00	6,000	4,800	400.0%	
647000	Other Contractual Services	9,160.00	9,060	(100)	-1.1%	
650000	Travel, Per Diem, Conference Registration	40,900.00	16,550	(24,350)	-59.5%	
651000	Training & Education	3,000.00	12,000	9,000	300.0%	
662000	Telecommunications	960.00	1,020	60	6.3%	
710000	Other Repairs and Maintenance	5,000.00	5,000	0	0.0%	
760000	Office Supplies	2,400.00	0	(2,400)	-100.0%	
770300	Other Operating Supplies	5,000.00	6,000	1,000	20.0%	
770400	Chemicals & Safety	8,000.00	5,500	(2,500)	-31.3%	
770500	Small Tools and Equipment	12,000.00	7,500	(4,500)	-37.5%	
771000	Operating Furniture, Fixtures and Equipment	5,000.00	4,000	(1,000)	-20.0%	
771500	Uniforms	14,550.00	9,300	(5,250)	-36.1%	
780501	Firefighter Equipment	5,000.00	5,000	0	0.0%	
780500	Books & Publications	1,200.00	1,200	0	0.0%	
780100	Dues & Memberships	1,225.00	1,570	345	28.2%	
	Total Services & Mat'ls.	115,595	90,700	(24,895)	-21.5%	
	Department Total	1,190,597	1,159,870	(30,727)	-2.6%	

ASHEVILLE REGIONAL AIRPORT AUTHORITY

Public Safety

Fiscal Year 2009/2010

Budget to Actual Variance Analysis

I.D. #	Description	FY 2009 Actual 5 Months	FY 2009 Estimate	FY 2010 Budget	Increase/ (Decrease)	Percent	Reason
500000	Regular Salaries	249,978.00	599,947	687,780	87,833	14.6%	
500020	Regular Overtime	15,762.00	12,000	25,000	13,000	108.3%	
500030	Allocated Benefits	132,843.00	318,823	356,390	37,567	11.8%	
	Total Personal Services	398,583.00	930,770	1,069,170	138,400	14.9%	
604000	Other Professional Services		0	1,000	1,000	100.0%	
604010	Legal		0	0	0	N/A	
604020	Physicals and Drug Screens	917.00	1,000	6,000	5,000	500.0%	
647000	Other Contractual Services		9,060	9,060	0	0.0%	
650000	Travel, Per Diem, Conference Registration	4,935.00	19,800	16,550	(3,250)	-16.4%	
651000	Training & Education	2,161.00	9,000	12,000	3,000	33.3%	
662000	Telecommunications	410.00	984	1,020	36	3.7%	
710000	Other Repairs and Maintenance	146.00	1,500	5,000	3,500	233.3%	
760000	Office Supplies	307.00	500	0	(500)	-100.0%	
770300	Other Operating Supplies	3,616.00	8,678	6,000	(2,678)	-30.9%	
770400	Chemicals & Safety	1,505.00	3,000	5,500	2,500	83.3%	
770500	Small Tools and Equipment	2,737.00	6,569	7,500	931	14.2%	
771000	Operating Furniture, Fixtures and Equipment		0	4,000	4,000	100.0%	
771500	Uniforms	1,766.00	5,000	9,300	4,300	86.0%	
780501	Firefighter Equipment		2,500	5,000	2,500	100.0%	
780500	Books & Publications		0	1,200	1,200	100.0%	
780100	Dues & Memberships	960.00	610	1,570	960	157.4%	
	Total Services & Mat'ls.	19,460	68,201	90,700	22,499	33.0%	
	Department Total	418,043	998,972	1,159,870	160,898	16.1%	

**ASHEVILLE REGIONAL AIRPORT AUTHORITY
CAPITAL, BUSINESS DEVELOPMENT, DEBT SERVICE BUDGET
ASHEVILLE REGIONAL AIRPORT AUTHORITY
FISCAL YEAR 2009/2010**

<u>DESCRIPTION</u>	<u>Funding Source</u>						
	<u>TOTAL</u>	<u>FAA</u>	<u>NCDOT</u>	<u>PFC</u>	<u>AUTHORITY</u>	<u>CFC</u>	<u>OTHER (d)</u>
<u>Capital Improvements (1)</u>							
Runway Rehab - Construction Phase (2)	\$ 5,450,068	5,177,564	136,252	136,252			
Total Capital Improvements	5,450,068	5,177,564	136,252	136,252	-	-	-
<u>Equipment and Small Capital Outlay</u>							
Document Imaging/Email Archive	40,000				40,000	-	-
Point of Sale - Guest Services	8,000				8,000	-	-
Sharepoint/Business Portal	28,440				28,440	-	-
Access Control System Addition	28,000				28,000		
Total Equipment and Small Capital Outlay	104,440	-	-	-	104,440	-	-
<u>Renewal and Replacement</u>							
Vehicle Replacements	67,277				67,277		-
3 Channel Trunking Radio Net	55,000				55,000		-
Digital In Car Camera Upgrades	20,000				20,000		-
Total Renewal and Replacement	142,277	-	-	-	142,277	-	-
<u>Business Development/Agreement Obligations</u>							
Air Service/Business Incentives/True-ups	300,000				300,000		-
Total Business Development	300,000	-	-	-	300,000	-	-
<u>Debt Service</u>							
Debt Service - Rental Car Facility	626,823				626,823		-
Total Debt Service	626,823	-	-	-	626,823	-	-
Total	\$ 6,623,608	\$ 5,177,564	\$ 136,252	\$ 136,252	\$ 1,173,540	\$ -	\$ -

1. Does not include any potential stimulus projects.
2. Future PFCs.

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

**ASHEVILLE REGIONAL AIRPORT AUTHORITY
FY-10 PROJECTED CAPITAL CARRY-OVER**

February 13, 2009

Project	AMOUNT BUDGETED	ESTIMATED TO SPEND THROUGH 6/30/2009	ESTIMATED BALANCE TO CARRY
¹ Runway Rehab Project	545,007	186,633	358,374
² Aircraft Lavatory Project	240,700	40,000	200,700
³ PC Air Project	361,050	180,525	180,525
⁴ Fixed Ground Power Project	120,000	60,000	60,000
⁵ Landside Roadway/Parking Improvements	5,025,000	410,000	4,615,000
⁶ Art Program FF&E	27,175	16,116	11,059
⁷ North General Aviation Expansion Project	3,700,000	2,500,000	1,200,000
TOTAL CARRY-OVER TO FY-2010	10,018,932	3,393,274	6,625,658

¹ This project is funded with a combination of AIP entitlements and PFC Funding.

² This project is funded with PFC Funding.

³ This project is funded with PFC Funding.

⁴ This project is funded with PFC Funding.

⁵ This project is funded with a combination of AIP entitlements, state funds, and ARAA capital.

⁶ This project is funded with ARAA capital.

⁷ This project is funded with a combination of state funds and ARAA capital.

ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
 Development Department
CAPITAL BUDGET REQUEST
FY2009-2010

JUSTIFICATION SCHEDULE

<u> X </u>	Capital Improvement			
<u> </u>	Equipment and Small Capital Outlay	Fund		ARA
<u> </u>	Renewal and Replacement	Department Number		70
<u> </u>	Business Development/Agreement Obligations	Cost Center		0
<u> </u>	Personnel Request	Source		0

DESCRIPTION & JUSTIFICATION

Fund	Acct.	Sec.	C.C.	Source	Description	Amount
ARA	0	70	0	0	Runway Rehab - Construction Pha	\$ 5,450,068

The Runway Rehab Project - Construction Phase includes sub grade repairs, pavement surface course repairs , lighting improvements, and the addition of runway shoulders .

NOTE: If this request relates to recently approved personnel, please complete the following:

TITLE:

HIRE DATE:

ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
 Executive Department
CAPITAL BUDGET REQUEST
FY 2009-2010

JUSTIFICATION SCHEDULE

<input type="checkbox"/>	Capital Improvement			
<input type="checkbox"/>	Equipment and Small Capital Outlay		Fund	ARA
<input type="checkbox"/>	Renewal and Replacement		Department Number	05
<input checked="" type="checkbox"/>	Business Development/Agreement Obligations		Cost Center	00
<input type="checkbox"/>	Personnel Request		Source	00

DESCRIPTION & JUSTIFICATION

Fund Acct.	Sec.	C.C.	Description	Amount
ARA	0	05	0 Air Service/Business Development Incentives and Agreement Obligations	\$300,000

In order to meet the air service/development efforts of the Authority, funding is required to provide incentives for advertising, waiver of fees, etc.

NOTE: If this request relates to recently approved personnel, please complete the following:

TITLE:

HIRE DATE:

ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
Information Technology
CAPITAL BUDGET REQUEST
FY 2008-2009

JUSTIFICATION SCHEDULE

Capital Improvement			
X Equipment and Small Capital Outlay	Fund		ARA
Renewal and Replacement	Department Number		20
Business Development/Agreement Obligations	Cost Center		0
Personnel Request	Source		0

DESCRIPTION & JUSTIFICATION

Fund	Acct.	Sec.	C.C.	Source	Description	Amount
ARA	0	20	0	0	Document Imaging / Email Archivi	\$ 41,750

Finance estimates that 27.25 hours per week would be saved in time required for filing, researching, routing of paper for appropriate signatures, copying, and various other miscellaneous expenses. This amounts to a savings of employee cost equal to \$704.08 per week. If we expand this to a yearly cost savings, we have a savings of 708.5 hours per year or \$18,306.08 in employee cost. This does not include the additional costs of paper, toner and special order materials such as purchase order stock that would be saved.

Additional savings would be realized each month by other departments. In Human Resources, IT, Operations, DPS, and Maintenance, all documents pertaining to purchase orders, requisitions, estimates, and invoices would be readily searchable without making inquiries to the Finance Department.

First year cost is approximately \$40,000

Support costs for years 2-5 = \$5100 per year x 4 = \$24,000

OFF Site Backup, 100 GB (increased cost) of \$1500 per year = (5 x \$1500) = \$7500

Total 5 year cost = \$76,000

Estimated yearly savings:

FINANCE (1-5 years) = (5 x \$18,306) = \$91,530

HR (1-5 Years) = (5 x \$6102) = \$30,510 (calculated at 1/3 savings of Finance department)

IT, DPS, MAINTENANCE, ADMINISTRATION (1-5 years) = (5 x \$2000 x 4) = \$40,000

Total estimated savings over 5 years:

\$91,530+\$30,510+\$40,000 = \$162,040 - \$76,000 = \$86,040

Or approximately \$17,000 per year.

NOTE: If this request relates to recently approved personnel, please complete the following:

TITLE:

HIRE DATE:

ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
 Information Technology
CAPITAL BUDGET REQUEST
FY 2008-2009

JUSTIFICATION SCHEDULE

Capital Improvement			
X Equipment and Small Capital Outlay	Fund		ARA
Renewal and Replacement	Department Number		20
Business Development/Agreement Obligations	Cost Center		0
Personnel Request	Source		0

DESCRIPTION & JUSTIFICATION

Fund	Acct.	Sec.	C.C.	Source	Description	Amount
ARA	0	20	0	0	Access Control System Addition	\$ 28,500

We are only addressing major blind spots in the current CCTV network and adding the baggage make-up rooms of the TSA's for a total of 5 cameras.

- 2 for the A Gate area
- 1 for the new Business Center
- 1 for each of the 2 TSA bag rooms

This is an estimated cost. Jeff Augram is waiting to hear back from I-Sys on total cost including all equipment, installation, and configuration.

NOTE: If this request relates to recently approved personnel, please complete the following:

TITLE:

HIRE DATE:

ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
 Information Technology
CAPITAL BUDGET REQUEST
FY 2008-2009

JUSTIFICATION SCHEDULE

Capital Improvement			
X Equipment and Small Capital Outlay	Fund		ARA
Renewal and Replacement	Department Number		20
Business Development/Agreement Obligations	Cost Center		0
Personnel Request	Source		0

DESCRIPTION & JUSTIFICATION

Fund	Acct.	Sec.	C.C.	Source	Description	Amount
ARA	0	20	0	0	Point of Sale - Guest Services	\$ 8,000

The point of sale system will be utilized to track items such as apparel, ticket sales, and business services. In addition, the financial information would be directly input into Solomon allowing staff to easily track purchases, credit card transactions and sales tax to be remitted to the State. We anticipate the investment would pay for itself the first 6 months of FY 09/10 since projected sales for the entire year are estimated at \$17000.

NOTE: If this request relates to recently approved personnel, please complete the following:

TITLE:

HIRE DATE:

ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
 Information Technology
CAPITAL BUDGET REQUEST
FY 2008-2009

JUSTIFICATION SCHEDULE

Capital Improvement			
X Equipment and Small Capital Outlay	Fund		ARA
Renewal and Replacement	Department Number		20
Business Development/Agreement Obligations	Cost Center		0
Personnel Request	Source		0

DESCRIPTION & JUSTIFICATION

Fund	Acct.	Sec.	C.C.	Source	Description	Amount
ARA	0	20	0	0	Sharepoint/Business Portal	\$ 28,440

Business Portal with Solomon

This project will give everyone the capability to do timesheets, purchase requests, and orders via the intranet's SharePoint portal.

User licenses are \$40 each (61 users) = \$2440
 Sharepoint and Business Portal Integration with MS Dynamics SL 7.X = \$21000.00
 Additional hardware will be needed to run full Sharepoint services: \$5000.00

NOTE: If this request relates to recently approved personnel, please complete the following:

TITLE:

HIRE DATE:

ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
 Operations & Maintenance
CAPITAL BUDGET REQUEST
FY 2009-2010

JUSTIFICATION SCHEDULE

_____	Capital Improvement		
_____	Equipment and Small Capital Outlay	Fund	ARA
<u> X </u>	Renewal and Replacement	Department Number	40
_____	Business Development/Agreement Obligations	Cost Center	0
_____	Personnel Request	Source	0

DESCRIPTION & JUSTIFICATION

Fund	Acct.	Sec.	C.C.	Source	Description	Amount
ARA	0	40	0	0	Vehicle Replacements	\$ 67,277.00

Airport Maintenance is requesting to replace Units #6 and #11 that are scheduled for replacement this year. This request is for replacement of The 2005 Crown Victoria (Unit #6) that is used for police patrols , and for the replacement of a 2004 F250 Airfield Service Truck (Unit #11) used primarily in airfield lighting maintenance. Unit #6 is on a three (3) year replacement and Unit #11 is on a five (5) year replacement. The estimate includes trade-in for both vehicles. Both vehicles are used as needed to support airfield operations during emergency events such as towing aircraft removal equipment and supplies.

NOTE: If this request relates to recently approved personnel, please complete the following:

TITLE:

HIRE DATE:

ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
Public Safety
CAPITAL BUDGET REQUEST
FY 2009-2010

JUSTIFICATION SCHEDULE

Capital Improvement	Fund	
Equipment and Small Capital Outlay	Department Number	ARA
<u>X</u> Renewal and Replacement	Cost Center	50
Business Development/Agreement Obligations	Source	0
Personnel Request		0

DESCRIPTION & JUSTIFICATION

Fund	Acct.	Sec.	C.C.	Source	Description	Amount
ARA	0	50]	0	0	3 Channel Trunking Radio Net	\$55,000

The existing 2 way radio system currently in use at AVL is a two channel analog system that was installed in 1994. The general life term of a public safety radio system is 5 to 7 years. This is part of a phased approach in upgrading our radio system. This replaces a single repeater that is 15 years old with 3 repeaters that are dual mode systems that accomodate both digital as well as analog transmissions. Price includes an additional radio channel, all radio equipment, antennas, labor, system training, and all FCC, PCIA, and LAO filing (licensing) fees .

NOTE: If this request relates to recently approved personnel, please complete the following:

TITLE:

HIRE DATE:

ASHEVILLE REGIONAL AIRPORT AUTHORITY
ASHEVILLE REGIONAL AIRPORT
Public Safety
CAPITAL BUDGET REQUEST
FY 2009-2010

JUSTIFICATION SCHEDULE

Capital Improvement	Fund	
Equipment and Small Capital Outlay	Department Number	ARA
X Renewal and Replacement	Cost Center	50
Business Development/Agreement Obligations	Source	0
Personnel Request		0

DESCRIPTION & JUSTIFICATION

Fund	Acct.	Sec.	C.C.	Source	Description	Amount
ARA	0	50	0	0	Digital In Car Camera Upgrades	\$20,000

DPS is currently utilizing VHS formatted in car video taping in their patrol vehicles. The three units are reaching the end of their life cycle due to anticipated wear and tear. In evaluating current technology, we are proposing to upgrade to a new digital recording in car system. These systems utilize solid state technology for recording and are not susceptible to normal wear & tear. The digital video can be stored indefinitely with our existing infrastructure. Installation time will be minimal for AVL staff. These new units, because they remain in a constant on mode, include a "G-Force" sensor for a crash detector start up and capture the events leading up to an accident automatically. The amount above is quoted for three (3) digital systems and all associated video management software and wireless upload system and software.

NOTE: If this request relates to recently approved personnel, please complete the following:

TITLE:

HIRE DATE:

ASHEVILLE REGIONAL AIRPORT AUTHORITY
ESTIMATED FUND BALANCE
Fiscal Year Ended: June 30, 2010

		<u>Amount</u>
Cash and Investments (Estimated):		
Balance as of June 30, 2009	\$ 6,006,783	
Carry-Over Funds from FY 2009	6,625,658	
State Funding Reimbursements	136,252	
Federal Funding Reimbursements	5,177,564	
Contributed Capital for FY 2010	1,010,830	
PFC Collections for FY 2010	850,000	
CFC Collections for FY 2010	<u>900,000</u>	\$ 20,707,087
 Reserve Funds:		
Operations and Maintenance Reserve (6 months)	\$ 3,144,880	
Emergency/Unanticipated Repair Reserve	<u>750,000</u>	3,894,880
 Renewal and Replacement Fund		
	\$ 142,277	
Equipment and Small Capital Outlay Fund	104,440	
Business Development Fund/Agreement Obligations	300,000	
Debt Service Fund (Rental Car Facility)	<u>626,823</u>	1,173,540
 Approved/Awarded/Planned Projects:		
Landside Roadway/Parking Improvements	\$ 4,615,000	
Runway Rehab - Design	358,374	
Fixed Ground Power Project	60,000	
North General Aviation Development	1,200,000	
PC Air A & B Gates	180,525	
Runway Rehab - Construction Phase	5,450,068	
Art Program FF&E	11,059	
LAV Cart Facility	200,700	<u>\$ 12,075,726</u>
 Estimated Remaining Fund Balance		 <u>\$ 3,562,941</u>
 Estimated Total Fund Balance Including Reserves		 <u><u>\$ 7,457,821</u></u>

**ASHEVILLE REGIONAL AIRPORT AUTHORITY
SUPPLEMENTAL FEES AND CHARGES
FY 2009/2010 ANNUAL BUDGET**

	FY 2008/2009 Current Fees		FY 2009/2010 Proposed Fees	
	Cost	Per	Cost	Per
<u>Maintenance</u>				
Scissor Lift	\$ 100.00	use	\$ 100.00	use
ADA Ramp Rental	\$ 100.00	use	\$ 100.00	use
Air Stair Rental	\$ 100.00	use	\$ 100.00	use
Volvo Wheel Loader	\$ 100.00	use	\$ 100.00	use
Fork-lift	\$ 100.00	use	\$ 100.00	use
Tenant Sweeper	\$ 100.00	hour	\$ 100.00	hour
Service Truck	\$ 50.00	hour	\$ 50.00	hour
Backhoe	\$ 100.00	hour	\$ 100.00	hour
Lighted X	\$ 200.00	day	\$ 200.00	day
Light Tower	\$ 150.00	day	\$ 150.00	day
Paint Stripper	\$ 100.00	hour	\$ 100.00	hour
Large Aircraft Removal Dolly	\$ 200.00	day	\$ 200.00	day
Small Aircraft Removal Dolly	\$ 100.00	day	\$ 100.00	day
Aircraft Jack	\$ 75.00	use	\$ 75.00	use
Cores	\$ 30.00	each	\$ 30.00	each
Keys	\$ 5.00	each	\$ 5.00	each
Maintenance Labor Rate 1/	\$ 40.00	hour	\$ 40.00	hour
<u>Department of Public Safety</u>				
ARFF Apparatus for 1500 gal. or greater	\$ 250.00	hour	\$ 250.00	hour
ARFF Apparatus for less than 1500 gal.	\$ 150.00	hour	\$ 150.00	hour
Command, Police, and Ops support vehicles	\$ 100.00	hour	\$ 100.00	hour
Aircraft recover dolly	\$ 150.00	day	\$ 150.00	day
Maintenance Labor Rate 1/	\$ 45.00	hour	\$ 45.00	hour
Mutual Aid Agencies collected on their behalf		as incurred		as incurred
Replacement charges for AVL equipment/supplies		as incurred		as incurred

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

	FY 2008/2009 Current Fees		FY 2009/2010 Proposed Fees	
	Cost	Per	Cost	Per
<u>Identification Badge Fees and Charges</u>				
Initial Badge Issuance				
SIDA Badge (1)	\$ 32.00		\$ 52.00	
Non-SIDA Badge (2)	\$ -		\$ 20.00	
Renewal of Badge				
SIDA Badge (2)	\$ -		\$ 20.00	
Non-SIDA Badge (2)	\$ -		\$ 20.00	
Lost Badge Replacement				
SIDA Badge (3)	\$ -		\$ 30.00	
Non-SIDA Badge (3)	\$ -		\$ 30.00	
Other Fees				
Finger Print Background Check Only	\$ 32.00		\$ 42.00	
Finger Print Background Check Only	\$ -		\$ 10.00	

Notes:

1. Includes \$32.00 finger print background check, \$10.00 processing fee, and a \$10.00 media fee.
 2. Includes \$10.00 processing fee and a \$10 Media Fee.
 3. Includes \$10.00 processing fee, \$10 Media Fee, and a \$10.00 penalty fee.
- * Any individual with an ID Badge/access card will granted a replacement card at no charge through June 30, 2009.

	FY 2008/2009 Current Fees		FY 2009/2010 Proposed Fees	
	Cost	Per	Cost	Per
<u>Parking</u>				
Long term	\$ 1.00	0 - 1 hour	\$ 1.00	0 - 1 hour
	\$ 1.00	each add'l hour	\$ 1.00	each add'l hour
	\$ 7.00	day	\$ 7.00	day
Short term	\$ -	0 - 20 mins	\$ -	0 - 20 mins
	\$ 1.50	20 - 40 mins	\$ 1.50	20 - 40 mins
	\$ 2.00	40 - 60 mins	\$ 2.00	40 - 60 mins
	\$ 2.75	60 - 80 mins	\$ 2.75	60 - 80 mins
	\$ 0.50	add every 20 mins	\$ 0.50	add every 20 mins
	\$ 12.00	day	\$ 12.00	day
Employee Parking Rate	\$ 40.00	annual	\$ 40.00	annual
Commuter Parking Rate	\$ 240.00	annual	\$ 240.00	annual
Fines	up to \$1,000	day	up to \$1,000	day
<u>Ground Transportation</u>				
Airport Ground Transportation Permit	\$ 150.00	annual	\$ 150.00	annual
Off-Airport Rental Car Fee	7.50%	of gross revenue	7.50%	of gross revenue
	FY 2008/2009 Current Fees		FY 2009/2010 Proposed Fees	
	Cost	Per	Cost	Per
<u>Fuel Flowage Fees</u>				
General Aviation Fuel	\$ 0.05	per gallon*	\$ 0.05	per gallon*
<u>Specialized Aeronautical Service Operators</u>				
Aircraft Sales	\$ -	of gross sales	\$ -	of gross sales
Aircraft Airfram, Engine, and Accessor Maint	\$ -	of gross revenues	\$ -	of gross revenues
Aircraft Rental	\$ -	of gross revenues	\$ -	of gross revenues
Flight Training	\$ -	of gross revenues	\$ -	of gross revenues
Avionics, Instrument, Propeller Repair	\$ -	of gross revenues	\$ -	of gross revenues
Aircraft Charter and Air Taxi Ops	\$ -	of gross revenues	\$ -	of gross revenues

All other FBO/SASO Fees established by negotiated operating agreement.

*Fuel Flowage Fee is not currently applicable to Odyssey Aviation

Note: Belle Aircraft Maintenance remits 2% of gross revenues under their space/use permit.



MEMORANDUM

TO: Members of the Airport Authority
FROM: Suzie Baker, Administration Manager
DATE: March 13, 2009

ITEM DESCRIPTION – New Business Item B

Approval of Amended Human Resources Policies and Procedures

BACKGROUND

The current Human Resources Policies and Procedures are being revised and updated to ensure compliance with all Federal and State Laws and Regulations, to incorporate title changes and to add a new policy. The proposed updated manual was presented to the Authority Board at a Workshop Meeting held February 27, 2009.

ISSUES

Staff is recommending that the current Human Resources Policies and Procedures be amended, subject to final legal review, effective March 13, 2009 to reflect such changes as proposed.

ALTERNATIVES

The Authority Board could decide not to amend the current Human Resources Policies and Procedures.

FISCAL IMPACT

There is no fiscal impact to the Authority.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approve the amended Human Resources Policies and Procedures effective March 13, 2009; and (2) authorize the Airport Director to implement such changes effective March 13, 2009.

New Business - Item B

**ASHEVILLE REGIONAL
AIRPORT AUTHORITY**



**HUMAN RESOURCES POLICIES AND
PROCEDURES**

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The objective of the Human Resources Policies and Procedures of the Asheville Regional Airport Authority are:

1. To provide efficient and friendly service at all times.
2. To respect the dignity and integrity of all individuals.
3. To afford equal opportunity for employment to all individuals regardless of race, color, creed, age, sex, national origin, marital status or handicap.
4. To maintain a Drug-Free Work Place.
5. To provide clean, safe and pleasant working conditions.
6. To attract and retain employees of the highest caliber.
7. To provide compensation and employee benefits which are fair and competitive.
8. To encourage individual development and acceptance of responsibility.
9. To select employees based on ability, training, education, and experience.
10. To provide training that will increase employees' ability to lead, motivate and perform their jobs in an effective manner.

These Policies are not intended to create an employment contract with the persons to whom they may apply. These Policies are not intended to be comprehensive or to address all the possible applications of, or exception to, the general policies and procedures described. For that reason, if you have any questions you should contact the Administration Manager. The procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will make every effort to inform you of any changes as they occur.

These policies shall apply to all employees by the Asheville Regional Airport Authority.

OBJECTIVE To ensure equal employment opportunity within the Authority.

**METHOD OF
OPERATION**

General

~~It has been the policy of the Asheville Regional Airport Authority to subscribe to the principal of Equal Employment Opportunity.~~ Asheville Regional Airport Authority is an equal opportunity employer. This policy reaffirms the commitment and is implemented to ensure that:

- All recruitments, hiring, training, compensation, benefits, ~~and~~ promotion and separation of persons employed by the Asheville Regional Airport Authority in all positions is accomplished without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, age or disability.
- Employment decisions are made with the principal of Equal Employment Opportunity.
- All appointed officials; managerial and supervisory employees are responsible for supporting this policy and for the furtherance of the principal of Equal Employment Opportunity in all Human Resources matters. The Administration Manager is responsible for the overall compliance, and shall maintain personnel records in compliance with applicable laws and regulations.

Directives

Each department head shall assure to each applicant or employee of the Asheville Regional Airport Authority that recruitment, training, promotion, demotion, compensation, retention, discipline, separation and other employment practices shall be accomplished without regard to that person's age, race, color, sex, sexual orientation, religious creed, national origin, political opinions or affiliations, marital status, veteran status or handicap, except when such requirement constitutes a bona fide occupational qualification necessary to perform the tasks associated with the position.

It shall be prohibited for any person employed by the Asheville Regional Airport Authority to discriminate or take any other retaliatory action against an individual who in good faith has: opposed an alleged unlawful employment practice or has made a charge, testified, assisted or participated in an investigation, proceeding or hearing.

**APPROVAL AND
UPDATE
HISTORY**

Approval

March 13, 2009

Supersedes

April 19, 2004

OBJECTIVE

The Asheville Regional Airport Authority is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA). It is the policy of the Authority to comply with all Federal and State laws concerning the employment of persons with disabilities.

METHOD OF OPERATION

General

It is the Authority's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment. Consistent with this policy of nondiscrimination, the Authority will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Authority aware of his/her disability, provided that such accommodation does not constitute an undue hardship on the Authority.

All appointed officials; managerial and supervisory employees are responsible for supporting this policy and principal of Americans Disabilities Act in all Human Resources matters. The Administration Manager is responsible for the overall compliance, and shall maintain personnel records in compliance with applicable laws and regulations, including resolution of reasonable accommodation, safety and undue hardship issues.

APPROVAL AND UPDATE HISTORY

Approval

March 13, 2009

OBJECTIVE To provide a central location for all inquiries concerning Authority employees or former employees.

METHOD OF OPERATION

Inquiries Concerning Employees Inquiries concerning verification of employment are referred to the ~~Finance and Administration Department~~Administration Manager or designee.

Those personnel records, which are declared to be public records by virtue of North Carolina General Statute Chapter 132, will be opened for inspection to any person in accordance with the provisions of that statute.

~~Prospective employers, financial institutions, and residential property managers routinely contact employers requesting information of a former or current employee's work history and/or salary. All such requests of this type shall be referred to and completed by the Administration Manager. For written request, information will be completed on the form provided only when it is accompanied by a former or current employee's signed authorization form to release information. The written form will be returned directly to the requesting party. Telephone requests will directed to the Administration Manager and will be limited to confirming information stated by the external party. Information concerning employees or former employees is not voluntarily given over the phone. Employees receiving such inquiries should courteously suggest that a letter be written to the Finance and Administration Department.~~

~~Only verifications concerning employment period, job classification, and salary of employees may be given over the phone. The Finance and Administration Department may give additional information of present employees by telephone to reputable groups or individuals. Personal reference concerning an employee or former employee may be given by Executive Management only; however, due caution should be exercised in providing such references.~~

APPROVAL AND UPDATE HISTORY

Approval ~~April 19, 2004~~March 13, 2009

~~**Supersedes** April 19, 2004~~

OBJECTIVE The Asheville Regional Airport Authority recognizes drug and/or alcohol dependency as an illness and a major health problem.

METHOD OF OPERATION

Directives

This section of the ~~Personnel Policy Manual~~ Human Resources Policy and Procedure is to state the policy of the Asheville Regional Airport Authority regarding the effects of drug and/or alcohol use, and the unlawful possession of controlled substances and/or alcohol on the Airport Authority premises or equipment. This policy establishes guidelines to provide a safe, healthy and secure work environment for employees and other individuals doing business with the Airport Authority.

- Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is our intent and obligation to provide a drug-free/alcohol-free, healthy, safe and secure work environment.
- The unlawful manufacture, distribution, dispensation, possession or use of controlled substances and/or alcohol on Airport Authority premises, or while conducting Airport Authority business off the premises is absolutely prohibited. Alcoholic beverages may be dispensed or consumed if done as a part of an Official Authority function. Consumption of such alcoholic beverages should be limited. On duty personnel are prohibited from consuming alcoholic beverages. Violations of this policy will result in disciplinary action, up to and including termination.
- Employees needing help in dealing with such problems are encouraged to get assistance. Please contact ~~your~~ the Finance and Administration office Manager if you need information regarding whether ~~our~~ the Authority's insurance benefits will cover counseling. Conscientious efforts to seek such help will not jeopardize any employee's job, and will not be noted in any personnel file.

A copy of this Drug-Free Workplace Policy is issued and signed for by each employee. Employees must, as a condition of employment, abide by the terms of the policy and report any conviction under criminal drug statute for violations occurring on or off Airport premises while conducting business. A report of a conviction must be made within five (5) days after the conviction. The Drug-Free Workplace Act of 1988 mandates this

requirement.

**Statement of
Policy**

It is the purpose of this policy to establish and proclaim the Asheville Regional Airport Authority's intent to maintain a "Drug-Free Workplace". In so doing the Airport Authority has adopted the Drug-Free Workplace Program in accordance with the requirements set forth in Federal and State Law. It is a condition of employment with the Airport Authority for an employee to refrain from reporting to work or working with the presence of drugs or alcohol in his/her body. In addition to possible disciplinary procedures and termination as a result of any violation of this Drug-Free Workplace Program, an employee injured in the course and scope of employment who refuses to submit to a test for drugs or alcohol, or is tested and had a positive confirmation of drug or alcohol use, forfeits his/her eligibility for medical and indemnity benefits under the Workers' Compensation Act.

The Airport Authority acknowledges the problems of substance abuse (including alcohol) in our society. Furthermore, we see substance abuse as a serious threat to our staff, customers and families. We are addressing this problem by introducing this Drug-Free Workplace Policy to ensure the Airport Authority will have a drug free workplace.

Drug and alcohol addiction is a complex, yet treatable condition. For this reason, this program is targeted at alleviating the problem at the community level by involving and educating employees. Policies are designed not only to eradicate the drug abuse in the workplace, but to encourage drug users to seek and successfully complete rehabilitative treatment. The Airport Authority will also provide an annual education course for its employees to assist them in identifying and resolving personal and emotional problems, which may result from the misuse of drugs or alcohol.

While the Airport Authority understands that employees and applicants under a physician's care may be required to use prescription and over-the-counter drugs, abuse of prescribed or over-the-counter medications will be dealt with in the same manner as any other substance abuse. Because substance abuse and chemical dependencies are treatable conditions, employees seeking help for a drug or alcohol problem, whether voluntarily or through disciplinary action, will be treated the same as those employees with other conditions as far as eligibility for health benefits and sick and/or personal leave. Nothing in this policy, however, shall limit the Airport Authority's right to enforce appropriate disciplinary measures for violation of

policy, including, if necessary, termination, nor does this policy bind the Airport Authority to payment of any care provided beyond the existing employee benefits. With these basic objectives in mind, the Airport Authority has established the following policy.

Drug Use

Employees are prohibited from using, possessing, distributing, manufacturing, selling, attempting to sell or being under the influence of drugs while on or off the job. As used in this policy, improper drug use is the use of any drug which is not legally obtainable; which is legally obtainable, but has not been legally obtained; or which is being used in a manner or for a purpose other than prescribed (for example, use of depressants and stimulants not prescribed for current personal treatment by an accredited physician). Employees who violate this policy will be subject to disciplinary action including possible termination.

Alcohol Use

Employees are absolutely prohibited from using possessing, distributing, manufacturing, selling, attempting to sell or being under the influence of alcohol while on duty, while on Airport Authority property, or on any work site, with the exception of official Authority functions. "Alcohol" meaning ethyl alcohol (ethanol) and includes beverage, mixture or preparation containing ethyl alcohol, including but not limited to, distilled spirits, wine, malt beverages, and intoxicating liquors. With regard to alcohol, an employee may also be determined to be "under the influence of alcohol" for purposes of this policy if the employee has a blood level of .05 g/dl% or higher. Employees who violate this policy will be subject to disciplinary action including possible termination.

**Use of
Prescription and
Non-Prescription
Medication**

Employees must notify their supervisor when using any medication that may limit their ability to perform their job. Such notification may be confidentially given. Verification of any and all medication may be required. Where prescription medication is involved, verification may include the employee submitting a prescription copy of a physician's statement showing medication required and dates of use. Failure to report the use of medication or failure to verify the use of medication may result in disciplinary action including possible termination.

**Arrest and
Conviction for
Drugs**

It is a condition of employment with the Airport Authority that any employee convicted of any criminal drug violation occurring in the workplace or off-the-job must report such conviction to his supervisor within five (5) calendar days of such conviction. Further, a nolo contendere plea for drug activity is also to be reported in the same manner.

In deciding what action to take, your supervisor/[department head](#), the [Administration Manager](#), and the [Deputy Airport Director](#)/Airport Director will take into consideration the nature of the charges, the employee's present job assignment, the employee's record with the Airport Authority and other factors relative to the impact of the employee's conviction or nolo contendere plea upon the conduct of the Airport Authority.

**Duty to Report
Employee Drug
and Substance
Abuse**

Employees must immediately report violations of these policies by other employees. Any employee who, in good faith based on reasonable suspicion, reports an alleged violation of this policy, or any supervisor who investigates or takes action in good faith based on reasonable suspicion, shall not be harassed, retaliated against, or discriminated against in any way for making reports or participating in any investigation or action based thereon. To the greatest extent possible, the reporting of employee drug and substance abuse will be kept confidential.

Confidentiality

All information, interviews, reports, statements, memoranda, and drug test results, written or otherwise, received by the Airport Authority through a drug testing program will be kept confidential. Also, laboratories, employee assistance programs, drug and alcohol rehabilitation programs, and their personnel who receive or have access to information concerning drug test results shall keep all information confidential. Unless compelled by a hearing officer, court or professional or occupational licensing board, information regarding drug testing may be released only by the voluntary written consent of the person tested.

Information on drug test results shall not be released or used in any criminal proceeding against the job applicant or employee. Information released contrary to this policy shall be inadmissible as evidence in any such criminal proceeding.

Nothing in this provision shall be construed to prohibit the Airport Authority or laboratory conducting a drug test from having access to employee drug test information when information is relevant to a defense in a civil administrative matter.

**Pre-Employment
Drug Testing**

It will be the policy of the Airport Authority for all applicants who are being considered for employment to undergo screening for the presence of Drugs or Alcohol. Employment is conditional upon successfully passing a substance test. An applicant who refuses to take the test or whose test results are confirmed positive will be denied employment at that time, but may apply for employment with the Airport Authority after one (1) year. Positive test results may be challenged by the applicant.

The job applicant has the right to consult the testing laboratory for technical information regarding prescription and non-prescription medication and the possible affect these drugs may have on the outcome of the drug test. If the job applicant is using prescription or nonprescription medications, which may affect the outcome of a drug test, he must report the use of the medication to the drug testing laboratory. ~~the Airport Director.~~ This may be done confidentially, whether before or after the drug test.

Employee Drug Testing

The Airport Authority will maintain drug-testing practices to identify employees who are working under the influence of drugs or alcohol. The Authority reserves the right to conduct random drug testing. It shall be a condition of continued employment for all employees to submit to the following drug tests:

1. Reasonable suspicion by the supervisor or other employee of drug or alcohol abuse, which may include:
 - A. Abnormal conduct, poor work performance, direct observation of drug use.
 - B. When an employee has been involved in an accident while at work.
 - C. Evidence that an employee has tampered with a drug test during employment.
 - D. When there is evidence that an employee has used, possessed, sold, solicited or transferred drugs while working or while on Airport Authority property, or while operating Airport Authority vehicles, machinery or other equipment.
2. Follow-up testing on a quarterly, semi-annually or annually for up to two (2) years after an employee enters a drug rehabilitation program.
3. The employee has the right to consult the testing laboratory for technical information regarding prescription and non-prescription medication, and the possible affect these drugs may have on the outcome of a drug test. If the employee is using prescription or non-prescription medications, which may affect the outcome of a drug test, he must report the use of the medication to the drug testing laboratory. ~~Airport Director or designee.~~ This may be done confidentially, whether before or after the drug

test.

4. Employees who are directed to submit to such a test and refuse to do so are guilty of misconduct and will be subject to discipline including possible termination. Likewise, if the test results are confirmed positive, the employee will be guilty of misconduct and subject to discipline including possible termination.

**Confirmation of
Drug Test**

The Airport Authority will not terminate, discipline, refuse to hire, discriminate against, or request or require rehabilitation of a job applicant or employee on the sole basis of a positive test result that has not been verified by a confirmation test. A confirmation test is a second analytical procedure run on a sample that was positive on the initial test. The confirmation test will be different in scientific principal from that of the initial test procedure.

**Challenge of a
Positive Drug
Test**

A job applicant or employee who receives a positive confirmed test result may contest the result to the Airport Authority within five (5) working days after written notification of the positive test results. If the Airport Authority finds the explanation unsatisfactory, the Airport Authority shall within ten (10) working days of receipt of the challenge provide a written response to the job applicant or employee as why the explanation is unsatisfactory, along with the report of the positive results.

A job applicant or employee may also challenge the positive test results by court action. It is the job applicant or employee's responsibility to notify the Laboratory in the event legal action is taken.

**Disciplinary
Action**

If an employee tests positive, the Airport Authority shall immediately place the employee on personal leave. If there is insufficient accrued personal leave, the employee will be placed on leave of absence without pay. The purpose is two-fold:

- A. To prevent the employee from endangering co-workers, the public or himself.
- B. To provide an opportunity for the employee to be referred to the Employee Assistance Program, or other appropriate treatment programs.

An employee who has tested positive and who has been referred to the Employee Assistance Program or other appropriate treatment program and who refuses this referral shall be terminated for cause.

An Employee who accepts treatment must understand he is required to complete such program. Failure to do so will result in termination.

An Employee who completes treatment will be required to furnish proof of such completion to ~~the Airport Director~~ the Administration Manager. This proof will be reviewed by the Airport Authority designated Medical Review Officer or designee as part of a fitness for duty medical examination prior to the employee being reinstated to work status.

**Voluntary
Request for
Treatment**

An employee who seeks voluntary treatment for alcohol or drug related problems and he has not been previously tested and confirmed as positive may do so without consequence of disciplinary action assuming he has not been involved in any other aspect covered under section 203.00 of this policy. Every degree of confidentiality shall be afforded in a case such as this.

An employee in this category shall be placed on personal leave. If there is insufficient accrued personal leave the employee will be placed on leave of absence without pay.

The employee must understand he/she is to complete the treatment program and will be required to furnish proof of such completion to ~~the Airport Director~~ the Administration Manager. This proof will be reviewed by the Airport Authority designated medical authority, as part of fitness for duty medical examination prior to the employee being reinstated to work status.

~~The following is a list of all drugs to be tested for:~~

- ~~1. Alcohol~~
- ~~2. Amphetamines~~
- ~~3. Cannabinoids~~
- ~~4. Cocaine~~
- ~~5. Phencyclidine (PCP)~~
- ~~6. Methaqualone~~
- ~~7. Opiates~~
- ~~8. Barbiturates~~
- ~~9. Benzodiazepines~~
- ~~10. Methadone~~
- ~~11. Propoxyphene~~

~~The following is a list of some over-the-counter and prescription drugs which could alter or affect the outcome of a drug test:~~

- ~~Alcohol~~ All liquid medications containing ethyl alcohol (ethanol).
- ~~Amphetamines~~ Obetrol, Biphetimine, Desoxyxyn, Dexedrine, and Didrex.
- ~~Cannabinoids~~ Marinol (Dronabinol, THC)
- ~~Cocaine~~ Cocaine HCl topical solution (Roxanne)
- ~~Phencyclidine~~ not legal by prescription
- ~~Methaqualone~~ not legal by prescription
- ~~Opiates~~ Paregoric, Parepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Emprim with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guiatuss AC, Novahistine DH, Novahistine Expectorant, Dlaudid (Hydromorphon), MS Contin and Roxanol (morphine sulfate), Percocan, Vicodin.
- ~~Barbituates~~ Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fioricet, Esgic, Butisol, Mebaral, Butabarbital, Butabital, phrenilian, Traid.
- ~~Benzodiazepine~~ Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Halcion, Paxipam, Restoril, Centrax.
- ~~Methadone~~ Dolophine, Methadose
- ~~Propoxyphene~~ Darvocet, Darvon N, Dolene

~~Medical Review Officer and Collection Site~~ _____

~~Name of Approved Laboratory~~ _____

APPROVAL AND
UPDATE
HISTORY

Approval ~~April 19, 2004~~ March 13, 2009

Supersedes April 19, 2004

**PRE-EMPLOYMENT DRUG TESTING
CONSENT AND RELEASE FORM**

I do hereby certify that I have received and read the Asheville Regional Airport Authority drug testing policy and I have had the Drug-free Workplace Program explained to me.

I hereby consent to submit to urinalysis and/or other tests as shall be determined by the Asheville Regional Airport Authority in the selection process of applicants for employment, for the purpose of determining the drug content thereof.

I also understand that employment is contingent upon passing the drug test.

I agree that _____ (Clinic/Physician), may collect specimens for these tests and may test them or forward them to a testing laboratory designated by the Airport Authority for analysis.

I further agree to hold harmless the Asheville Regional Airport Authority and its agents (including the above Clinic/Physician) from any liability arising in whole or part, out of the collection of specimens, testing and use of the information from said testings in connection with the Airport Authority's consideration of my application of employment.

I further agree that a reproduced copy of this pre-employment consent and release form shall have the same force and effect as the original.

I have carefully read the foregoing and fully understand its contents. I acknowledge that my signing of this consent and release form is a voluntary act on my part and that I have not been coerced into signing this document by anyone.

Name

Signature

Date

ACTIVE EMPLOYEE CERTIFICATE OF AGREEMENT

I do hereby certify that I have received and read the Asheville Regional Airport Authority's Substance Abuse and Drug Testing Policy and have had the Drug Free Workplace Program explained to me.

I understand that if my performance indicates it is necessary, I will submit to a drug test.

I also understand that my failure to comply with a drug testing request or a positive test result may lead to termination of employment.

Name

Signature

Date

OBJECTIVE

To define harassment, including sexual harassment, the Authority's prohibition of harassment, establish a reporting procedure and a prompt and effective investigation procedure for complaints made by employees of sexual and other forms of harassment.

The employees of the Asheville Regional Airport Authority are the most valuable assets of the Authority. All employees are entitled to be treated with respect and to work in an environment that is not offensive, abusive, intimidating or hostile. The Asheville Regional Airport Authority is committed to providing a work environment free of conduct, which causes humiliation or fear. In keeping with this commitment, the Airport Authority prohibits all forms of unlawful harassment, including, but not limited to, sexual harassment.

Harassment for any discriminatory reason, such as sex, race, national origin, handicap, medical condition, marital status, veteran status, disability, religion, sexual orientation or same-sex harassment, in violation of various state and federal laws. Harassment of any sort (verbal, physical or visual) will not be tolerated.

METHOD OF OPERATION

Definitions

What are some examples of harassment? Harassment can take many forms. It may be, but is not limited to: words, signs, jokes, pranks, cartoons, calendars, and comments about appearance, intimidation, physical contact or violence.

What is sexual harassment? Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or any other verbal, visual or physical contact of a sexual nature. It refers to behavior which is not welcome and which is personally intimidating, hostile or offensive.

1. Submission to the conduct is made, either implicitly or explicitly, a condition of an individual's employment.
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
3. The harassment unreasonably interferes with the

employee's work performance or creates an intimidating, hostile or offensive environment for the employee.

For example, sexually oriented jokes, remarks, gestures, pictures, the display or circulation of offensive objects or pictures, (including through e-mail) or touching may often be offensive to other employees, and such actions are prohibited. The Airport Authority has a zero tolerance for any form of unlawful harassment.

Directives

All of us at the Asheville Regional Airport Authority have a responsibility to keep our environment free from unlawful discrimination and harassment. Any employee who believes he/she has been subjected to objectionable conduct is urged to contact his/her supervisor/department head, the ~~Director of Finance and Administration~~ Manager, the Deputy Airport Director and/or the Airport Director.

In addition, an employee who believes he/she has been subjected to unlawful discrimination or harassment may file a complaint with the local office of the United States Equal Employment Opportunity Commission (EEOC) or North Carolina Commission on Human Relations. Each federal or state office has authority to remedy violations.

If you are found to have engaged in, ratified or condoned unlawful discrimination or harassment, you may be personally liable for monetary damages. The Asheville Regional Airport Authority may decide not to pay personal damages assessed against you.

Any employee who becomes aware, of an incident of unlawful discrimination or harassment by any employee, customer or vendor, whether by witnessing the incident or being told of it, must report it to his/her supervisor/department head or the ~~Finance and Administration Department~~ Administration Manager.

All reports of unlawful discrimination or harassment will be promptly investigated with special attention to the privacy of everyone involved. If you are found to have acted improperly towards another employee, customer or vendor, you will be subject to disciplinary action, up to and including termination of employment. The Asheville Regional Airport Authority will also take additional action necessary to appropriately address employee concerns about unlawful discrimination or harassment.

Any employee who knowingly provides a false report of unlawful discrimination or harassment will be subject to disciplinary action, up to and including termination of employment. Any

employee who makes such a false statement shall be personally liable for any legal action taken by another employee in response to a false report.

No employee will be retaliated against who makes a good faith effort to report alleged unlawful discrimination or harassment, or for participating in any investigation, proceeding or hearing conducted by the EEOC or any state agency. If an employee believes he/she is being retaliated against, he/she should promptly contact his/her supervisor/department head or the ~~Finance and Administration Department~~Administration Manager, so an investigation can be conducted.

**Complaint
Procedures**

Complaints shall be filed in writing as soon as possible from the date giving rise to the complaint, be signed by the Complainant, and contain a clear concise statement of the facts, including pertinent dates, and any other documentation in support of the complaint.

Any Employee witnessing, or having reason to believe a claim or instance of sexual harassment relating to an employee must report such potential claim to the ~~Director of Finance and Administration~~ Manager, Deputy Airport Director or the Airport Director.

**Investigation
Procedures**

Upon the receipt of a complaint of harassment, the Airport Director shall be advised; or if the complaint is against the Airport Director, the Airport Authority Chairman shall be advised. It is the Airport Authority's policy to investigate all harassment complaints thoroughly, impartially and promptly. To the fullest extent practicable, the Airport Authority will maintain the confidentiality of those involved. The Administration Manager will have primary responsibility for investigating any and all complaints relating to employee misconduct. However, some investigations may be assigned to an Airport Authority designee with direction from the Administration Manager. Any Airport Authority designee assigned to conduct an investigation must have completed training with the Administration Manager in conducting investigations.

The ~~Administration Manager or designee Airport Director or Chairman, whichever is applicable,~~ shall:

- Promptly interview and obtain full and written statements from all parties involved in the reporting, including but not limited to the complainant and accused.

- Determine if there is a potential for risk occurrence. If there is a potential, take all measures appropriate to protect employees, visitors and property.
- Complete an investigation report and provide all relevant and necessary information, including findings. ~~the Complainant in person to obtain any additional information that may be needed to clarify the complaint.~~
- ~~Prepare a written summary of the complaint.~~
- Obtain the Complainant's signature verifying that the written summary accurately represents the information provided by the Complainant.

Based on the investigation, the Administration Manager or assigned designee must determine whether the allegation(s) were founded, unfounded or inconclusive. This determination shall be documented in writing and made part of the investigative report.

Violation Founded: Where a violation is founded, the accused should be notified of the results of the investigation and the specific actions to be taken. The supervisor/department head of the accused will also received notification, as appropriate. No details about the nature or extent of disciplinary or corrective actions will be disclosed to the complainant(s) and/or witness(es) unless there is a compelling reason, such as personal safety.

Violation Unfounded: In this situation, a notification should state that the Airport Authority thoroughly investigated the allegation(s) and found that the evidence did not support the claim.

Inconclusive Investigation: In some cases, the evidence does not conclusively indicate whether or not the allegation(s) was founded or unfounded. If such a situation exists, the notification should state that the Airport Authority has completed a thorough investigation but has been unable to establish either the truth or falsity of the allegation(s). However, the Airport Authority will take appropriate steps to ensure that the persons involved understand the requirements of the Airport Authority's policies and appropriate law, and the situation will be monitored to ensure compliance in the future.

Retention and/or release of investigative reporting: The Administration Manager will retain all records relative to the investigation in a locked area. The Airport Authority will not release any investigative files, including but not limited to

	<p>interviews and findings, unless requested by a court authorized request, such as Subpoena or Court Order.</p>
	<p>Upon signature by the Complainant, the Airport Director or Chairman's summary, along with the initial complaint filed by the Complainant, shall become the final complaint.</p>
	<p>Prior to proceeding further with the investigation, the Respondent shall be furnished a copy of the final complaint. At this point, the Airport Director or Chairman may inquire of the Complainant and the Respondent as to an acceptable resolution of the complaint. If the parties agree upon an acceptable resolution of the complaint, the matter shall be closed.</p>
	<p>If the investigation precedes further, within thirty (30) calendar days after receiving the final complaint, the Airport Director or Chairman shall interview such witnesses and take such statements deemed necessary in his/her judgment to provide a written report of the facts of the matter. Copies of all written reports shall be provided to the Complainant and to the Respondent.</p>
Complaint Disposition	<p>The Airport Director or Chairman<u>Administration Manager or designee</u> will forward to the Respondent and Complainant the final decision.</p>
Disciplinary Action	<p>Any employee of the Asheville Regional Airport Authority whom the Airport Director or Chairman<u>Administration Manager or designee</u> has determined to have harassed another employee or applicant for employment shall be subject to disciplinary action up to and including dismissal.</p> <p>Any employee in a supervisory capacity who has actual knowledge of harassment involving employees he/she supervises and does not take corrective action or report the matter directly to the <u>Administration Manager, Deputy Airport Director</u>, Airport Director or Chairman shall be subject to discipline up to and including dismissal.</p>
Approval and Update History	
Approval	<p>April 19, 2004 <u>March 13, 2009</u></p>
<u>Supersedes</u>	<p><u>April 19, 2004</u></p>

OBJECTIVE To provide a safe working environment.

METHOD OF OPERATION

Directives The Asheville Regional Airport Authority has a zero tolerance for any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.

Prohibited Conduct This list of behaviors, while not inclusive, is examples of conduct that is prohibited.

1. Causing physical injury to another person;
2. Making threatening remarks;
3. Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subject another individual to emotional distress;
4. Possession of a weapon while on Airport property or while on Authority business, with the exception of Department of Public Safety employees, when engaged in their official duties;
5. Committing acts motivated by, or related to, sexual harassment or domestic violence.

Any potentially dangerous situation must be reported immediately to your supervisor/department head, ~~Finance and Administration Department~~ the Administration Manager, Deputy Airport Director or the Airport Director. Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. The Airport Authority will actively intervene at any indication of a possibly hostile or violent situation.

Enforcement Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on the Airport Authority premises will be reported to the proper authorities and fully prosecuted.

**Procedure for
filing a complaint**

Complaints shall be filed in writing as soon as possible from the date giving rise to the complaint, be signed by the Complainant, and contain a clear concise statement of the facts, including pertinent dates, and any other documentation in support of the complaint.

**Investigative
Procedures**

Upon the receipt of a complaint of workplace violence, the Airport Director shall be advised; or if the complaint is against the Airport Director, the Airport Authority Chairman shall be advised. It is the Airport Authority's policy to investigate all complaints of workplace violence thoroughly, impartially and promptly. To the fullest extent practicable, the Airport Authority will maintain the confidentiality of those involved. The Administration Manager will have primary responsibility for investigating any and all complaints relating to employee misconduct. However, some investigations may be assigned to an Airport Authority designee with direction from the Administration Manager. Any Airport Authority designee assigned to conduct an investigation must have completed training with the Administration Manager in conducting investigations.

The Administration Manager or designee ~~Airport Director or Chairman, whichever is applicable,~~ shall:

- ~~• Promptly interview and obtain full and written statements from all parties involved in the reporting, including but not limited to the complainant. Promptly interview the Complainant in person to obtain any additional information that may be needed to clarify the complaint.~~
- ~~• Determine if there is a potential for risk occurrence. If there is a potential, take all measures appropriate to protect employees, visitors and Authority property. Prepare a written summary of the complaint.~~
- ~~• Obtain the Complainant's signature verifying that the written summary accurately represents the information provided by the Complainant.~~

Based on the investigation, the Administration Manager or assigned designee must determine whether the allegation(s) were founded, unfounded or inconclusive. This determination shall be documented in writing and made part of the investigative report.

Violation Founded: Where a violation is founded, the accused should be notified of the finding the specific or corrective remedial actions to be taken. The supervisor/department head of the accused will also received notification, as appropriate. No details about the nature or extent of disciplinary or corrective actions will be disclosed to the complainant(s) and/or witness(es) unless there is a compelling reason, such as personal safety.

Violation Unfounded: In this situation, a notification should state that the Airport Authority thoroughly investigated the allegation(s) and found that the evidence did not support the claim.

Inconclusive Investigation: In some cases, the evidence does not conclusively indicate whether or not the allegation(s) was founded or unfounded. If such a situation exists, the notification should state that the Airport Authority has completed a thorough investigation but has been unable to establish either the truth or falsity of the allegation(s). However, the Airport Authority will take appropriate steps to ensure that the persons involved understand the requirements of the Airport Authority's policies and appropriate law, and the situation will be monitored to ensure compliance in the future.

Retention and/or release of investigative reporting: The Administration Manager will retain all records relative to the investigation in a locked area. The Airport Authority will not release any investigative files, including but not limited to interviews and findings, unless requested by a court authorized request, such as Subpoena or Court Order.

**Complaint
Disposition**

The Administration Manager or designee will forward to the Complainant and Respondent the final decision.

~~Upon signature by the Complainant, the Airport Director or Chairman's summary, along with the initial complaint filed by the Complainant, shall become the final complaint.~~

~~Prior to proceeding further with the investigation, the Respondent shall be furnished a copy of the final complaint. At this point, the Airport Director or Chairman may inquire of the Complainant and the Respondent as to an acceptable resolution of the complaint. If the parties agree upon an acceptable resolution of the complaint, the matter shall be closed.~~

~~If the investigation precedes further, within thirty (30) calendar days after receiving the final complaint, the Airport Director or Chairman shall interview such witnesses and take such statements deemed necessary in his/her judgment to provide a~~

~~written report of the facts of the matter. Copies of all written reports shall be provided to the Complainant and to the Respondent.~~

~~The Airport Director or Chairman will forward to the Respondent and Complainant the final decision.~~

**Disciplinary
Actions**

Any employee of the Asheville Regional Airport Authority whom the Administration Manager, Deputy Airport Director, Airport Director or Chairman has determined to have demonstrated or been involved with workplace violence of another employee or applicant for employment shall be subject to disciplinary action up to and including dismissal.

Any employee in a supervisory capacity who has actual knowledge of workplace violence involving employees he/she supervises and does not take corrective action or report the matter directly to the Administration Manager, Deputy Airport Director, Airport Director or Chairman shall be subject to discipline up to and including dismissal.

**APPROVAL AND
UPDATE
HISTORY**

Approval ~~April 19, 2004~~ March 13, 2009

Supersedes April 19, 2004

OBJECTIVE

It is the objective of this policy and procedure to comply with The Family and Medical Leave Act (FMLA) of 1993 and includes the revised regulations effective January 16, 2009. The Airport Authority posts the mandatory FMLA Notice on employee rights and responsibilities under The Family and Medical Leave Act. The Airport Authority also posts the DOL supplementary information concerning Military Family Leave.

METHOD OF OPERATION

GENERAL

This policy provides eligible employees unpaid, job-protected leave up to twelve (12) weeks. ~~job-protected leave each calendar year~~ The Authority will measure the twelve (12) month period as a rolling twelve (12) month period measured backward from the date an employee uses any leave under this policy. ~~FMLA can be used~~ to care for a newborn or newly placed adopted/foster child, or a seriously ill child, spouse, or parent; or when the employee is unable to work because of a serious health condition.

DEFINITIONS

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

Spouse. A husband or wife as defined or recognized under State law for purposes of marriage.

Parent. A biological parent or an individual who stands or stood in loco parentis to an employee when the employee was a child.

Child. A biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability."

Cobra. Consolidated Omnibus Budget Reconciliation Act of 1985. This law enables terminated employees to elect to continue their health benefit by paying the full cost of premiums.

Computation Period. A "rolling forward" computation period will be used.

ELIGIBILITY REQUIREMENTS

- Employee must be employed by the Airport Authority for at least twelve (12) months; and
- The employee has to have worked at least 1,250 hours during the twelve (12) months immediately preceding the

commencement of leave.

**ANNUAL LEAVE
ENTITLEMENT**

An eligible employee is entitled to twelve (12) weeks of unpaid leave. ~~during each calendar year to care for:~~The Authority will measure the twelve (12) month period as a rolling twelve (12) month period measured backward from the date an employee uses any leave under this policy. The leave may be taken to care for:

- The employee's newborn child or child placed with the employee for adoption or foster care (leave must be taken during the first twelve (12) months of the child's birth or adoption).
- The employee's spouse, child or parent with a serious health condition, or
- An employee's own serious health condition.

PROCEDURE

**EMPLOYEE
NOTICE**

When the leave is foreseeable, the employee must submit written notice at least thirty (30) calendar days prior to the requested leave to the Administration Manager. When leave is unforeseeable, the employee must give notice as soon as practicable (within one (1) or two (2) working days of learning the need of leave, except in extraordinary circumstances).

**CERTIFICATION
REQUIREMENTS**

The employee is required to certify that the medical leave of absence is for a serious health condition for the employee or a family member. A written certification by a Physician or Practitioner must be provided. This information should be submitted at the time the leave is requested or within fifteen (15) calendar days.

**USE OF LEAVE
TIME**

For birth, adoption or foster care, the employee will substitute available paid leave, excluding sick, for the unpaid ~~family leave~~FMLA. When the paid leave is exhausted, the remainder of the 12 weeks of leave, if any, will be unpaid FMLA. For serious illnesses, the employee will substitute all available sick leave prior to using other types of paid available leave during the ~~Family and Medical Leave~~FMLA period. Under some circumstances, employees may take FMLA leave intermittently, which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule. FMLA leave may be taken intermittently whenever medically necessary to care for a seriously ill family member, or because the employee is seriously ill and unable to

work. When intermittent leave is needed, the employee must try to schedule treatment so as not to unduly disrupt the Airport Authority's operations.

**PERIOD OF
LEAVE, USE OF
SHORT TERM
DISABILITY**

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

**PERIOD OF
LEAVE MARRIED
COUPLES**

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

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

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

BENEFITS

Group health benefits will continue at the same level and under the same conditions that exist for covered employees actively working. If the employee has dependent coverage, the employee will be required to make the necessary premium payments for dependent coverage. Weekly or bi-weekly payments will be required based on the employee's normal pay period. If payment is not received within thirty (30) days of the date due, dependent insurance coverage will be terminated. Once terminated, the employee may elect to reinstate his/her dependent insurance coverage under COBRA. COBRA provisions require the employee to pay the entire cost for coverage.

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

MILITARY FMLA

The FMLA for Military Family Leave Entitlements has been revised effective January 16, 2009. The amended FMLA allows eligible employees to take up to 12 weeks of job protected leave in the applicable 12 month period for any "qualifying event" arising out of the active duty or call to active duty status of a spouse, son, daughter, parent or next of kin. The amended FMLA allows eligible employees to take up to 26 weeks of job-protected leave in a "single 12 month period" to care for a covered service member with a serious injury or illness. FMLA leave may be taken intermittently whenever medically necessary to care for a covered service member with a serious injury or illness. FMLA leave also may be taken intermittently for a qualifying exigency arising out of the active duty status or call to active duty of a covered military member. The employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the Airport Authority's operations.

Qualifying Events Include:

- Short-notice deployment
- Military events and related activities
- Childcare and school activities
- Financial and legal arrangements
- Counseling
- Rest and recuperation
- Post-deployment activities
- Additional activities agreed to by the Airport Authority and eligible employee

RETURN FROM
FMLA LEAVE

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

Employees with questions about what illnesses are covered under this FMLA policy or any other questions concerning FMLA are encouraged to consult with the Administration Manager.

**APPROVAL AND
UPDATE
HISTORY**

Approval ~~April 19, 2004~~ March 13, 2009

Supersedes April 19, 2004

OBJECTIVE To provide guidelines to Authority employees participating in political campaigns for elective offices.

Definitions **Authority Property-** Any Authority owned property. ~~on which employees are engaged in work activities, or any employee parking area(s).~~

Employee- Authority employee.

Provisions Nothing contained in this section or in any county or municipal charter shall be deemed to prohibit any public employee from expressing his opinions on any candidate or issue or from participating in any political campaign during his/her off-duty hours.

The provisions of State Statute and/or Federal Statute govern in these matters and employees are directed to conform.

Guidelines Employees may not campaign, wear, or display any campaign material while on duty. Campaign material may not be displayed on or from his/her vehicle(s) while on Authority property. Bumper stickers on bumpers of privately owned vehicles are an exception.

Any employee may express an opinion on any candidate or issue, or may participate in any political campaign during off-duty hours provided such activity is not in conflict with any provision of State Statutes.

Any employee receiving a request from any candidate for public office for information concerning Authority business, other than usually and readily available to any citizen, must advise the candidate to submit the request in writing to the Airport Director.

Each employee is encouraged to become fully informed on the issues of local, state, and national political campaigns and of candidates' qualifications for public offices sought.

Each employee, as a voter, is encouraged to vote in all elections.

Procedure During a primary or general election, an employee who is registered to vote, whose hours of work do not allow sufficient time for voting is allowed necessary time off with pay for this purpose. Where the polls are open two (2) hours before or two (2) hours after the regular scheduled work period, it is considered sufficient time for voting.

No employee may participate on behalf of, or in opposition to,

the campaign of any candidate during the particular employee's work hours.

Any employee found violating any applicable provision of the State Statutes is subject to disciplinary action by the Authority including possible dismissal and, additionally, any penalty provided for violation of a State Statute.

Any violation of this policy will be reported without undue delay to the Administration Manager or designee.

The ~~Director of Finance and Administration~~ Manager or designee is responsible for initiating an investigation of an alleged violation and for submitting his/her findings to the Deputy Airport Director and/or the Airport Director for appropriate action.

**APPROVAL AND
UPDATE
HISTORY**

Approval April 19, 2004 March 13, 2009

Supersedes April 19, 2004

OBJECTIVE To prescribe a policy for prevention of conflict of interest, acceptance of outside employment, and/or gratuities and divulgence of information.

**METHOD OF
OPERATION**

Gratuities No employee shall accept, or agree to accept, directly or indirectly, any favor, gift, loan, money, fee, service or other item of value in any form whatsoever from any entity, organization or individual if it is intended to reward or influence, or gives the appearance of rewarding or influencing the employee with respect to his/her employment. This policy is not intended to prevent an employee from accepting an award or recognition for meritorious or outstanding achievement for community or government service.

**Outside
Employment** No employee may accept outside employment or engage in any private business if the outside employment or private business interferes with the normal conduct of the employee's position.

Should an employee consider securing outside employment, the employee shall submit a formal written request to their immediate supervisor for approval. Such request shall include the potential employer's name, address, and describe the duties and hours of employment.

**Divulgence of
Information** No employee shall furnish any information that was obtained as a result of employment with the Authority to gain personal advantage for him/herself or another. This must not be construed to limit, hinder, or prevent the divulgence or use of information in the performance of official duties, but will prohibit the use of or provision of information that would place the employee or the recipient in a vantage position over the general public, thereby constituting a violation of public trust. Employees shall, during both working and nonworking hours, act in a manner which will inspire trust in their integrity, impartiality and devotion to the best interests of the company, their fellow employees, customers, vendors and contractors. Employees shall not discuss confidential work issues outside of the workplace.

**Interest in
Contract with
Authority** No member of the Authority Board may be directly or indirectly employed by any person, firm, or corporation and not be interested, directly or indirectly, in any firm or corporation, having any contractual relation with, or rendering for any consideration, services to the Authority or any department or agency of the Authority.

No person, firm, or corporation having any contractual relation with, or rendering for any consideration, services to the Authority or any department or agency thereof, may employ directly or indirectly any member of the Authority Board, nor may any such firm or corporation have as a direct or indirect interested party thereof a member of the Authority Board.

No person, firm, or corporation which has a member of the Board as an employee, or as a direct or indirect interested party therein, may be eligible to be considered to have a contractual relation with or to render for any consideration, services to the Authority.

**Interest in
Contract with
Authority-
Employees of the
Authority;
Employees of
Boards,
Commissions,
and Agencies;
Members of
Boards**

No employee of the Authority or member of any board, commission, or agency of the Authority may be directly or indirectly employed by any person, firm, or corporation, nor be directly or indirectly interested in any firm or corporation having, or proposing to have any contractual relation with or rendering, or proposing to render for any consideration, services to the Authority or any department, board, or agency thereof, when the approval, concurrence, decision, recommendation, or advice of the employee or member may be sought, obtained, or required in any connection with contract service.

No person, firm, or corporation, having or proposing to have any contractual relationship with, or rendering or proposing to render any consideration, services to the Authority or any department, board, or agency thereof, may employ or have as an interested party, directly or indirectly, any employee of the Authority, member of any board of the Authority, or employee of any board, commission, or agency of the Authority, when the approval, concurrence, decision, recommendation or advice of such employee or member may be sought, obtained, or required in connection with such contract or service.

No person, firm, or corporation may be deemed to be proposing to have a contractual relationship with the Authority or be proposing to render services to the Authority unless such person, firm, or corporation may submit a bid to the Authority for any Authority contract, may make a contractual offer to the Authority, or may request the Authority to consider entering a contractual relationship with the person, firm, or corporation.

Penalty

Violation of any provision of this procedure by an Authority employee or a family member of an Authority employee is sufficient cause for immediate dismissal of the employee.

APPROVAL AND

UPDATE
HISTORY

Approval ~~April 19, 2004~~ March 13, 2009

Supersedes April 19, 2004

OBJECTIVE To define a policy concerning employment and/or placement of relatives of Authority employees, and of Authority contractual service employees.

METHOD OF OPERATION

Directives

The intent of this provision is to ensure that employment and/or placement practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion and transfer. restrict the employment of relatives within the Airport Authority and prohibit preferential treatment or favoritism such relationships cause.

- No relative of an Airport Authority employee may be appointed, employed or retained unless the Authority has deemed it in the best interest of the Airport Authority.

If, while employed by the Airport Authority, individuals become related by marriage, or adoption the following policy shall apply:

- If neither individual has direct supervision over the other, both employees may retain their positions.
- Should marriage or adoption occur between a supervisor and a subordinate employee:
 - one of the employees will be required to resign.
 - if there is an open Authority position and both employees would not be reporting to the same supervisor, one of the employees may apply and go through the hiring process. The employee's qualifications would be considered for the position along with other qualified applicants.
 - In the case of no open Authority position(s) or the employee's qualifications do not meet the job requirements, the decision as to which party is to be terminated is the decision of the Airport ~~Director.~~ Authority.

APPROVAL AND UPDATE HISTORY

Approval
Supersedes

April 19, 2004 March 13, 2009
April 19, 2004

OBJECTIVE

The purpose of this policy is to provide a uniform and objective system for classifying positions, and establish proper relationship levels of responsibilities and minimum qualifications to assure equal pay for equal work. Also, to identify Exempt and Non-Exempt positions from which levels/grades and position titles are established.

METHOD OF OPERATION

Definitions

Exempt Positions: ~~Executive, Management and Supervisor positions are exempt from overtime. Are generally managers, professional, administrative, or technical staff who are exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. Exempt employees normally must receive their full salary for any week in which they perform any work, without regard to the number of days or hours worked. Exempt employees are not entitled to overtime payments.~~

Non-Exempt Positions: ~~All other position other than those identified as Exempt Positions. Non-Exempt Positions are eligible for overtime. Are generally subject to the minimum wage and overtime provisions of the Fair Labor Standards Act and is typically paid either on an hourly or salary basis. Non-Exempt employees are entitled to overtime payments after working a 40 hour work-week.~~

Directives

Based on the conditions of employment, employees of the Airport Authority fall into the following categories:

- Regular, full-time – Employees who work the standard working hours of the Authority each week. Generally, they are eligible for the full benefit package, subject to the terms, conditions and limitations of each benefit program.
- Regular, part-time – Employees who are regularly scheduled to work less than the full-time schedule. Generally, they are eligible for some of the benefits offered by the Authority subject to the terms, conditions and limitations of each benefit program.
- Temporary employee – Employees who are hired either full-time or part-time for a specified, limited period. They do not receive additional compensation or benefits provided by the Authority.

The Classification Plan consists of:

- A. Grouping positions into classes so that each position class:
 - 1. Requires basically the same entry qualifications;
 - 2. Can be filled by substantially the same methods of selection;
 - 3. Is of comparable value and therefore deserves the same pay range.
- B. Written class specifications for each classification containing a statement describing the nature of the duties of the class, job qualifications and special requirements necessary.

Administration

The ~~Finance and Administration Department~~Administration Manager or designee shall have the responsibility for the administration and maintenance of the classification plan.

**Job
Classifications**

The Airport Director, the applicable Department Head, along with ~~Finance and the~~ Administration Manager shall establish and maintain a uniform classification plan applicable to all positions in the Asheville Regional Airport Authority, and shall be responsible for the overall coordination, review and maintenance of the plan.

The ~~Finance and Administration~~ Administration Manager office shall maintain a current job description for each authorized position for the Asheville Regional Airport Authority. The job shall include an accurate description of assigned duties and responsibilities listing the minimum qualifications for the position and other pertinent information concerning the position and shall serve as a record of the assignment of duties.

Each position shall have a written job description describing the characteristics of the position, examples of duties, the required minimum knowledge, skills, training, abilities, experience and any special qualifications necessary to perform the job. Job descriptions shall not be restrictive. The use of (or absence of) a particular illustration of duties shall not be held to exclude or limit the Airport Authority to assign other duties, which are similar and related to the work.

General

Requests for establishing new positions or reclassification of existing positions are made by the Department Director to the ~~Director of Finance and~~ Administration Manager. The Classification Plan identifies and categorizes titles for Authority positions.

The ~~Finance and~~ Administration Department Manager considers

the total job content of the position to be established, classified, or reclassified and rates the position based on the job description.

It is the responsibility of the requesting department to notify the ~~Finance and Administration Department~~ Administration Manager when funding for a new or additional position is approved by Authority Board action.

The budgetary process does not serve as a classification function. All unclassified positions, even those receiving budgetary approval, must be formally classified by the ~~Finance and Administration Department~~ Administration Manager. The Department Director and the ~~Director of Finance and Administration~~ Manager will resolve classification and reclassification issues.

Establishing New or Additional Positions

A proposed job description, accompanies the request for a new position. The request is forwarded by the Department Director through the ~~Department of Finance and Administration~~ Manager for consideration of establishment of a new position and appropriate grade/level.

The request provides:

- justification for request,
- position to be abolished, if applicable,
- classification and level of requested position as recommended by the Department Director,
- recommended salary in accordance with provisions of Section 213.00, Wage and Pay Plan,
- cost to fund salary and support items for balance of fiscal year,
- additional appropriation required for funding salary and support items for remainder of fiscal year,
- annual cost to fund position after current fiscal year,
- any additional information to support request.

**Action:
Authority Board,
Airport Director,
Director of**

A request for a new or additional position is approved or disapproved by the Airport Director, or designee following recommendation by the Director of the requesting department and the ~~Director of Finance and Administration~~ Manager.

**Finance &
Administration**

Funds are specifically authorized by the Board prior to hiring action.

Upon Board approval of funding and hiring of position, the ~~Director of Finance and Administration~~ Deputy Airport Director or designee makes the necessary adjustments to the appropriate documents.

**Implementation
Process**

A new or additional position will not be implemented without a written document from the ~~Finance and Administration~~ Department Administration Manager stating classification approval, and availability of funding, from the Finance Department and/or Department Director.

Upon written notification of the approved action and the funding availability in the appropriate cost center, the ~~Finance and Administration~~ Department Administration Manager will post the job announcements for new positions.

**Classification or
Reclassification
of a Position**

The ~~Finance and Administration~~ Department Administration Manager will evaluate the total job content of a position to be reclassified. If consensus is obtained to reclassify the position, the ~~Director of Finance and Administration~~ Manager will submit recommendation to the Airport Director, or designee for approval of reclassification.

When a position is reclassified, the ~~Department of Finance and Administration~~ Administration Manager notifies the requesting Department Director of reclassification results.

Should the action be approved and the position reclassified to a higher level, the employee receives a six percent (6%) salary increase, or the minimum of the level of the new position, whichever is greater. Salary must not exceed the maximum of the new level.

Note: The reclassification process is not used in lieu of a merit increase for an incumbent.

An employee reclassified during the year is still eligible for a merit increase consideration when applicable.

**Reclassification
to a Lower Level**

When an action results in the employee moving to a lower level, notification of the same is given to the ~~Department of Finance and Administration~~ Administration Manager and every effort is made to maintain the employee's current salary. However, the salary cannot exceed the maximum of the new salary level. Whereas, if the employee's current salary is above the salary

maximum of the new position, the employee's salary will be reduced to at least the maximum level of the new position.

Implementation Process

Upon written notification of the approved action, the funding availability in the appropriate cost center, and a change in status form from the affected department, the ~~Finance and Administration Department~~Administration Manager will process the change to the incumbent's classification and/or salary and will amend the personnel records accordingly.

Other Position Changes

The change will be effective the first pay period following the approving action.

Requests to delete an existing position in a department, or exchange an existing position for a lower level/grade position within the Classification Plan may be made by a Department Director to the ~~Director of Finance and Administration~~Manager. Justification for the action must accompany the request. The ~~Director of Finance and Administration~~Manager and the Director of the involved department must concur on the recommendation. Final approval will be obtained from the Airport Director, or designee.

The ~~Finance and Administration Department~~Administration Manager notifies the requesting department of the position change decision, and makes the appropriate adjustment to reflect the total authorized positions for each department.

APPROVAL AND UPDATE HISTORY

Approval ~~April 19, 2004~~ March 13, 2009

Supersedes April 19, 2004

OBJECTIVE

The Asheville Regional Airport Authority is an Equal Employment Opportunity Employer. The Airport Authority believes that hiring qualified individuals to fill positions contributes to our overall strategic success. In hiring the most qualified candidates for positions, each employee, while employed, is hired to make significant contributions to the Airport Authority. Applicants are recruited on the basis of job requirements.

Recruitment of candidates for open positions will be done in a manner to assure all segments of the public have the opportunity to apply, and be considered for such positions. The Administration Manager is responsible for placing all recruitment advertising.

For the purpose of encouraging upward mobility among employees, lesser-qualified applicants may be recruited and placed on trainee status. The Airport Director, prior to appointment of an employee, must approve training programs.

All job announcements shall indicate the Airport Authority is an equal opportunity employer.

Positions for the Department of Public Safety shall conform to state Requirements and Qualifications established by the North Carolina Justice and Training Council.

METHOD OF OPERATION

Directives

No individual shall be denied the right of filing an application or submitting a resume for employment in any open position for the Airport Authority. All applicants for positions shall file a written application on a form prescribed by the Airport Authority. All applications shall be signed by the applicant attesting to the truth of all statements contained in the application form.

~~Some~~All positions ~~may~~ require a background check and a signed authorization form must be submitted with the application.

The Airport Authority may reject any application, or applicant, when the following has been determined:

- A. The application was not received on or before the closing date established for receiving applications.
- B. The applicant lacks any of the required qualifications set forth in the announcement.

- C. The applicant falsified or failed to complete the application form.
- D. The applicant has been convicted of a felony, which was related to the employment sought.
- E. The applicant was previously employed by the Airport Authority and was dismissed for cause or resigned not in good standing.
- F. Fails to pass pre-employment drug testing.
- G. Fails to pass intensive background check.

**Examination
Methods**

All examinations shall be designed to fairly and impartially measure the fitness, aptitudes, skills, knowledge, abilities or other job-related qualifications of the applicant to properly and efficiently perform the duties of the position to be filled. The Administration Manager will receive and screen applications and resumes and forward to the hiring department head for review. Initial interviews are generally conducted by the Administration Manager and the hiring department head. Team interviews may be conducted as needed for some positions. A structured interview process will apply in both cases. Interview questions should be compiled by the hiring department head and reviewed by the Administration Manager. The hiring department head has ultimate responsibility for making a hiring decision. All applications and resumes of applicants will be kept by the Administration Manager for appropriate retention.

- A. Evaluations shall be announced and conducted in the following manner:
 - Open competitive examinations which shall be public, competitive and open to any person who may lawfully be hired, provided they meet the announced minimum qualifications established for the position.
 - Internal competitive examinations in which competition may be restricted to employees in the service of the Airport Authority who meet the minimum qualifications of the position or may be willing to accept the position as a trainee.
- B. The methods utilized to examine applicants may consist of any, all, or a combination of the following:
 - Evaluation and comparison of training and experience to

the minimum qualification requirements of the position.

- Oral interviews.
- Practical written tests.
- Performance or skill test.
- Agility test.
- Background checks.
- Other criteria, which have been determined fair and impartial measure of an applicant's merit and fitness to perform the duties.

**Employee
Processing**

Post-offer pre-employment drug testing and a ~~will be arranged only after a~~ background investigation will be arranged only after a ~~is completed and a~~ job offer has been made.

After completion of employment process, the ~~Airport Director Administration Manager~~ will notify the ~~Director of Finance and Administration Finance Department~~ of start date, time, hourly wage, and /or salary.

~~Upon reporting for duty, the employee will complete the necessary Internal Revenue Service Forms, Retirement and Health Insurance Forms, I-9 Form complete with proof of Social Security Number, and other documents as required. The applicant will be notified by the Administration Manager of the date, time and location for the New Hire Orientation. Time spent in orientation is considered paid time. Some of the items included in orientation are:~~

- ~~Introduction to the company, its mission, functions and culture.~~
- ~~New employee forms completion – eligibility to work, tax forms, receipt of Human Resources and Administration Policies and Procedures, direct deposit, benefit plan information and benefit enrollment.~~
- ~~Policies & Procedures Review – drug free workplace, tobacco policy, pay periods, attendance & punctuality standards, reporting of absences, time card completion, computer system and logins, telephone system and safety.~~
- ~~Introduction to Airport Authority Staff and tour of facility.~~

APPROVAL AND
UPDATE
HISTORY

Approval ~~April 19, 2004~~ March 13, 2009

Supersedes April 19, 2004

Probationary-Introductory Periods**Human Resources**

OBJECTIVE

All employees, except Appointed Officials shall serve aan probationary-introductory period ~~as provided herein before the position may be considered regular.~~

Any probationary-introductory period gives the employee an initial period of adjustment in order to learn about the Company and about his/her position. During this time the employee will have an opportunity to see if he/she is suited for the position. This introduction period also shall be considered an integral part of the examination process and shall be utilized for evaluation of an employee's performance and adaptability to the position, and for separating from employment any employee who does not meet the Airport Authority's expectation.

METHOD OF OPERATION**Directives**

The duration of the probationary-introductory period shall be for a minimum of six-three (63) months of continuous, uninterrupted service from the original start date. During this time the new employee will be provided with training and guidance from his/her supervisor/department head. The new employee may be discharged at any time during this period if it is concluded that they are not progressing or performing satisfactorily. Additionally, as is true at all times during an employee's employment with the Airport Authority, employment is not for any specific time and may be terminated at will.

Employees whose classifications are covered by a contract approved by the Airport Authority shall serve an probationaryintroductory period in accordance with the terms of the agreement.

Dismissal During Probationary Introductory Period

At any time during any probationary-introductory period, the Airport Director may remove an employee when deemed to be in the best interest of the Airport Authority. Upon such removal, the employee shall be furnished written notification and, whenever possible, be given advanced written notice of dismissal.

An employee does not have the right of appeal during the probationary-introductory period.

Extension Of Probationary Introductory Period

A member of management, for good reason, may extend an employee's probationary-introductory period for a period not exceeding six-three (63) additional months. Any extension should be in writing, with notice being furnished to the

~~Probationary-Introductory~~ Periods

Human Resources

employee. Such notice shall state the reason for the extension and what corrections are required of the employee for attaining regular appointment.

**Release From
~~Probationary
Introductory~~
Period**

Release from the ~~probationary—introductory~~ period and appointment to an established position are not automatic.

~~Regular appointment—Release from the introductory period~~ requires an average or above average performance evaluation in each category of the performance evaluation and no documented evidence of disciplinary action. Any employee having a rating of below satisfactory will have the ~~probationary—introductory~~ period extended or will be released. Any employee with more than two (2) extension periods in the same time-frame, will be considered for termination of employment.

**APPROVAL AND
UPDATE
HISTORY**

Approval ~~April 19, 2004~~ March 13, 2009

Supersedes April 19, 2004

OBJECTIVE

The Asheville Regional Airport Authority desires to maintain a pay plan competitive with similar local government jurisdictions in Western North Carolina.

The Airport Director will make recommendations from time to time for amendments to the pay plan, when changes in responsibilities of work, economic conditions, prevailing wage rates, financial conditions or other economic considerations indicate a need for such action.

METHOD OF OPERATION

Description of Plan

The Pay Plan is a system in which Authority positions are assigned pay levels based on the job duties and responsibilities, the level of work required, and the job value to the Authority. Rates within each level are determined by the job market and labor trends.

The Pay Plan consists of Levels 1 through ~~8~~ 9, each level having a minimum, mid-point, and maximum salary.

~~No permanent employee~~ Employees is are not hired at a pay rate below the established minimum level for that position. Exceptions are trainee, intern/co-op employees, and temporary employees.

A request for a starting salary above the minimum level is submitted, with justification in writing, to the ~~Director of Finance and Administration~~ Administration Manager for action.

The following guidelines are applied when submitting a request:

- The starting salary for exempt positions will not exceed midpoint of established salary level ~~7~~.
- The starting salary for non-exempt positions will not exceed the first quartile of the established salary level.
- Salary increases from minimum rate are accomplished by merit increase, adjustments for salary inequities, promotions, or reclassifications, according to policy. The ~~Director of Finance and Administration~~ Manager, with the approval of the Deputy Airport Director and/or Airport Director, has the authority to correct salary inequities.

The ~~Director of Finance and Administration~~ Manager is responsible for the administration of the Pay Plan. He/She

reviews the plan, at least annually, and establishes a time frame to consider changes during budget hearings. The ~~Director of Finance and~~ Administration Manager then presents recommendations to the Deputy Airport Director and/or Airport Director for submission to the Authority in order to maintain a competitive pay plan.

**Administration
of Plan**

In the administration of the Pay Plan, the ~~Director of Finance and~~ Administration Manager is responsible for:

- adjusting (with the approval of the Deputy Airport Director and/or Airport Director) salaries to correct demonstrated inequities,
- ensuring that employee salaries are not changed without department director's approval and/or notification. Department directors are responsible for insuring that funds are available in the appropriate account for salary adjustments,
- evaluating, revising, and updating changes in salary structure that affect the wage and salary system of positions, based on the local job market and labor trends,
- recommending changes in the salary structure to the Airport Director for Authority Board consideration.

The Airport Director and other employees that are contract employees shall be employed and paid in accordance to their contract and/or as approved by the Airport Authority.

All persons shall be employed and paid in accordance with the rates established in the pay plan for the classification to which the appointment is made.

The ~~Director of Finance and~~ Administration Manager shall have the responsibility for day-to-day administration of the pay plan, to include confirming that all hiring rates, salary adjustments, and other payroll changes are in accordance with the policy.

**New
Appointment
Starting Rates**

All new employees will serve a 6_3-month ~~probationary~~ introductory period. The new employee, during the initial ~~probationary—introductory~~ probationary—introductory period, may be dismissed under ~~probationary—introductory~~ probationary—introductory hiring without right of appeal.

Appointments below the normal hiring range may be offered when the candidate is hired as a trainee, intern or student worker.

If a candidate's training, experience or other qualifications are directly related to and substantially exceed the minimum requirements of the position; and the candidate is unwilling to accept a salary in the normal hiring pay range; and there are no other eligible candidates with comparable qualifications; the Airport Director may approve appointment at a rate not to exceed twenty (20%) percent above the normal hiring pay range.

Salary Increase

An employee may receive a salary increase by means of a cost of living adjustment (COLA), merit increase, pay grade adjustment, special pay adjustment, promotion or reclassification.

Cost of Living Adjustment

The economy performance, or cost of living adjustment, is to be set by the Authority pursuant to applicable economic indicators, trends by public and private employers in Buncombe County and surrounding areas, and fiscal restraints established by budget adoption.

When a cost of living adjustment is implemented, the pay ranges will be adjusted accordingly.

Merit Increases

The purpose of these increases is to recognize those employees who meet or exceed their job standards over a specified period of time. Merit increases are not automatic but are earned and based upon documented evidence that an employee has met or exceeded a satisfactory level of performance during the rating period. Such evidence must be documented by a written employee performance evaluation.

1. An employee will become eligible for consideration of a merit increase upon completing a minimum of 12 months of service to the Authority.
2. The Airport Director, or designee shall determine the amount and awarding of merit increases.

The amount of any merit pay awarded shall be based on each employee's performance evaluation and shall not exceed the limits prescribed by the Authority for the fiscal year.

Performance evaluations are not subject to the grievance procedure.

Employees at the maximum of pay range are not entitled to receive a merit increase.

Longevity

Full-time and part-time regular personnel-employees receive an annual longevity payment based on years of continuous service.

Service is calculated from the latest date of employment. In the event there is a break in service, the last date of employment is used.

To be eligible for the longevity bonus [fifty percent (50%) for part-time employees], the employee must complete the specified number of years of service. The following schedule of payment is used and is based on the annual salary of the employee:

- 5-9 years 2.0%
- 10-14 years 3.0%
- 15 years or more 3.5%

The bonus payment is made by separate check in a lump sum each year, in the pay period following the anniversary date. Federal Income Tax and Social Security Tax deductions are applicable.

This bonus continues accordingly to retirement or resignation date.

Pay Upon Promotion

Upon promotion, a fully qualified employee shall have his/her salary increased to at least the minimum of the normal hiring pay range of the classification to which the promotion is made or, at the Airport Director's, or designee discretion, up to 10% above the employee's salary before promotion.

Upon promotion to a trainee, an employee shall have his/her salary adjusted to a rate below the minimum of the classification based on the degree of the employee's training, experience and other qualifications are below the minimum requirements of the class, unless the employee's rate of pay is already at or above the normal hiring pay range.

The date the employee achieves the minimum of the pay range under a training schedule shall determine the anniversary date for the employee while he/she remains in that pay range.

Special Adjustments

Should unusual conditions arise which would justify a pay increase not provided elsewhere in these rules, The Airport Director is authorized to approve the pay adjustment.

Overtime Pay

Overtime pay refers to compensation paid for work performed in excess of the normal 40-hour workweek for non DPS employees. and a standard 84-hour pay period Public Safety Personnel will receive an overtime rate of one and one-half times regular pay

~~for all hours worked over 171 hours during a 28 day period for DPS employees, with the exception of the administrative coordinator.~~ This provision is for full-time non-exempt positions only.

Overtime work will be performed only with prior approval of the responsible Department Head, Deputy Airport Director and/or Airport Director. Overtime is to be used only to meet essential operational requirements.

Employees in non-exempt positions are to be paid an overtime rate of one and one-half times regular pay for all hours worked in excess of the standard (40-hours) work week for non DPS ~~employees and the standard (84 hours) pay period for DPS employees.~~

For purposes of computing overtime, holidays shall be counted as hours worked provided the employee completes the regular workweek.

Annual leave, sick leave, emergency leave, jury duty and other such absences from work will not be counted as time worked for overtime computations, ~~except annual leave and excused sick leave, which has been approved at least two (2) weeks in advance, shall be counted as time worked for the purposes of computation of overtime, provided the employee works his/her regular work schedule for the remainder of the week.~~

Call Back

An employee who is "Called Back" to work for a Call Back Emergency situation, outside his/her regularly scheduled hours, shall be paid, from the time they arrive on site, a minimum of three (3) hours.

Pay in Lieu of Notice

When determined to be in the best interest of the Airport Authority, the Airport Director may authorize pay in lieu of notice to an employee being dismissed or resigning.

Employees who have obtained regular status may be authorized up to two (2) weeks pay in lieu of notice. Employees who have not completed an original ~~probationary~~ introductory period may be authorized up to one (1) week pay in lieu of notice. At the sole discretion of the Airport Director, amounts in excess of two weeks may be authorized.

Pay Upon Termination

Employees terminating employment from the Asheville Regional Airport Authority will normally receive their final paycheck on the next regularly scheduled payday following the date of termination. Final paychecks shall include any unused annual

leave balance earned by the employee as of the date of termination. In addition, all employees who properly resign, are laid off, or otherwise separate from the Airport Authority in good standing shall be entitled to be paid for thirty-three (33%) percent of any unused sick leave balance earned by them not to exceed 240 hours. The ~~Director of Finance and Administration~~ Manager will issue a final paycheck in advance of a scheduled payday only as authorized by the Airport Director.

**Wages Due
Deceased**

In the event of an employee's death all wages, including any unused leave benefits or travel expenses, which may be due the employee shall be paid to the officially designated beneficiary of the employee, or if no such beneficiary has been designated, payment may be made in accordance with North Carolina Law.

**APPROVAL AND
UPDATE
HISTORY**

Approval ~~December 11, 2006~~ March 13, 2009

Supersedes December 11, 2006 &
April 19, 2004

OBJECTIVE To establish a policy for addressing promotions or demotions of Authority employees.

METHOD OF OPERATION

Promotions Promotions are granted in special cases where performance level justifies upward movement. This promotion must be demonstrated to be in the best interest of the Authority. A recently completed performance evaluation shall accompany the request and be submitted to the ~~Human Resources Department~~Administration Manager or designee. Written justification shall include:

- An explanation of the applicant's qualifications as compared to the job requirements.
- An explanation as to why the competitive process is not considered beneficial to the Authority.
- Employees shall not be eligible for merit promotion but shall be eligible for competitive promotion during the ~~probationary~~introductory period.

Demotions A demotion is a change in class and skill level, which results in the employee falling into a lower pay range. Whereas, if the employee's current salary is above the salary maximum of the new position, the employee's salary will be reduced to at least the maximum level of the new position. This occurs when an employee is unable to satisfactorily perform the duties of the position in which he/she is employed. A demotion may be used within the disciplinary process.

APPROVAL AND UPDATE HISTORY

Approval ~~April 19, 2004~~ March 13, 2009

~~**Supersedes**~~ April 19, 2004

OBJECTIVE

To establish the Authority's attendance policy concerning hours of work for the Authority employees to ensure regular attendance and punctuality. These are important elements in the Authority's efforts to maintain high levels of productivity and achieve our goals.

METHOD OF OPERATION

Workweek General

Occasionally, it is necessary to be absent from work due to illness or circumstances beyond your control. When you have an unscheduled absence from work, you must notify your direct supervisor or department head. If your supervisor and/or department head is not available, you must leave a voice mail message and then contact the Administration Manager. It is the employee's responsibility to call in at least one hour (1) before their schedule start time. If you are not able to contact your supervisor, have an immediate family member do so. If you are absent for three or more days due to an illness, you may be required to present a doctor's release to return to work. You must keep your supervisor and/or department head informed every day as to when you expect to return.

Employees are expected to report for work at their schedule time. Tardiness for non-exempt employees will be reviewed and a decision will be made if an attendance occurrence is applicable. If you cannot report to work as schedule, you must notify your supervisor and/or department head one-half (½) hour before your scheduled start time.

Adverse Weather

It is the responsibility of the employee to make a good faith effort to come to work during times that adverse weather or other conditions of a serious nature exists. However, if the employee decides he/she cannot safely make it to work, he/she must use the same procedure as above in contacting the supervisor or department head.

Guidelines

Below is a guideline to provide structure and support for the Authority's management and employees to address attendance issues. It is expected that management will apply common sense and exercise reasonable discretion to consider all relevant circumstances when applying this guideline. If there are any questions in dealing with the attendance policy, partner with the Administration Manager.

- Absences due to illnesses or injuries which qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance occurrence.

These incidences must be reviewed and approved by the Administration Manager. Medical documentation within the guidelines of the FMLA may be required in these instances.

- Prescheduled and approved times away from work using accrued vacation, holiday, leave time and/or sick time are not considered occurrences for this purpose.
- An absence of multiple days due to the same illness, injury or other incident will be counted as one occurrence.
- An unscheduled absence on a normal workday is one occurrence.
- An unscheduled tardy, is one-half occurrence.
- No Call/No Show – not reporting to work and not calling to report the absence is a no call/no show and will be counted as 5 occurrences.

Unscheduled absences are counted in a rolling twelve (12) month period.

Discipline

When an employee receives 3 unscheduled absences, he/she will receive a verbal coaching. This should serve as an "alert mechanism". The coaching is delivered by the employee's direct supervisor and/or department head, notifying the employee that he/she is in violation of the attendance policy and that additional unscheduled absences will result in further disciplinary action. A written account including the date and nature of the verbal warning would be documented on the Performance Discussion Tracking Form for the department's reference. An employee shall be advised when a verbal coaching is being made.

A total of 5 unscheduled absences, the employee would receive a written counseling delivered by the employee's direct supervisor and/or department head notifying the employee that he/she is in violation of the attendance policy and that additional unscheduled absences may result in further disciplinary action up to and including termination.

A total of 8 unscheduled absences, the employee would receive a written final counseling delivered by the employee's direct supervisor and/or department head notifying the employee that he/she is in violation of the attendance policy and that additional unscheduled absences may result in further disciplinary action up to and including termination.

A total of 10 unscheduled absences in a rolling twelve (12) month may be cause for termination of employment.

Any no call/no show lasting three (3) days is considered job abandonment and could result in immediate termination of employment.

Procedures

It is the responsibility of the Administration Manager to monitor and maintain a record of attendance for the Authority staff. Management reserves the right to use its discretion in applying this policy under special or unique circumstances.

**APPROVAL AND
UPDATE
HISTORY**

Approval April 19, 2004 March 13, 2009

Supersedes April 19, 2004

OBJECTIVE

To establish a dress code policy for the Authority employees.

**METHOD OF
OPERATION**

General

Asheville Regional Airport Authority considers it very important you are well groomed, neat, and dress appropriately for your job function and, while we trust each employee's common sense and good judgment, a dress code must be followed that is appropriate to the work environment. The Authority has adopted a casual business dress code, but emphasizes that some positions and/or meetings may call for more professional attire. Uniforms are required for certain positions and are provided by the Authority. Appropriate dress and hygiene are important in promoting a positive Authority image to our customers, both internally and externally. We want to stress a Casual Business Dress Code Policy is a benefit and must be adhered to in order to be retained. Following are some guideline for the dress code policy:

- Keep your workday schedule into account when you are dressing. Choose business casual clothing that communicates professionalism.
- Casual business attire for men includes, but is not limited to: slacks, khakis, sport shirts, polo and cotton shirts, golf shirts, Authority Logo wear, dress shoes, loafers, boots and boat/deck shoes.
- Casual business attire for women includes, but is not limited to: slacks, khakis, skirts, dresses, suits, capris, blouses, shirts (can be sleeveless if conservative), Authority Logo wear, dress shoes with or without heel, slides, open toed/open back shoes, boots, and dress sandals.
- The NOT ACCEPTABLE list (on any day) includes: clothing with profanity, sexually suggestive pictures/slogans, sweatpants, athletic attire, shorts, t-shirts, crop tops, midriffs tops, spaghetti straps and tank tops. All clothing must be clean, free of rips, tears, fraying and may not be excessively tight or revealing.

Directives

The Airport Director or designee may make exceptions of the dress code policy on special occasions or days. Department heads and supervisors are responsible for interpreting and enforcing dress and grooming standards in their areas of responsibility. This includes counseling employees whose appearance is inappropriate. Questions concerning this policy or what is or is not appropriate should be addressed with the Administration Manager. Employees whose appearance does not meet these standards will be counseled by his/her department head or supervisor. If the appearance is unduly distracting or the clothing is unsafe, the employee may be sent home to correct the problem. Repeated disregard for this dress code policy may result in disciplinary action up to and including termination of employment.

**APPROVAL AND
UPDATE HISTORY**

Approval

March 13, 2009

OBJECTIVE To grant eligible employees an annual vacation period.

METHOD OF OPERATION

Directives All full time and part time (working at least 1,000 hours annually) regular employees shall be entitled to earn annual leave with pay.

Annual Leave for full time regular employees shall be earned in accordance with the following schedule:

Years of Employment	Days Per Year
First through Fifth	12
Sixth through Tenth	15
Eleventh through Fifteenth	18
Sixteenth and over	20

Annual Leave for part time regular employees shall be earned at fifty percent (50%) of the Annual Leave earned by a full time regular employee based on the schedule outlined above.

In the event there is a separation of service, the employee upon reinstatement or re-employment will begin earning benefits as a new employee, unless employee is re-employed within three years.

Annual leave may not be used until after completion of ~~six-three (63)~~ months of satisfactory service without the approval of the Airport Director. Employees who terminate during their original ~~probationary- introductory~~ period shall not be eligible for payment of unused annual leave.

Annual leave in excess of Sixty (60) days must be used within the anniversary year that it is earned. Days in excess of Sixty (60) days will be forfeited unless it is determined that the employee was prevented from utilizing such leave. Any excess above Sixty (60) days shall be paid during the first pay period of the new calendar year where the employer has prevented the employee from utilizing such leave. All such payments are subject to the approval of the Airport Director, or designee.

Employees who resign, are laid off, or otherwise separate from the Airport Authority, shall be entitled to be paid for any unused annual leave balance earned by them as of the date of termination not to exceed Sixty (60) days.

Employees who are on Workers' Compensation Leave or leave under Section 215.05 of these Policies and Procedures shall not accrue vacation when such leave extends thirty (30) days or longer.

**Request for
Annual Leave**

If a paid holiday occurs while an employee is on approved annual leave, that day will not be charged against annual leave.

Requests for annual leave shall be made on the Request for Leave form, which must be submitted to the department head for approval.

The Department Head and the Airport Director may disapprove requests for leave.

Vacations will be scheduled in such a manner as to not hamper the normal operations of the Department.

**Annual Leave
Buy Down
Program**

This program allows employees to elect, one time within a 12 month period, to be paid for some of their accrued annual leave. No proof of financial hardship is required to participate in this program. This program is inclusive of financial hardships that may occur annually.

Employees must have a minimum balance of 80 hours (84 hours for DPS) accrued annual leave after buy down.

Request for payment of "Annual Leave Buy Down" must be in writing and submitted on Form 215.01.1, Annual Leave Buy Down Program, to the ~~Administration and~~ Finance Department. Checks will be issued on Friday within two weeks from the date of the request.

Effective date of this program is 07/13/07.

**APPROVAL AND
UPDATE HISTORY**

Approval

~~April 19, 2004~~ March 13, 2009

Supersedes

April 19, 2004

ANNUAL LEAVE BUY DOWN PROGRAM

I understand this program allows employees to elect, one time within a 12 month period, to be paid for some of their accrued annual leave, while still maintaining a minimum balance of 80 hours (84 hours for DPS) accrued annual leave after buy down. This program is inclusive of financial hardships that may occur annually. The employee's signature on this form acknowledges that he or she understands that the "Annual Leave Buy Down" program may only be utilized once per 12 month period. Refer to Policy and Procedure 215.01, Annual Leave, for additional information.

SECTION I:

Employee Name _____

Number of Hours Requested _____

Employee Signature

Date _____

Department Head Signature

Date _____

SECTION II:

PAYROLL VERIFICATION:

Current Number of Annual Leave Hours _____

Requested Buy Down Annual Leave Hours _____

Total Hours left after Buy Down _____ (minimum 80 hours)
(84 hours DPS)

Payroll Clerk Verification Signature _____ Date _____

SECTION III:

ADMINISTRATION AND FINANCE DEPARTMENT:

LAST DATE OF BUY DOWN _____

APPROVAL _____ DISAPPROVAL _____

~~ADMINISTRATION AND~~ FINANCE REPRESENTATIVE _____

DATE _____

Form 215.01.1

OBJECTIVE

To establish a sick leave policy for employees.

Directives

Employees entitled to earn annual benefits under this policy shall also be entitled to earn sick leave as provided herein.

Full time regular employees shall earn 12 days sick leave per year.

Sick leave as earned may be carried forward and accumulated with no limit.

Sick leave may not be used until after completion of ~~six-three (63)~~ consecutive months of satisfactory service, without the approval of the Airport Director, or designee. An employee with more than two (2) extensions in their introductory period, in the same time frame, will be considered for termination of employment. Employees who terminate during their ~~probationary introductory~~ period shall not be eligible for payment of unused sick leave.

Sick leave shall not be earned while an employee is in a non-pay status of 30 days or longer.

All employees who properly resign, are laid off, or otherwise separate from the Airport Authority in good standing shall be entitled to be paid for thirty-three (33%) percent of any unused sick leave balance earned by them not to exceed 240 hours. ~~thirty (30) days~~.

Employees who do not separate in good standing shall not be eligible for payment of unused sick leave.

Employees who are disabled as a result of an injury arising out of and in the course of employment, compensable under the Workers' Compensation Law or on leave under section 215.05 of these Policies and Procedures, shall not earn sick leave benefits when such leave extends thirty (30) days or longer.

Use of Sick Leave

Paid sick leave may be taken for the following reasons:

1. The employee's personal illness, injury or exposure to a contagious disease, which could endanger others.
2. The illness of a member of the family, which requires the

personal care, and attention of the employee.

3. Medical appointments

Employees ~~are~~ may be required to seek a Doctor's consultation for any prolonged illness requiring the employee to be absent for three or more consecutive days. Also, the employees must contact the Administration Manager to discuss the possibility of the employee's illness applying to FMLA under section 206.00 within these Policies and Procedures.

**APPROVAL AND
UPDATE
HISTORY**

Approval ~~October 10, 2008~~ March 13, 2009

Supersedes October 10, 2008 &
April 19, 2004

OBJECTIVE To define a policy for employees called to Jury Duty.

METHOD OF OPERATION

Directives

Jury Duty and Court Appearances

~~Any regular employee full-time or part-time employee~~ who is called for jury duty on a regularly scheduled workday, shall be granted time off with pay upon the presentation of a summons. The employee shall retain any fees received for jury duty.

Employees who attend court or participate in a related activity for only a portion of the workday are expected to report to their supervisor after being excused or released by the court.

An employee who appears in Court or participates in a related activity as a witness, plaintiff or defendant due to personal litigation or criminal charges, or whose appearance is voluntary shall be required to use annual leave or leave without pay for any such absence from work.

APPROVAL AND UPDATE HISTORY

Approval ~~April 19, 2004~~ March 13, 2009

Supersedes April 19, 2004

OBJECTIVE To provide a policy for leave with pay when a death occurs in an employee's immediate family.

METHOD OF OPERATION

Directives

Employee's bereaved by the death of a close relative are granted time off for such periods of time as follows:

- Up to twenty-four (24) hours of scheduled work time for the death of a parent, spouse, child, brother, sister, stepfather, stepmother, stepson, stepdaughter, grandparent or grandchild of the employee or his/her spouse, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law.
- ~~Permanent, full-time~~ regular employees may be authorized up to ~~four (4 24)~~ additional ~~days-hours~~ to be charged against the employee's accrued sick time, if needed.

APPROVAL AND UPDATE HISTORY

Approval ~~April 19, 2004~~ March 13, 2009

Supersedes April 19, 2004

OBJECTIVES To establish a policy concerning employee personal leave of absences.

METHOD OF OPERATION

Leave of Absence Without Pay The Airport Director, or designee upon written request by the employee may authorize a personal leave of absence.—for an unique or extraordinary reason that may not apply to other types of LOA's that fall under the FMLA, section 206.00 of these policies.

These requests will be considered on a case-by-case basis due to the Airport Authority's limited staff available for coverage. If granted the employee's position will remain open and benefits paid by the Authority will continue at the same level and under the same conditions, for thirty (30) days, that exist for covered employees actively working. After thirty (30) days, the employee will be responsible for full payment of benefits. Vacation and sick leave will not be accrued during leave of absence.

Military Leave of Absence A leave of absence to serve in the U.S. Armed Forces Reserve will be granted in accordance with the Uniform Services Employment Right Act (USERRA).

APPROVAL AND UPDATE HISTORY

Approval ~~April 19, 2004~~ March 13, 2009

Supersedes April 19, 2004

OBJECTIVE To establish a policy concerning observances of paid holidays.

METHOD OF OPERATION

Directives

All full time regular employees are eligible to receive holiday pay for designated holidays. Full time regular non-exempt employees who work the actual Authority established holiday, per this policy, will be paid one and one-half times regular pay. Part time regular employees are not eligible for holiday pay. Part time regular employees who work the actual Authority established holiday, per this policy, will be paid one and one-half times regular pay.

For regular full time employees, holiday pay shall be awarded for the day the holiday is observed which may not be the same day as the established holiday. Holidays falling on a Saturday will normally be observed on the preceding Friday. Those falling on Sunday will normally be observed on the following Monday.

For part time employees, holidays will be those that occur on the actual Authority established date of the holiday.

Employees, who are on an approved paid leave at the time the holiday occurs, shall not have the hours of eligible holiday pay charged against accrued leave balances.

In order to be eligible for holiday pay an employee must be in a paid employment status, or work the regularly scheduled workday immediately before or immediately after the holiday period. Newly hired employees must have worked a regularly scheduled workday immediately before the holiday to be eligible for holiday pay.

Terminating employees must work a regularly scheduled workday immediately following the holiday to be eligible for holiday pay. Employees on leave without pay or an unpaid leave of absence shall not be eligible for holiday pay for any holidays occurring while in such unpaid status.

Employees, with the exception of part time employees, will be compensated for holidays on the basis of their regular straight time rate, not to exceed a normal workday.

DPS rotating employees will not be compensated for holidays. Such employees shall receive Personal Leave Time as outlined

in Section 215.07

HOLIDAYS

- New Year's Day.....January 1
- Martin Luther King's Day.....Third Monday in January
- Good Friday.....
- Memorial Day.....Last Monday in May
- Independence Day.....July 4
- Labor Day.....First Monday of September
- Veterans' Day.....November 11
- Thanksgiving DayFourth Thursday of November
- Friday after Thanksgiving.....Fourth Friday of November
- Christmas Eve.....December 24
- Christmas Day.....December 25

**APPROVAL AND
UPDATE
HISTORY**

Approval

~~October 10, 2008~~ March 13, 2009

Supersedes

October 10, 2008 &
April 19, 2004

OBJECTIVE To provide Personal Leave Time to Non-Exempt.

METHOD OF OPERATION

Directives

DPS Employees DPS employees, with the exception of exempt employees and administrative coordinator, shall be granted forty eight (48) hours of time off during the calendar year, hereinafter referred to as "Personal Leave Time" in lieu of Holiday Pay as outlined under Section 215.06.

Personal Leave Time shall accrue at the beginning of each month at the rate of four (4) hours per month.

DPS Part Time Employees DPS part-time employees, shall be granted twenty four (24) hours of time off during the calendar year, hereinafter referred to as "Personal Leave Time" in lieu of Holiday Pay as outlined under Section 215.06.

Personal Leave Time for DPS part time employees shall accrue at the beginning of each month at the rate of two (2) hours per month.

DPS employees who work a holiday shall be paid straight time for the holiday hours worked.

Personal Leave may be taken in a minimum of four (4) hour increments. Personal Leave shall not accrue from year to year and must be taken within the calendar year or it will be lost.

As operational needs may require changes to the schedules of DPS Employees, the Airport Director may alter the method by which employees are compensated for Personal Leave Time without changing the number of hours approved by the Board.

Non DPS Part Time Employees Non DPS part time employees, shall be granted forty eight (48) hours of time off during the calendar year, hereinafter referred to as "Personal Leave Time" in lieu of Sick Leave.

Personal Leave Time shall accrue at a rate of four (4) hours per month. Personal Leave shall not accrue from year to year and

must be taken within the calendar year or it will be lost.

Use of Personal Leave Time

The Department Head shall schedule Personal Leave at the mutual convenience of the department and the employee. This Personal Leave time off shall not compromise the operational needs of the Airport.

Personal Leave will not be paid out to the employee in the event of a separation of employment from the Authority.

Personal Leave may not be used until after completion of ~~six (6)~~three (3) consecutive months of satisfactory service, without the approval of the Airport Director, or designee.

APPROVAL AND UPDATE HISTORY

Approval

~~October 10, 2008~~March 13, 2009

Supersedes

October 10, 2008 &
May 23, 2005

OBJECTIVE

To establish the Authority policy concerning hours of work for the Authority employees. The Authority will maintain a work schedule which will assure the maintenance of an effective work force capable of performing all required functions associated with a safe and efficient facility. The Authority will ensure that accurate records are maintained and work schedules comply with Federal and State rules, regulations and laws.

METHOD OF OPERATION

Workweek

Work hours are set to support the functions of the Airport Authority, tenants and the general public, and employees will not work less than 37.5 hours per week. Administrative hours of operation are Monday through Friday 8:30am – 5:00pm. Different work schedules are established and communicated to employees by the Airport Director, or designee to meet job assignment and provide necessary services.

Non-exempt employees must accurately record the time they actually begin and end their work day, as well as the beginning and ending time of each meal period. They must also record the beginning and ending time of any split shift or departure from work for personal and/or sick time. All work performed by non-exempt employees, for any hours worked in excess of forty (40) in one work week, will be paid at a rate of one and one half (1½) times their regular rate of pay. Employees are not permitted to work overtime without the prior approval of their supervisor and/or manager. All exempt employees are exempt from compliance with the wage and hour overtime laws. Exempt employees are paid on a "salaried basis". Exempt employees normally must receive their full salary for any week in which they perform any work, without regard to the number of days or hours worked.

Administrative staff: 8:30 AM to 5:00 PM Monday through Friday With one-hour lunch break. (37.5-hour week)

Operational and Public Safety Officer staff: as required for operational coverage.

Maintenance staff: 7:30 AM to 4:00 PM Monday through Friday with 30-minute lunch break. (40-hour week)

The Airport Director, or designee may adjust work periods in times of special events or emergencies.

**APPROVAL AND
UPDATE
HISTORY**

Approval ~~April 19, 2004~~ March 13, 2009

Supersedes April 19, 2004

OBJECTIVE To provide employees retirement benefits.

METHOD OF OPERATION

North Carolina Retirement System

The Asheville Regional Airport Authority participates in the North Carolina Local Government Employees' Retirement System. This program ~~covers credits a year of service for any 12-month period for~~ all regular full-time, regular part-time (working at least 1,000 hours annually) employees and temporary employees if employment is longer than six (6) consecutive months. The cost of the program is paid by the Employee and the Authority. Contributions begin on the hire date. The Employee is required to contribute six (6) percent of their gross income paid by the Authority. Please refer to the Summary Plan Description for a complete description of this program.

401k Retirement Plan

The Asheville Regional Airport Authority offers the opportunity for its employees to participate in the State of North Carolina 401k Retirement Plan. The Authority contributes five (5) percent of the employee's gross income paid by the Authority. The Employee may elect to contribute an additional amount consistent with the plan guidelines and Federal Law. Plan Guidelines are available ~~in through Finance and the Administration~~ Administration Administration Manager.

APPROVAL AND UPDATE HISTORY

Approval ~~April 19, 2004~~ March 13, 2009

Supersedes April 19, 2004

OBJECTIVE To provide the employees Health Insurance Benefits.

METHOD OF OPERATION

Group Health

Group Health Insurance is available to all regular full time and part time (working at least 1,000 hours annually) employees and their eligible family members. ~~Health insurance coverage is offered through the Blue Cross-Blue Shield of North Carolina.~~ Presently, the employee premium is paid in full by the Authority, with the dependant premium being paid at eighty percent (80%) by the Authority. The Authority reserves the right to change plan providers and its contribution from time to time.

Insurance eligibility date is based on the following:

- ~~Date of hire on or before the fifteenth of the month. Eligibility first day the following month after hire.~~
- ~~Date of hire after the fifteenth of the month. Eligibility is the first day of the second month.~~

Dental & Vision Insurance

Dental and Vision Insurance is available to all regular full time and part time (working at least 1,000 hours annually) employees and their eligible family members. Presently, the employee premium is paid in full by the Authority, with the dependant premium being paid at eighty percent (80%) by the Authority. The Authority reserves the right to change plan providers and its contribution from time to time.

Long Term Disability

The Authority pays for the employee premium.

Life Insurance

All eligible employees are provided a Life Insurance Policy equal to \$35,000, plus one year's salary up to a maximum of \$160,000. This is a part of your insurance benefits paid for by the Airport Authority. The Authority also provides \$30,000 of Accidental Death and Dismemberment Coverage.

Additional Life Insurance Coverage may be offered where an employee may purchase increased coverage for themselves or coverage for their spouses and/or children.

APPROVAL AND UPDATE HISTORY

Approval
Supersedes

April 19, 2004 March 13, 2009
April 19, 2004

OBJECTIVE To provide financial assistance to employees seeking education or advanced learning while employed by the Authority.

METHOD OF OPERATION

General Financial assistance is provided to any Authority employee who seeks to improve his/her knowledge by participating in educational courses while employed by the Authority. If the employee is receiving payment for such educational expense from another governmental source, or in the form of incentive pay, the employee is not eligible for the benefits provided.

Courses recognized for educational assistance are:

Job Improvement Courses Courses directly related to the employee's assignment that improve skill, knowledge, and ability of the employee in job performance, and increase the potential for promotion through more advanced techniques. (For example, if an electrician working on signal devices pursues a course in electronics, such a course provides advanced knowledge and training in job performance and makes the employee eligible for promotional consideration.)

Self Improvement Courses Courses designated for self-improvement and increased general knowledge, which may have no direct relationship to the employee's current assignment, are recognized as approved courses when:

- A. courses are required for a college degree, certification program, or State certification;
- B. courses would enhance the employee's qualification for any other position within the Authority, and/or make the employee eligible for promotional consideration.

Eligibility to Participate All full-time regular employees who have successfully completed their ~~probationary~~ introductory period are eligible to participate in the program.

An employee must be in an active pay status and have satisfactory job performance to participate.

In-Service Training Courses Ineligible for All Authority employees are eligible to participate in managerial and supervisory courses.

Courses that will not be considered for educational

Reimbursement reimbursement include training courses, seminars, workshops, and conferences. These types of educational activities are funded through the travel and training budget. Employees interested in attending such courses should contact their supervisor for availability of funds and attendance.

Fees for application, laboratory, registration, taxes and similar costs are not reimbursable.

Application Procedure The employee desiring to participate in the Authority Educational Reimbursement Program must submit a letter requesting program participation to the Airport Director prior to enrolling in the course.

Using the established criteria, the Airport Director or designee determines if the application qualifies for reimbursement. If a request is not approved, the employee will be notified of the reason in writing.

Note: The Authority does not provide reimbursement for any course begun prior to the date of approval by the Airport Director. Employees must enroll and begin the course(s) within sixty (60) days of application approval. If an employee fails to begin classes within the sixty (60) days, the employee must reapply after that period.

Payment for Course Work Payment for course work is authorized by the Airport Director or designee. An employee who does not successfully complete the course with a grade of C or better will not receive reimbursement. Courses which grade on a Pass/Fail basis must be successfully passed.

Reimbursement will be limited to a maximum total of \$2,500 for course work completed during each fiscal year. The Airport Director may elect to lower this reimbursement during the budget process for each fiscal year.

IRS regulations require that, in certain cases, moneys received by employees for reimbursement of educational expenses must be reported as an addition to their gross income and taxed accordingly.

Reimbursements will be limited, subject to availability of funds and the number of participants in the program. This program may be amended or discontinued at any time. However, such amendment or termination will not affect any course study previously approved.

Reimbursements for tuition and books will be made only to employees who are on the active payroll when payment is due.

Agreement and Certification by Employee

The employee agrees that by accepting such assistance, that the employee will remain in Authority employment for a minimum of one (1) year following completion of approved course(s). Should the employee be terminated during this period, either voluntarily or involuntarily, the employee must reimburse the Authority for educational expenses.

Certification of Completion and Reimbursement of Expenses

Upon successful completion of the course(s) (C grade or better is required for college accredited or any other graded courses), the employee must submit official transcripts or other completion documentation along with receipts and other requested proof of expenditure documentation for reimbursement to the Finance Department within fifteen (15) work days of course completion. The Finance Department will arrange for reimbursement to the employee for expenses incurred.

The employee is responsible for submitting transcripts, certificates and other educational achievement documents to the Finance Department to document personnel records with achievements.

Reimbursement to Authority for Educational Expenses

Should an employee leave Authority employment after completion of course(s), and prior to compliance with the terms of the agreement to remain in Authority employment for one (1) or more years, the employee reimburses the Authority for any costs due. Payment is taken from the employee's benefits accrued at time of termination, and any amount due the Authority over and above said benefits are made within thirty (30) days after termination at an annual interest rate of fifteen percent (15%).

Following termination of an employee who is indebted to the Authority for reimbursement of educational expenses, the Manager of Finance or designee issues an Invoice to this employee showing the amount due and terms of payment. Checks paid by the employee must be made payable to the Authority, and sent to the Finance Department. The Finance Department is responsible for maintaining records of each employee's educational account, showing repayment and depositing refund payments to the Authority fund designated by the Manager of Finance or designee.

**Retirement,
Death,
Disability,
Permanent
Layoff**

Should the employee, through death, total disability, permanent layoff through no fault of the employee, or normal retirement, fail to continue the required tenure of employment, any remaining liability for reimbursement of educational expense is canceled automatically.

**APPROVAL AND
UPDATE HISTORY**

Approval ~~April 19, 2004~~ March 13, 2009

Supersedes April 19, 2004

OBJECTIVE To identify and define the additional benefits available for the exempt employees ("Exempt Employee Benefit Program") at the Asheville Regional Airport ("Airport").

METHOD OF OPERATION

General The Exempt Employee Benefit Program is designed to aid in attracting and retaining highly competent management and professional personnel. This procedure outlines specific benefits established for each ~~management or professional category exempt employee, broken out by Salary Levels.~~

Definitions ~~Executive Management Salary Levels 8 and higher:~~ The Airport Director and other management personnel. ~~within Salary Levels 8 and 9.~~

~~Management Salary Levels 6 and 7:~~ Management personnel. ~~within Salary Levels 6-7.~~

~~Professional Salary Levels 3, 4, and 5:~~ All other exempt personnel. ~~within Salary Levels 3-5.~~

Exempt Employee Benefit Program The Exempt Employee Benefit Program consists of ~~Professional Management~~ Leave, Medical Reimbursement and Administrative Leave.

Professional Management Leave A specified number of additional leave hours during each calendar year are granted to employees in the Exempt Employee Benefit Program as follows:

Executive Management Salary Levels 8 and higher	40 hours/year
Management Salary Levels 6 and 7	24 hours/year
Professional Salary Levels 3, 4, and 5	16 hours/year

~~Professional Management~~ Leave does not accrue from year to year; however, following each calendar year, the employee receives a cash bonus of fifty percent (50%) of the unused ~~Professional Management~~ Leave, based on the employee's hourly rate as of the date of payroll processing.

An employee must be employed for one hundred eighty (180) days as an Exempt Employee in a particular job category to be eligible for ~~Professional Management~~ Leave in that category. An employee must be on the active payroll January 1 in order to receive fifty percent (50%) of the unused ~~Professional Management~~ Leave from the prior calendar year. An employee hired and/or transferred into the job categories

listed above on July 1 or after is not eligible for Professional Management Leave that year.

Example: Employee hired on 6/30/96 will receive Professional Management Leave benefit on 12/30/96 of 40 hours. Since the deadline for using Professional Management Leave is December 31 of each year, the employee will be paid 50% of the value of the Professional Management Leave as long as the employee is on the active payroll on 1/1/97.

The Airport Director, after consultation with the senior official of the department, may authorize use of Professional Management Leave prior to the end of 180 days on a case-by-case basis.

At the beginning of each calendar year, Exempt Employees above are awarded the appropriate number of hours. As the employee uses an hour, it is reported on the payroll and deducted from the employee's available Professional Management Leave hours. Minimum charge for Professional Management Leave is one (1/2) hour.

Employees moving from one Exempt Employee category listed above to another after July 1 receive the benefits of the former category for the remainder of the calendar year. An employee transferring out of Exempt Employee categories listed above forfeits any unused benefits.

Unused Professional Management Leave is forfeited when Authority employment ends.

**Annual Medical
Reimbursement**

Employees in the Exempt Employee Benefit Program categories-salary levels listed above have an additional \$100 available each calendar year for non-insured personal medical expenses, i.e., annual physical examination, eye examination and glasses, and dental work after 180 days of continuous employment.

This \$100 does not accrue. If the entire \$100 is not used within each calendar year, the remainder is forfeited. Request(s) for reimbursement must be submitted no later than December 31 of each year. This \$100 may be used toward meeting the employee's deductible on the Authority's group health insurance plan.

Expenses are submitted during the calendar year in which they are incurred. Receipts stipulating the purpose of expenditures and certification that this expense was not paid

for by an insurance company are submitted with the Medical Reimbursement Form for approval, and payment to the employee.

**Administrative
Leave**

Inasmuch as members of the Exempt Employee Benefit Program are paid on an annual salary basis and are not eligible for any overtime or compensatory time, they may be granted administrative leave for a period of no more than two (2) hours per usage, unless approved in advance at the discretion of the Airport Director ~~or appropriate Director~~. This administrative leave is not chargeable to sick, vacation or professional leave.

**Administration
of Plan**

The Deputy Airport Director ~~of Administration and Finance, or designee~~ is responsible for the administration of the Exempt Employee Benefit Program.

Forms

Medical Reimbursement Form:

**APPROVAL AND
UPDATE HISTORY**

Approval

~~November 27, 2006~~ March 13, 2009

Supersedes

November 27, 2006 &
April 19, 2004

TO: Deputy Airport Director ~~of Administration and Finance~~

SUBJECT: Request for Reimbursement, Medical Benefit
(Management, \$100 or less)

Attached is a statement (billing) for expenses incurred by me for non-insured medical expenses. Request your approval of reimbursement in accordance with Policy and Procedures Manual 216.03. I certify that I have not, or will not, apply or receive reimbursement from any insurance company for the amount approved herein. I further understand the approved amount cannot exceed \$100 total for the calendar year. I further certify that the expenses apply to cost incurred for services rendered specifically for myself.

EMPLOYEE NAME AND EMPLOYEE I.D. NUMBER
(Please Print)

EMPLOYEE SIGNATURE

DEPARTMENT

TO: PAYROLL

APPROVED: _____ DISAPPROVED: _____

Please add \$ _____ to the regular payroll check of the above named employee for pay period ending _____, check dated _____.

CHARGE CODE: _____

DEPUTY AIRPORT DIRECTOR ~~OF ADMINISTRATION AND FINANCE~~ OR DESIGNEE

DATE: _____

Attachment

OBJECTIVE To provide employees health and life insurance benefits upon retirement.

METHOD OF OPERATION The Authority's Retirement Plan is administered for all employees covered by the North Carolina Local Government Employees' Retirement System and who have been covered by the Authority's Group Health Plan for the three (3) years immediately preceding retirement. Refer to the applicable plan document or summary for further details. This information is available in ~~Finance and the Administration~~Administration Manager.

Definitions **Health and Life Insurance** - includes medical, dental, vision and life insurance coverage.

Premium - the cost of employee-only coverage at the time of retirement.

The policy of the Authority is to assist retirees with the payment of their post retirement health insurance premium. The Authority's contribution will be 100% of the Premium for individual until the employee reaches age sixty-five (65).

Policy Eligibility for this benefit is based upon the schedule outlined in this policy and will be effective when an employee terminates his or her employment with the Authority and immediately begins to receive retirement benefits. An employee who does not elect to receive retirement benefits immediately upon termination of employment shall not be eligible for any health and life insurance coverage under this policy.

The Authority may, with the approval of the Authority's insurance provider allow coverage to a retiree's dependents through its group medical and life insurance plan provided the retiree is eligible to receive retiree health and life insurance benefits under this policy. The retiree is responsible for the entire cost of dependent coverage.

The level of benefits for medical, dental and vision are the same for retirees as those provided to active employees. At the time of retirement, the life insurance benefit is reduced to \$1,000.

Effective Date

APPROVAL AND

UPDATE HISTORY

Approval ~~April 19, 2004~~ March 13, 2009

Supersedes April 19, 2004

OBJECTIVE

The employee performance evaluation process shall be designed to permit the evaluation of an employee's job performance and effectiveness as objectively and fairly as possible.

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

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

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

METHOD OF OPERATION

Evaluation Periods

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

- ~~Probationary Introductory Period/Trial~~ – End of ~~probation introductory or trial~~ period.
- ~~Extension of Probation- Introductory~~ Period – At time of request for ~~extension~~.
- Annual – One year from date of last review.
- ~~Special~~ – Beginning and end or special ~~probation introductory~~ period or when performance substantially dropped during review period.
- Change in classification – Promotion/demotion/transfer, etc.

Directives

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

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

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

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

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

Procedures

The employee performance evaluation program shall provide overall evaluations of 4 levels

1. Above Satisfactory
2. Satisfactory
3. Improvement Needed
4. Unsatisfactory

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

The performance of each employee shall be evaluated at least once per year; more frequent evaluations may be necessary.

Where an employee's supervisor changes, the employee shall have the right to request that no performance evaluation be conducted until the supervisor has actually supervised the employee for a minimum period of three (3) months. In such

cases, the employee's latest annual performance evaluation shall remain in full force and effect until a new evaluation is completed.

Special Performance Evaluations may be given at any time at the discretion of the Airport Director or designee.

The performance rating shall be discussed with the employee who shall be furnished a copy of the completed rating. The employee shall sign the evaluation and the original will be forwarded to the Airport Director or designee for review, then it will be forwarded to ~~Finance and Administration~~ Administration Manager to become a part of the employees' permanent file. The signature of the employee shall indicate **only** that the employee's performance has been discussed with the employee and does not imply that the employee agrees or disagrees with the evaluation. In the event an employee refuses to sign the evaluation, the department head shall note this on the evaluation and give the employee a copy and forward the original to the Airport Director, or designee for review then it will be forwarded to ~~Finance and Administration~~ Administration Manager to become a permanent part of the employee's personnel file.

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

Employee Disagreement with Evaluation

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

APPROVAL AND UPDATE HISTORY

Approval	April 19, 2004 <u>March 13, 2009</u>
<u>Supersedes</u>	<u>April 19, 2004</u>

OBJECTIVE

To provide recognition for employee service through an awards program administered by the ~~Department of Finance and Administration~~ Administration Manager.

METHOD OF OPERATION

Employee service is recognized uniformly throughout the Authority as follows:

Service of One Year

A regular employee who has served one year, receives an ~~appropriate award~~ a \$50 gift certificate to an approved local establishment of choice in recognition of service. The presentation of the award is made by the ~~department director~~ Airport Director or designee at Sr. Staff Meeting.

~~Awards are:~~

- ~~• Movie tickets & treats for 4 (up to \$50 value) OR Asheville Tourists tickets & concessions for 4 (up to \$50 value) OR Asheville Symphony tickets for 2 (can be substituted for other event tickets upon request) (up to \$50 value);~~
- ~~• \$50 gift certificate to local restaurant of choice;~~
- ~~• \$50 gift certificate to Asheville Mall, Lowe's, or Home Depot;~~

Service of Five Years

A regular employee who has served five years, receives ~~an appropriate award~~ a \$75 gift certificate to an approved local establishment of choice in recognition of service. The presentation of the ~~award~~ award is made by the ~~department director~~ Airport Director or designee at Sr. Staff Meeting.

~~Awards are:~~

- ~~• Asheville Altitudes tickets (VIP Courtside Club) & concessions for 2 (up to \$75 value) OR Earthshine Mountain Lodge (Brevard) guided horseback trail rides - Western style, for 2 (up to \$75 value) OR Maggie Valley Cataloochee Ski 1-day lift tickets for 2 (value up to \$75);~~
- ~~• \$75 gift certificate to local restaurant of choice;~~
- ~~• \$75 gift certificate to Asheville Mall, Lowe's, or Home Depot;~~

Service of

A regular employee who has served ten years, receives ~~an~~

Ten Years

~~appropriate award a \$100 gift certificate to an approved local establishment~~ of choice in recognition of service. The presentation of the award is made by the ~~department director Board Chairman or designee at an Authority Board Meeting.~~

~~**Note:** The departmental ceremony recognizing employees who have served ten years will receive a letter of appreciation from the Airport Director.~~

~~Awards are:~~

- ~~• Biltmore Estates tickets for 4 OR Great Smoky Mountain Railroad excursion tickets for 2 (Club Car reservations) OR Brevard Music Theatre tickets for 4 (up to \$100 value);~~
- ~~• \$100 gift certificate to local restaurant(s) of choice;~~
- ~~• \$100 gift certificate to Asheville Mall, Lowe's, or Home Depot.~~

Service of
Fifteen Years

A regular employee who has served fifteen years, receives ~~an appropriate award a \$150 gift certificate to an approved local establishment~~ of choice in recognition of service. The presentation of the award is made by the ~~department director Board Chairman or designee at an Authority Board Meeting.~~

~~**Note:** The departmental ceremony recognizing employees who have served more than ten years will receive a letter of appreciation from the Airport Director.~~

~~Awards are:~~

- ~~• Grove Park Inn day spa treatment (massage OR manicure/pedicure) (up to \$150 value) OR 4 rounds of golf (18 holes) at the Broadmoor Golf Links OR Chatooga River Wildwater Raftin ("Section 3" day trip) for 2 includes rental accessories and buffet lunch;~~
- ~~• \$150 gift certificate to local restaurant(s) of choice;~~
- ~~• \$150 gift certificate to Asheville Mall, Lowe's, or Home Depot.~~
- ~~•~~

Service of
Twenty Years

A regular employee who has served twenty years, receives ~~an appropriate award a \$200 gift certificate to an approved local establishment~~ of choice in recognition of service. The presentation of the award is made by the ~~department director~~

Board Chairman or designee at an Authority Board Meeting.

~~**Note:** The departmental ceremony recognizing employees who have served more than ten years will receive a letter of appreciation from the Airport Director.~~

~~Awards are:~~

- ~~• 8 admissions to E. Flat Rock Theatre performances Or Great Smoky Mountain Railroad "Mystery Theatre Dinner" tickets for 2 (up to \$200 value) OR Maggie Valley Cataloochee Ski 2-day weekend D19lift tickets for 2 (value up to \$200);~~
- ~~• \$200 gift certificate to local restaurant(s) of choice;~~
- ~~• \$200 gift certificate to Asheville Mall, Lowe's, or Home Depot.~~

**Service of
Twenty-five
Years**

A regular employee who has served twenty-five years, receives ~~an appropriate award~~ a \$250 gift certificate to an approved local establishment of choice in recognition of service. The presentation of the award is made by the ~~department director~~ Board Chairman or designee at an Authority Board Meeting.

~~**Note:** The departmental ceremony recognizing employees who have served more than ten years will receive a letter of appreciation from the Airport Director.~~

- ~~• Weekend for 2 at Lake Lure (2 nights, Chimney Rock tickets, & lunch) OR Lowe's Motor Speedway (Charlotte) gift certificate for \$250 OR Asheville Drifters Fly Fishing Adventures 1/2 Day Float Trip for 2, (smallmouth) on the French Broad River;~~
- ~~• \$250 gift certificate to local restaurant(s) of choice;~~
- ~~• \$250 gift certificate to Asheville Mall, Lowe's, or Home Depot.~~

**Service of
Thirty Years**

A regular employee who has served thirty years, receives ~~an appropriate award~~ a \$325 gift certificate to an approved local establishment of choice in recognition of service. The presentation of the award is made by the ~~department director.~~ Board Chairman or designee at an Authority Board Meeting.

	<p>Note: The departmental ceremony recognizing employees who have served more than ten years will receive a letter of appreciation from the Airport Director.</p> <ul style="list-style-type: none">• 9 rounds of golf (18 holes) at the Broadmoor Golf Links OR Lowe's Motor Speedway (Charlotte) gift certificate for \$325 OR Asheville Drifters Fly Fishing Adventures Full Day Float Trip for 2 (trout) Tennessee Tailwaters;• \$325 gift certificate to local restaurant(s) of choice;• \$325 gift certificate to Asheville Mall, Lowe's, or Home Depot.
<p>Service of Thirty + Years</p>	<p>A regular employee who has served thirty-five years, or more receives <u>an appropriate award a \$400 gift certificate to an approved local establishment</u> of choice in recognition of service. The presentation of the award is made by the <u>department director Board Chairman or designee at an Authority Board Meeting.</u></p>
	<p>Note: The departmental ceremony recognizing employees who have served more than ten years will receive a letter of appreciation from the Airport Director.</p> <ul style="list-style-type: none">• Grove Park Inn "Bed & Dinner Package" (mountainside room with breakfast & dinner) R Lowe's Motor Speedway (Charlotte) gift certificate for \$400 OR season tickets for 2 to North Carolina college football games (employee will request specific college due to limited availability, request must be made as far in advance as possible);• \$400 gift certificate to local restaurant(s) of choice;• \$400 gift certificate to Asheville Mall, Lowe's, or Home Depot.
<p>Presentation of Service Awards (General)</p>	<p>In each instance, the <u>Department of Finance and Administration Administration Manager</u> provides the name of the recipient, the tenure of service. <u>Finance and The Administration Manager</u> provides the appropriate number and type of award to the presenter (<u>Department Director, Airport Director or designee</u>). Such awards and information are provided in advance of scheduled presentation date.</p>
<p>Public Announcement of Service</p>	<p>The <u>Finance and Administration Department Administration Manager</u> provides information on service awards to <u>Public Affairs the Marketing and Public Relations Department</u> for</p>

Awards inclusion in internal publications and/or for publicity purposes.

Service Award Purchasing ~~The Department of Finance and Administration~~Administration Manager is responsible for notification to the employee of their service date and to obtain their choice of local establishment for gift card. ordering~~The Administration Manager is responsible for purchasing~~ the appropriate service award in accordance with established purchasing procedure and is responsible for ordering framed certificates.

Parameters are as follows:

~~Cash values of gift items for respective years of service:~~

- ~~• 1 year \$50.00~~
- ~~• 5 years \$75.00~~
- ~~• 10 years \$100.00~~
- ~~• 15 years \$150.00~~
- ~~• 20 years \$200.00~~
- ~~• 25 years \$250.00~~
- ~~• 30 years \$325.00~~
- ~~• 35 years + \$400.00~~

**APPROVAL AND
UPDATE HISTORY**

Approval ~~April 19, 2004~~ March 13, 2009

Supersedes April 19, 2004

OBJECTIVE

The intent of this ~~chapter-section~~ is not to restrict the rights of employees, but to protect the rights of all and ensure equality. There shall be no discrimination against an employee because of race, color, national origin, sex, sexual orientation, age, disability, marital status, religion, or political affiliation. The Authority has established this Discipline Policy to have a set process that is necessary for orderly and efficient operations. The Authority reserves the right to take disciplinary action at any time up to and including termination of employment based on the Authority's employment-at-will policy. Management positions are "at will" employees; therefore disciplinary procedures are not applicable.

METHOD OF OPERATION

Directives

Disciplinary Action

Disciplinary action should be taken when necessary. Generally, employee misconduct should be dealt with using a progression of disciplinary actions. However, in recognition of the facts that each instance differs in many respects from somewhat similar situations, each occurrence should be treated on an individual basis without creating a precedent for other cases, which may arise in the future. If a department head or supervisor suspects employee misconduct, he/she must investigate the situation, in partnership with the Administration Manager, in a timely manner and determine; if a violation has occurred; the nature of the violation; and who committed the violation. (A violation is unacceptable behavior that could result in discipline up to and including termination) Always ensure that the investigation is thorough and that the final outcome is based upon facts and not perception, hearsay, or speculation. Be sure to give the employee who has been accused of wrongdoing an opportunity to tell his/her side of the situation. Be sure to obtain, create and maintain appropriate, thorough documentation (detailed witness statements, etc.) Take appropriate steps to ensure confidentiality and non-retaliation.

**~~Verbal Warning~~
Coaching**

This is the least severe disciplinary action. It should serve as an "alert mechanism" to establish more satisfactory performance or behavior. A written account including the date and nature of the ~~oral-verbal~~ warning shall ~~be made~~ be documented on the Performance Discussion Tracking Form for the department's reference. An employee shall be advised when a verbal ~~warning-coaching~~ is being made.

Procedure

1. The immediate supervisor and/or department head of an employee is authorized to give a verbal warning to an employee in order to establish or reestablish a satisfactory performance or behavior. An effective verbal warning includes a clear description of the correct performance or behavior, which is desired, and notice to the employee that the conversation is to be considered a verbal ~~warning coaching~~.
2. The supervisor and/or department head documents such ~~oral verbal coachings warnings in an informal written record~~ on the Performance Discussion Tracking Form. Such documentation should include the date of the verbal ~~warning coaching~~ and, ~~if possible,~~ a brief summary of the conversation to include major points, requests, suggestions, directions, etc. given by the supervisor and/or department head and any remedial action agreed upon by the employee.

Written ~~Warning~~ Discipline Notice

This is a disciplinary action whereby the employee is notified in writing of unsatisfactory conduct or performance. The employee shall receive a copy of the written ~~warning notice~~ and the original shall be forwarded to the ~~Finance and Administration Department~~ Administration Manager for ~~inclusion to be placed~~ in the employee's personnel file. This action is grievable.

Procedure

1. After an investigation is completed and it has been determined that a violation requiring discipline has occurred, the investigator will need to assess the violation to determine the appropriate disciplinary action to take. Determine if the violation is a :
 - Major Work Violation: considered to be so severe in nature that a termination could result for a first offense.
 - Minor Work Violation: considered to be unacceptable behavior in the workplace and would normally result in disciplinary action up to and including termination in conjunction with other

offenses.

Discipline Guidelines for Work Violations:

Coaching: Coaching makes an employee aware that demonstrated behavior is inappropriate and not acceptable workplace conduct. It also gives the opportunity to make the employee aware of the consequences for continuing that behavior. These sessions also gives the employee an understanding of what is needed to correct behavior and avoid further violations. This is verbal and documented on the Performance Discussion Tracking Form. Employee does not receive a copy; it is for manager/supervisor reference only.

Counseling: Counseling is a formal written notice to an employee that his/her behavior violates the Authority's Policies and Procedures. Depending on the severity of the violation, if the violation is a repeated occurrence or one in a series of different violations, a prior coaching session may or may not have occurred. It should be made clear to the employee that the violation will be documented on a Discipline Notice and placed in the employee's file. The employee should sign the Discipline Notice to acknowledge that the discussion occurred and be given a copy.

Final Counseling: This occurs when an employee is put on notice that one more violations of any type could result in termination of employment. A Final Counseling session takes place when an employee demonstrates a pattern of unacceptable behavior, repeatedly violated the Authority's Policies and Procedures, and/or has received multiple Discipline Notices, and/or employee commits a serious violation that warrants final notice but not immediate termination. It should be clear to the employee that this is a final notice and another violation of any type could result in immediate termination. This violation will be documented on a Discipline Notice and placed in the employee's file. The employee should sign the Discipline Notice to acknowledge that the discussion occurred and be given a copy.

Termination: For Major Work Violations, termination can occur as a result of a first offense. For Minor Work Violations, termination normally occurs after multiple violations of The Authority's Policies and Procedures as the

final step in the progressive discipline process. The employee should sign the Discipline Notice to acknowledge the termination has occurred; he/she should be given a copy of the Notice only if he/she signed it.

Although the immediate supervisor and/or department head has the authority to issue a written warning, before doing so, consultation with the ~~Finance and Administration Department~~ Administration Manager is advisable necessary. Such consultation may provide assistance in assuring fairness and consistency of discipline across departmental lines and in developing language for the written ~~warning notice~~, which is fair, clear, accurate and less susceptible to challenge through a grievance procedure.

1. • The supervisor prepares a written warning notice on the Employee Discipline ~~Report Form~~ Notice and makes an appointment with the employee to discuss it in private. Be sure to have witness sit in during the discussion. A good written warning notice should include a clear description of the correct behavior, which is expected, reference to the fact that the written notice constitutes a written warning and a statement that continued unsatisfactory performance or conduct will result in more severe disciplinary action.
- Following a discussion(s) with the employee, the original of the Employee Discipline ~~Report Form~~ Notice is forwarded to the ~~Finance and Administration Department~~ Administration Manager ~~through for to be placed the inclusion~~ into the employee's personnel file.
- The employee must be told that this action is grievable.

Suspension

An employee may be suspended without pay for disciplinary reasons for a length of time that the hiring authority considers appropriate as long as it does not exceed fourteen (14) calendar days. The period of suspension may be extended with approval of the Airport Director and/or Deputy Airport Director. If an employee again becomes subject to disciplinary action (except verbal warning) within twelve (12) months after being suspended, he or she may be terminated.

Unless outlined in the administration of discipline, this action is grievable. This action may only be taken after consulting with the Airport Director.

Procedure

1. When employees conduct warrants consideration for discipline, the supervisor gathers from the employee involved and witnesses (if appropriate) all possible information concerning the improper conduct. The supervisor then notifies the employee of the following consideration of all facts. The supervisor will get back to the employee with a decision concerning any disciplinary action to be taken. This will be done within five (5) working days of the incident, and the employee will be so notified.
2. In an emergency situation involving the necessity to immediately remove the employee from the worksite, an employee may be suspended "pending further disposition of his/her case" and directed to report back to the supervisor at a certain time concerning further disposition of the case. This appointed time will be within five (5) working days of the incident, and the employee will be so notified.

Pre-Disciplinary Hearing

~~A pre-disciplinary hearing shall be provided to all employees in established positions, including those in probationary status, prior to the implementation of the disciplinary probation and/or dismissal. The hearing process shall provide employees with adequate notice of the charges and an opportunity to respond before a decision is made.~~

Authority to Impose Discipline

The authority to impose disciplinary actions involving suspensions or dismissals is reserved for the Airport Director and/or Deputy Airport Director. Such authority may be delegated to a subordinate supervisor and/or Administration Manager, but any action of this nature must be reviewed and countersigned by the Airport Director.

Disciplinary Penalties

The examples listed below represent typical grounds for disciplinary actions leading up to and including dismissal, and are not intended to be all-inclusive. ~~Penalties for offenses~~ Violations not listed will be prescribed in consistence with ~~offenses-violations~~ of comparable gravity. Should more than one ~~offense-violation~~ be under consideration, the violations do not necessarily have to be identical in order to be classified as

~~a second or third-offense violation. An employee's work record and years of service, consistency and other appropriate factors may be used to determine the appropriate level of discipline. Department heads and/or supervisors must partner with the Administration Manager to ensure that disciplinary actions are handled appropriately and consistently.~~

~~Penalties for disciplinary offenses should normally fall within the suggested range, however, these ranges are merely guides and are not intended to limit the right of management to determine what constitutes an appropriate penalty. Depending on the nature of the offense, the past record of the employee, or extenuating circumstances, a more severe penalty, a lesser penalty, or a penalty outside of the range may be imposed. In the case of a dismissal offense, the minimum penalty for an offense will be suspension.~~

Exempt employees, except for safety rule violations of major significance, are not subject to suspensions without pay for less than one full workweek. Exempt employees will be subject to unpaid suspensions only as permitted by FLSA.

~~Range of Penalties
for Minor Offenses~~

~~First Offense — Verbal Counseling up to written reprimand~~

~~Second Offense — Written reprimand up to three (3) days suspension~~

~~Third Offense — Up to five (5) days suspension~~

~~Fourth Offense — Up to discharge~~

Minor Offenses
Violations

- Substandard work quality.
- Failure to report absence from work in a timely manner to the immediate supervisor or his/her designee.
- Neglect, carelessness or disregard of common safety practices.
- Any act of negligence, which results in a failure to complete assigned tasks or responsibilities in a timely manner.
- Malicious mischief, horseplay, wrestling, or other undesirable conduct.
- Excessive Unexcused unscheduled absences and/or tardiness.

- Violating the Dress Code Policy.
- Failure to provide customer service.
- Smoking on or in any Authority property, with the exception of designated smoking areas.

~~Range of Penalties
for Major Offenses~~

~~First Offense — Written reprimand up to three (3) days suspension~~

~~Second Offense — Up to five (5) days suspension~~

~~Third Offense — Up to discharge.~~

**Major Offenses
Violations**

- Leaving the job during working hours without notice to or permission from supervisor.
- Absence without approved leave or failure to report after leave has been disapproved revoked or cancelled.
- Failure to report a personal injury or equipment damage immediately to one's supervisor.
- Careless use of Airport Authority property resulting in damage.
- An accident resulting in injury due to carelessness, neglect or disregard of safety practices.
- Fighting, threatening, intimidating, coercing or otherwise interfering with the rights of other persons.
- Falsifying or altering Authority document(s).
- A non-exempt employee working off the clock or a supervisor and/or department head suggesting or asking an employee to work off the clock.
- Assigning work that places employees at risk of serious harm, threatens significant damage to Authority property or financial loss to the Authority whether or not such harm or damage occurs; knowingly allowing employees to perform work or assignments under unsafe conditions.
- Conduct which is considered disrespectful, or the use of insulting, abusive or obscene language to or about fellow employees or the public or engaging in other

inappropriate conduct.

- Operation of an Airport Authority vehicle or equipment while under the influence of any medication or drug, which causes drowsiness or other physical or psychological impairments.

Dismissal
Offenses
Violations

Reasons for dismissal of an employee may include, but not be limited to, the following:


- Abandonment of position by being absent from duty for three (3) consecutive workdays without proper authorization.
- Insubordination by refusing to perform assigned work or to comply with an official and legal supervisory directive, or by demonstrating an antagonistic, disrespectful or belligerent attitude toward management.
- Possession of firearms, explosives or other weapons on Airport Authority property, except as needed by an employee to perform the duties of his/her position.
- The sale of narcotics or other illegal substances.
- Inability or unfitness to perform assigned duties.
- Concealment of a communicable disease, which could endanger the health of other employees or the public.
- Demonstrated pattern of inefficiency or incompetence in the performance of assigned duties.
- Making false claims or deliberate misrepresentations in an attempt to obtain sickness or injury benefits, workers compensation or other such benefits.
- Loss or suspension of required license, certification, permit or other requirement needed by an employee to perform the duties of his/her position.
- Discriminating against an employee, customer, vendor, or contractor on the basis of race, color, gender, sexual orientation, age, religion, national origin, disability, or any characteristic protected by applicable law.
- Engaging in any activity that violates the Authority's sexual harassment or general harassment policies or

~~other behavior prohibited by the harassment policy towards and employee, customer, vendor or contractor. Harassment or disrespectful behavior can be verbal, non-verbal or physical which interferes with an employee's ability to perform his/her duties, or which creates an offensive working environment. Racial Harassment – Any unwelcome verbal comments or physical acts of a racial nature which interferes with an employee's ability to perform his/her duties, or which creates an offensive working environment.~~

- Consumption of or being under the influence of intoxicating beverages or controlled substances not prescribed by a physician, while on official duty.
- Possession/use of intoxicating beverages, non-prescribed drugs or illegal controlled substance at place of work, in Airport Authority vehicle or while on official duty.
- Testing positive for illegal drugs or alcohol in violation of the Airport Authority's Drug/Alcohol Policy.
- Any employee who receives three consecutive employee performance evaluations, including special evaluations, with a rating below "satisfactory" shall result in mandatory dismissal.

**APPROVAL AND
UPDATE HISTORY**

Approval ~~April 19, 2004~~ March 13, 2009
Supersedes April 19, 2004

Discipline Notice			
		<p>This Discipline Notice documents a violation of the Authority's standards of conduct. Depending on the situation, any step in the process may be repeated, omitted or taken out of sequence. If an employee demonstrates a pattern of behavior, repeatedly violates the Authority's policies or has received multiple Discipline Notices, a Final Counseling should be issued. On the other hand, if an employee commits a serious offense that does not warrant immediate termination, a Final Counseling may be the first step in the progressive discipline process.</p>	
Employee's Name		Job Title	Department
			Date of Hire
What disciplinary action is being taken?	<input type="checkbox"/> Counseling	<input type="checkbox"/> Final Counseling	<input type="checkbox"/> Termination
Check the appropriate Work Violation	<input type="checkbox"/> Employee Behavior/ Conduct Unbecoming <input type="checkbox"/> Attendance/Punctuality <input type="checkbox"/> Background Checks <input type="checkbox"/> Failure to Act with Integrity and Honesty	<input type="checkbox"/> Failure to Provide Customer Service <input type="checkbox"/> Failure to Follow Instructions/Insubordination <input type="checkbox"/> Information Systems Use & Security <input type="checkbox"/> Retaliation Violation <input type="checkbox"/> Respect Violation	<input type="checkbox"/> Safety Violation <input type="checkbox"/> Staffing and Selection Violation <input type="checkbox"/> Substance Abuse Violation <input type="checkbox"/> Weapons and Explosives Possession <input type="checkbox"/> Workplace Activity <input type="checkbox"/> Workplace Violence <input type="checkbox"/> Other _____
State what happened. For example, relevant information may include: <ul style="list-style-type: none"> ▪ When did it occur? ▪ Who was involved? ▪ Where did it occur? ▪ Impact to the Authority? ▪ Other information? Attach additional sheets when necessary.			
State the improvement required of the employee.			
Previous Notices	Has employee received previous Discipline Notices in the past 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No Has employee received a Final Notice? <input type="checkbox"/> Yes <input type="checkbox"/> No		
All Disciplinary Actions must go through the approval process prior to issuance to an employee. A Department Manager and the Administration Manager must approve all disciplinary actions for all employees. For disciplinary actions resulting in termination, the Deputy Airport Director/Airport Director and Administration Manager must approve for both hourly and salaried employees.			
Manager Approval	Signature _____ Date _____ Print Name and Title _____		
Signatures	By signing this document, I acknowledge only that I have received the Discipline Notice. I do not represent that I am in agreement with the Notice. If this is a Counseling, I acknowledge that future violations of any Authority policy may result in disciplinary action, up to and including termination of employment. If this is a Final Counseling, I acknowledge that a single future violation of any Authority policy will result in termination of employment.		
	Employee Receiving Discipline Notice _____		Date _____
	Supervisor/Manager Conducting Discipline Session _____		Date _____

Effective 12/08



EMPLOYEE NAME _____
DEPARTMENT _____

DISCIPLINE PROCESS TRACKING

The Discipline Process Tracking Form is a part of every employee's personnel file. The Tracking Form should be placed in the front section of the employee's file to be used to document any action in the progressive discipline process when violations of the Authority's policy, process or procedure occur. **Depending on the situation, any step in the process may be repeated, omitted or taken out of sequence.** If an employee demonstrates a pattern of unbecoming behavior, repeatedly violates the Authority's policies, or has received multiple Discipline Notices, a Final Counseling Discipline Notice should be issued. On the other hand, if an employee commits a serious offense that does not warrant immediate termination, a Final Counseling Discipline Notice may be the first step in the process.

Coaching Session(s)	
Manager Conducting Session:	Manager Conducting Session:
Approving Manager:	Approving Manager:
HR Approval:	HR Approval:
Date:	Date:
Violation:	Violation:

Counseling Session(s)	
Manager Conducting Session:	Manager Conducting Session:
Approving Manager:	Approving Manager:
HR Approval:	HR Approval:
Date:	Date:
Violation:	Violation:

Final Counseling Session	
Manager Conducting Session:	Date:
Approving Manager:	HR Approval:
Violation:	

Termination Session	
Manager Conducting Session:	Date:
Approving Manager:	HR Approval:
Violation:	

Administrative Leave of Absence <i>(use only when necessary to conduct sensitive investigations)</i>	
Manager Informing Employee:	
HR Approval:	
Date Employee Informed:	
Date Leave Begins:	Date Leave Ends:
Violation Under Investigation:	Action Recommended:

Effective 12/08



PERFORMANCE DISCUSSION TRACKING FORM

Last Name:	First Name:	Middle Initial:	Department
------------	-------------	-----------------	------------

This form should be used to document performance discussions held with an employee. Indicate the issue that was discussed and the outcome of the discussion. Provide specific, tangible information. Keep this form in Employee's Personnel File.

Date: _____ Manager initiating discussion: _____
Reason for discussion: _____

Date: _____ Manager initiating discussion: _____
Reason for discussion: _____

Date: _____ Manager initiating discussion: _____
Reason for discussion: _____

Date: _____ Manager initiating discussion: _____
Reason for discussion: _____

Date: _____ Manager initiating discussion: _____
Reason for discussion: _____

Effective 12/08

OBJECTIVE To provide a procedure for the resolution of employee grievances regarding disciplinary actions and other issues that affect the employee's status, compensation, or ability to effectively perform the job function.

METHOD OF OPERATION

Definitions **Business day:** Monday through Friday, excluding holidays.

Grievance: A written dispute, claim or complaint filed by an employee.

Policy The Authority wishes to resolve grievances (complaints) whenever possible. Employees should report any grievance within five business days of its occurrence.

Probationary Introductory Employees New employees who have not completed their initial new hire ~~probation- introductory~~(~~six-three~~ or ~~twelve-six~~ months), do not have recourse to appeal disciplinary action or layoff.

Appointed and Management Personnel Appointed and management personnel are exempt from the provisions of this section.

Other No employee may use Authority equipment or material in the preparation of a grievance. However, an employee may have access to public records relevant to the preparation of such grievance.

The employee must utilize their own time for preparation or processing of a grievance.

Time periods of any step of the grievance procedure may be extended by mutual written agreement of the employee and the Authority representative at that step.

A grievance that is not advanced by the employee to the next step within the time limit provided is deemed to have been settled on the basis of the most recent decision. If the Authority representative fails to respond to the employee within the time limit set forth in step one or two, then the employee is entitled to proceed to the next step

Procedure **Step One**
The employee submits the grievance in writing within five business days of its occurrence to the immediate

supervisor of the person who administered the action being grieved (Authority Representative) using a Grievance Form, stating the facts upon which the grievance is based; the written policies or procedures which have allegedly been violated; and the remedy sought. If the immediate supervisor is the department director, then the grievance process shall start at Step Two.

Discussion will be informal for the purpose of settling differences in the simplest and most direct manner. The Authority Representative makes a decision and communicates it to the employee in writing within five business days from the date that the grievance was received. When the employee's supervisor is not the Authority Representative or otherwise involved in the action being grieved, the supervisor may assist to resolve the employee's concern.

Step Two

If the grievance is not resolved to the employee's satisfaction in Step One, the employee may forward the written grievance to the applicable department director or designee within five business days of notification of the result of Step One. The department director or designee will, within five business days of receiving the grievance, meet with the employee and the Authority Representative. The department director summarizes his or her decision in writing to the employee and the Authority Representative within five business days of the meeting date.

Step Three

If the grievance is not resolved by the department director to the employee's satisfaction, the employee may forward the written grievance to the Airport Director or designee within five business days of receiving the Department Director's decision. The Airport Director or designee will, within five business days of receipt, meet with the employee, the Authority Representative and the Department Director. The Airport Director summarizes his or her decision in writing to the employee and the Authority Representative within five business days of the meeting.

The Airport Director or designee has authority to grant or

deny the grievance in whole or in part. The decision of the Airport Director or designee is final.

At Steps Two and Three, an employee may act as the spokesperson to present his or her case. The employee's supervisor, Authority's Legal Counsel's staff, ~~Finance and~~ Administration staff, any relative, supervisor or subordinate of the employee (see Section 209.00, Employment of Relatives) may not act as spokesperson for the employee. Legal counsel for the employee may be present to advise the employee. The person hearing the grievance is responsible for chairing the proceedings, making rulings on the admissibility of evidence, and maintaining a fair and orderly hearing. While the goal of the hearing is to fully explore all relevant facts, the person chairing the meeting may limit the presentation of documentary evidence or witness testimony to avoid unfairness, redundancy, or irrelevancy.

At Step Two, the following procedure will be followed:

- a. The employee shall present his or her reasons for requesting that the Step One decision be overturned.
- b. The Authority's Representative shall present reasons for making the Step One decision.
- c. Facts may be presented in the form of documentary evidence or witness testimony. Witnesses called by one party may be cross-examined by the other.
- d. All material and relevant evidence shall be considered by the person conducting the hearing in reaching a decision.
- e. The ~~Director of Finance and~~ Administration Manager or designee shall attend the hearing as advisor on procedure and will prepare a record of evidence presented at the Step Two hearing which shall be maintained in the ~~Finance and Administration Department~~Administration Manager. (See Step Two Grievance Form.)

At Step Three, the following procedure shall be followed:

- a. The employee shall present his or her reasons for requesting that the Step Two decision be overturned.
- b. The Authority's Representative shall present reasons why the decision at Step Two should be upheld.
- c. Arguments and presentations by both the employee and

the Authority Representative shall be limited to the information presented at Step Two, and contained in the record. New evidence shall not be permitted to be presented unless it was not available after a diligent search at the time of the Step Two hearing.

- d. The ~~Director of Finance and Administration~~ Manager or designee may attend the hearing as an advisor on procedure.

**APPROVAL AND
UPDATE HISTORY**

Approval ~~April 19, 2004~~ March 13, 2009
Supersedes April 19, 2004

**ASHEVILLE REGIONAL AIRPORT AUTHORITY
GRIEVANCE FORM**

STEP ONE

Employee Name & Number

Department

Date Alleged Grievance Occurred

This grievance has been presented to the immediate supervisor of the person who administered the action being grieved (Authority Representative) within five business days of the date on which the action occurred.

BY: _____
Employee Signature

ON: _____
Date

DESCRIPTION OF GRIEVANCE: (Include date, place, action complained of, names of witnesses, etc.; attach separate sheet if necessary.)

REMEDY SOUGHT:

RECEIPT BY AUTHORITY REPRESENTATIVE:

Date & Initials

AUTHORITY REPRESENTATIVE'S ANSWER (Within five business days from receipt date above) GRANTED _____ DENIED _____

COMMENTS OR REMARKS:

PRESENTED TO EMPLOYEE BY:

Authority Representative Signature

DATE: _____

RECEIVED BY: _____ ON: _____
Employee Signature Date

COPIES TO: Employee & ~~Director of Finance and Administration~~ Manager

**ASHEVILLE REGIONAL AIRPORT AUTHORITY
NON-BARGAINING UNIT GRIEVANCE FORM**

STEP THREE

Employee Name & Number Department

(Date Alleged Grievance Occurred)

This grievance was presented to the Director or designee within five business days after receipt of the reply to Step Two.

Date of Reply to Step Two

BY: _____ ON: _____
Employee Signature *Date*

REC'D BY: _____ ON: _____
Director (or Designee) Signature Date

DATE MEETING HELD BY DIRECTOR OR DESIGNEE WITH EMPLOYEE AND DIRECTOR:
(To be held within five business days from receipt by Director or Designee)

Meeting Date

DIRECTOR OR DESIGNEE ANSWER IN WRITING (within five business days from meeting date.)

GRANTED _____ DENIED _____

COMMENTS OR REMARKS:

PRESENTED TO EMPLOYEE BY: _____ ON: _____
Airport Director or Designee Date

RECEIVED BY: _____ ON: _____
Employee Signature Date

COPIES TO: Employee, Authority Rep., Director, & ~~Director of Finance and Administration~~ Manager

OBJECTIVE To formulate a comprehensive policy that covers all areas of termination including giving notice, involuntary and voluntary terminations, final pay, exit forms, benefits and severance pay.

METHOD OF OPERATION

Directives

Resignation To resign in good standing, except in the case of an emergency, an employee should give at least two (2) weeks notice in writing to his or her supervisor. In the case of an emergency, the reason should be fully documented in the notice. Employees who resign shall receive payment for all accrued annual leave and sick leave credit as described herein. Resigning employees will be scheduled for an exit meeting with the Administration Manager or designee to ensure that all Authority property is returned and to provide an opportunity to discuss any questions or concerns related to employment with the Airport Authority.

Termination Prior to termination of any employee, the employing Supervisor/Department Head should ensure the Discipline Process has been followed, and approvals have been obtained, per Section 219.00 of the Human Resources Policy and Procedures. The employee should sign the Discipline Notice to acknowledge the termination has occurred; he/she should be given a copy of the Notice only if he/she signed it. Supervisor/Department Head should ensure that all Authority property is returned.

~~shall give the employee written notice and an opportunity for conference.~~

Notification of Termination

Procedure

- ~~1.—The termination notice shall be signed by the person authorized by the employing department to take or to recommend the action and shall include the following:~~
 - ~~•—The effective date of the proposed action.~~
 - ~~•—A statement advising the employee that he or she may, within three (3) working days of receipt of the notice, submit a request in writing to make a verbal or a written statement, or both, to the Airport Authority to refute or explain the charges made~~

~~against the employee.~~

- ~~• The name, address and telephone number of the person to whom the request shall be directed.~~
- ~~• The employee shall be notified that the conference will be held within two (2) working days after the request is made, or upon a mutually agreed upon time.~~
- ~~• The place is determined by the Airport Director.~~
- ~~• The conference shall be held during regular business hours and prior to the proposed effective date of the action.~~
- ~~• A statement to the employee, which stated that he or she may bring witnesses to the conference or may submit statements from witnesses in the form of affidavits.~~

~~2. An employee may be suspended without pay immediately when an emergency situation occurs such that continued employment could result in damage to the Airport Authority property; would be detrimental to the best interest of the Airport Authority; or could result in injury to an employee, pending disposition of the case.~~

**Procedure
Conference**

~~If the charges are initiated by the Airport Director, the conference must be conducted by the Chairman. Otherwise, a representative for the Airport Director may be appointed to conduct the conference, provided such representative is either:~~

~~A. An officer or employee who is higher in the chain of command than the supervisor bringing the charges; or~~

~~B. The Attorney representing the Airport Authority.~~

~~C. The conference shall be informal and held as an evidentiary hearing. The employee may bring an attorney or a witness to the incident to assist or advise.~~

**Notice of Final
Action**

Procedure

~~If the Airport Director determines after the conference that it will proceed with the termination, the employee shall be promptly notified by certified mail, return receipt requested.~~

~~This will be the final action.~~

Exit Interview

~~An appointment will be made for the employee to have his/her exit interview. At this time all keys, credit cards, gate passes and any work in progress will be turned into to the Supervisor. These items will be signed off on by both parties.~~

**APPROVAL AND
UPDATE HISTORY**

Approval

~~April 19, 2004~~ March 13, 2009

Supercedes

April 19, 2004

OBJECTIVE

Because of the ever expanding number of communicable diseases becoming prevalent in our society, it has become necessary to have a policy that not only sets forth what communicable diseases are but also how employees should respond in the event they become exposed to any communicable disease.

This policy is set forth to inform all employees of the nature of communicable diseases and what the Asheville Regional Airport Authority's policy is regarding actions to be taken in the event employees are exposed to a communicable disease.

The Authority will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about employees/applicants who have communicable diseases.

METHOD OF OPERATION

Definitions

Communicable Diseases. According to the United States Department of Health and Human Resources Center for Disease Control, the following diseases are considered to be communicable, that is can be transmitted from one person to another: Chicken Pox, German Measles, Hepatitis A, Hepatitis B, Hepatitis C, Hepatitis D, Herpes Simplex, Shingles, Influenza, Lice of all types, Meningitis, Mononucleosis, Mumps, Salmoneilosis, Scabies, Tuberculosis, Whooping Cough, and AIDS.

First Responder. A First Responder is an ARAA employee in the classification as a certified Emergency Medical Technician in the ~~Fire Department~~ Department of Public Safety (DPS) who arrives first on the scene at emergency incidents and has responsibility to act.

Procedure

The only ARAA employees who are authorized to act as First Responders and render first aid as a normal part of their duties are those individuals assigned to ~~DPS the Aircraft Rescue and Firefighters (ARFF) contingent~~. All other ARAA employees are not expected, nor encouraged, to render first aid as a normal part of their duties.

There may be times, however, that individuals other than

~~ARFF-DPS~~ personnel may be inadvertently exposed to any communicable disease simply because they were in a position to come in contact with the airborne or bloodborne pathogens causing many of the communicable diseases. Bloodborne pathogen is a pathologic microorganism that is present in human blood and that can cause disease in humans.

In the event any employee is exposed to a communicable disease, he or she should immediately notify their supervisor who ~~shall complete a ARAA Accident Report. The Department of Public Safety shall be notified will notify DPS and they DPS~~ will complete ~~a~~ an ARAA Incident Report. During normal business hours, the St. Joseph Urgent Care Center should then be notified to determine a further course of action. After hours, the supervisor may refer the employee to the Mission/St. Joseph Emergency Room for further advice and treatment.

The Center for Disease Control in Atlanta has issued the following general guidelines to all personnel to reduce the risk of anyone becoming exposed to or contracting any communicable disease. ARAA is adopting this standard. Again, these guidelines are general and given to all employees regardless of their job risk to communicable diseases. Please read and follow these guidelines for your own protection:

1. Hand-washing with soap and running water for 15 to 30 seconds.
 - a. before eating, drinking or smoking.
 - b. before handling clean, eating utensils.
 - c. before and after using bathroom facilities.
 - d. after contact with body secretions and excretions, (i.e., blood, vomit, feces, urine, mucus, saliva, and drainage from open wounds).
 - e. after handling soiled diapers, menstrual pads, garments or equipment.
 - f. after caring for any ill or injured guest, co-worker, especially those with nose, mouth or ear discharges as well as any of the above-mentioned substances.
2. The mouthing of pencils, pens and any other commonly shared equipment, should be strongly discouraged.

3. Toothbrushes, razors, and nail files should not be shared.
4. Kissing on the mouth can contribute to germ spread.
5. Daily sanitation of all surfaces involved in food handling or food preparation is needed.
6. Disposable materials, paper towels should promptly be discarded into plastic bags.
7. If an employee is exposed to contaminants, through sharp objects or bites and the skin is broken, the wound should be encouraged to bleed, and should be rinsed with fresh water as soon as possible.

**APPROVAL AND
UPDATE HISTORY**

Approval	April 19, 2004 <u>March 13, 2009</u>
<u>Supersedes</u>	<u>April 19, 2004</u>



MEMORANDUM

TO: Members of the Airport Authority

FROM: David N. Edwards, Airport Director

DATE: March 13, 2009

ITEM DESCRIPTION – Information Section Item A

January, 2009 Traffic Report – Asheville Regional Airport

SUMMARY

January 2009 overall passenger traffic numbers were up 7.6%. Passenger traffic numbers reflect a 6.8% increase in passenger enplanements from January 2008.

AIRLINE PERFORMANCE

Delta Airlines: Delta's January 2009 enplanements decreased by 1.6% compared to January 2008. There were two (2) flight cancellations for the month.

Continental Airlines: Continental's January 2009 passenger enplanements decreased by 19.2% compared to January 2008. There were three (3) flight cancellations for the month.

Northwest Airlines: Year over Year passenger enplanements for Northwest in January 2009 were up 7.8%. There were no flight cancellations for the month.

US Airways: US Airways' January 2009 passenger enplanements represent a 22.8% increase. There were four (4) flight cancellations for the month.

Monthly Traffic Report

Asheville Regional Airport

January 2009



Category	Jan 2009	Jan 2008	Percentage Change	*CYTD-2009	*CYTD-2008	Percentage Change	*MOV12-2009	*MOV12-2008	Percentage Change
Passenger Traffic									
Enplaned	19,135	17,912	6.8%	19,135	17,912	6.8%	280,702	289,579	-3.1%
Deplaned	<u>18,263</u>	<u>16,850</u>	8.4%	<u>18,263</u>	<u>16,850</u>	8.4%	<u>279,861</u>	<u>282,786</u>	-1.0%
Total	37,398	34,762	7.6%	37,398	34,762	7.6%	560,563	572,365	-2.1%
Aircraft Operations									
Airlines	48	106	-54.7%	48	106	-54.7%	1,307	1,766	-26.0%
Commuter /Air Taxi	<u>1,239</u>	<u>1,301</u>	-4.8%	1,239	1,301	-4.8%	18,900	19,230	-1.7%
Subtotal	<u>1,287</u>	<u>1,407</u>	-8.5%	<u>1,287</u>	<u>1,407</u>	-8.5%	<u>20,207</u>	<u>20,996</u>	-3.8%
General Aviation	3,006	3,933	-23.6%	3,006	3,933	-23.6%	52,392	58,934	-11.1%
Military	<u>162</u>	<u>220</u>	-26.4%	<u>162</u>	<u>220</u>	-26.4%	<u>2,836</u>	<u>2,454</u>	15.6%
Subtotal	<u>3,168</u>	<u>4,153</u>	-23.7%	<u>3,168</u>	<u>4,153</u>	-23.7%	<u>55,228</u>	<u>61,388</u>	-10.0%
Total	4,455	5,560	-19.9%	4,455	5,560	-19.9%	75,435	82,384	-8.4%
Fuel Gallons									
100LL	10,770	15,555	-30.8%	10,770	15,555	-30.8%	229,068	287,033	-20.2%
Jet A (GA)	54,733	73,441	-25.5%	54,733	73,441	-25.5%	1,347,107	1,727,915	-22.0%
Subtotal	<u>65,503</u>	<u>88,996</u>	-26.4%	<u>65,503</u>	<u>88,996</u>	-26.4%	<u>1,576,175</u>	<u>2,014,948</u>	-21.8%
Jet A (A/L)	<u>204,070</u>	<u>210,695</u>	-3.1%	<u>204,070</u>	<u>210,695</u>	-3.1%	<u>2,881,759</u>	<u>2,801,842</u>	2.9%
Total	269,573	299,691	-10.0%	269,573	299,691	-10.0%	4,457,934	4,816,790	-7.5%

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

Friday, February 20, 2009

Airline Enplanements, Seats, and Load Factors

Asheville Regional Airport

January 2009



	Jan 2009	Jan 2008	Percentage Change	*CYTD-2009	*CYTD-2008	Percentage Change
Continental Airlines						
Enplanements	1,549	1,916	-19.2%	1,549	1,916	-19.2%
Seats	2,950	3,012	-2.1%	2,950	3,012	-2.1%
Load Factor	52.5%	63.6%	-17.5%	52.5%	63.6%	-17.5%
Delta Air Lines						
Enplanements	7,084	7,197	-1.6%	7,084	7,197	-1.6%
Seats	9,320	9,998	-6.8%	9,320	9,998	-6.8%
Load Factor	76.0%	72.0%	5.6%	76.0%	72.0%	5.6%
Northwest Airlines						
Enplanements	2,783	2,582	7.8%	2,783	2,582	7.8%
Seats	4,150	4,250	-2.4%	4,150	4,250	-2.4%
Load Factor	67.1%	60.8%	10.4%	67.1%	60.8%	10.4%
US Airways						
Enplanements	7,633	6,217	22.8%	7,633	6,217	22.8%
Seats	9,665	9,850	-1.9%	9,665	9,850	-1.9%
Load Factor	79.0%	63.1%	25.1%	79.0%	63.1%	25.1%
Totals						
Enplanements	19,049	17,912	6.3%	19,049	17,912	6.3%
Seats	26,085	27,110	-3.8%	26,085	27,110	-3.8%
Load Factor	73.0%	66.1%	10.5%	73.0%	66.1%	10.5%

Friday, February 20, 2009

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

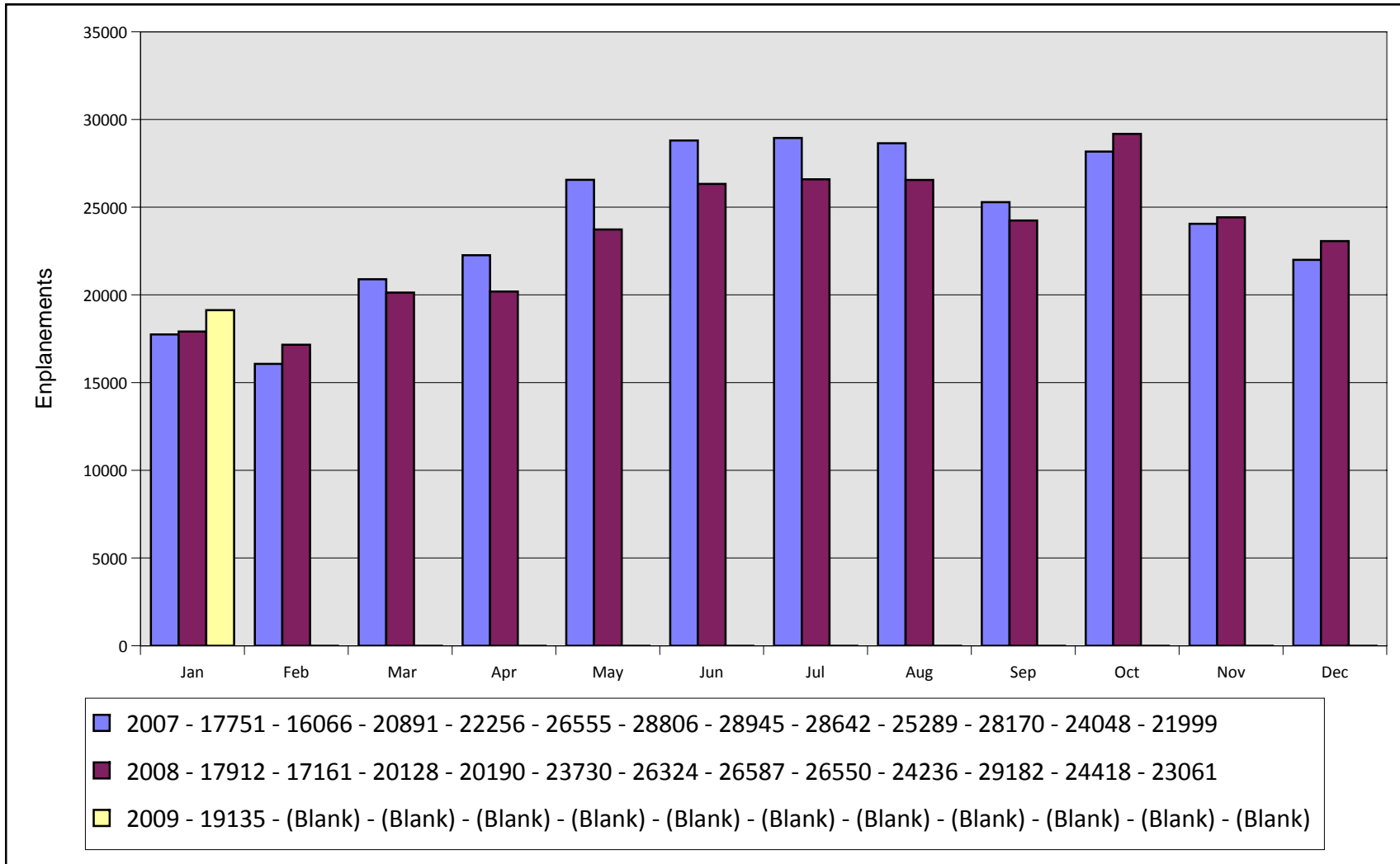
Airline Flight Completions Asheville Regional Airport January 2009



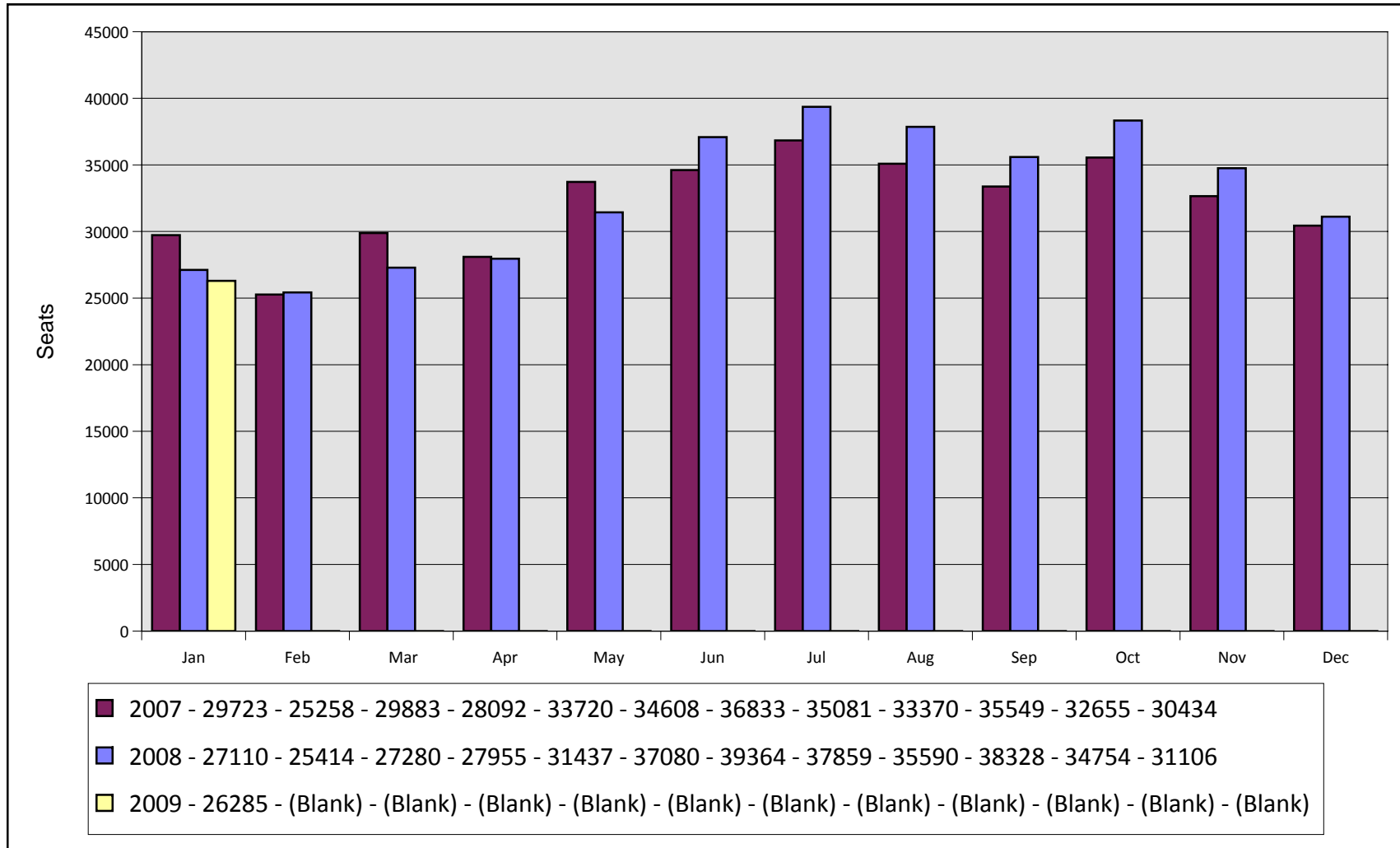
Airline	Scheduled Flights	Field	Cancellations Due To			Total Cancellations	Percentage of Completed
			Mechanical	Weather	Other		
Allegiant Air	2	0	0	0	0	0	100.0%
Continental Airlines	62	0	0	3	0	3	95.2%
Delta Air Lines	187	0	0	2	0	2	98.9%
Northwest Airlines	83	0	0	0	0	0	100.0%
US Airways	214	0	2	2	0	4	98.1%
Total	548	0	2	7	0	9	98.4%

Friday, February 20, 2009

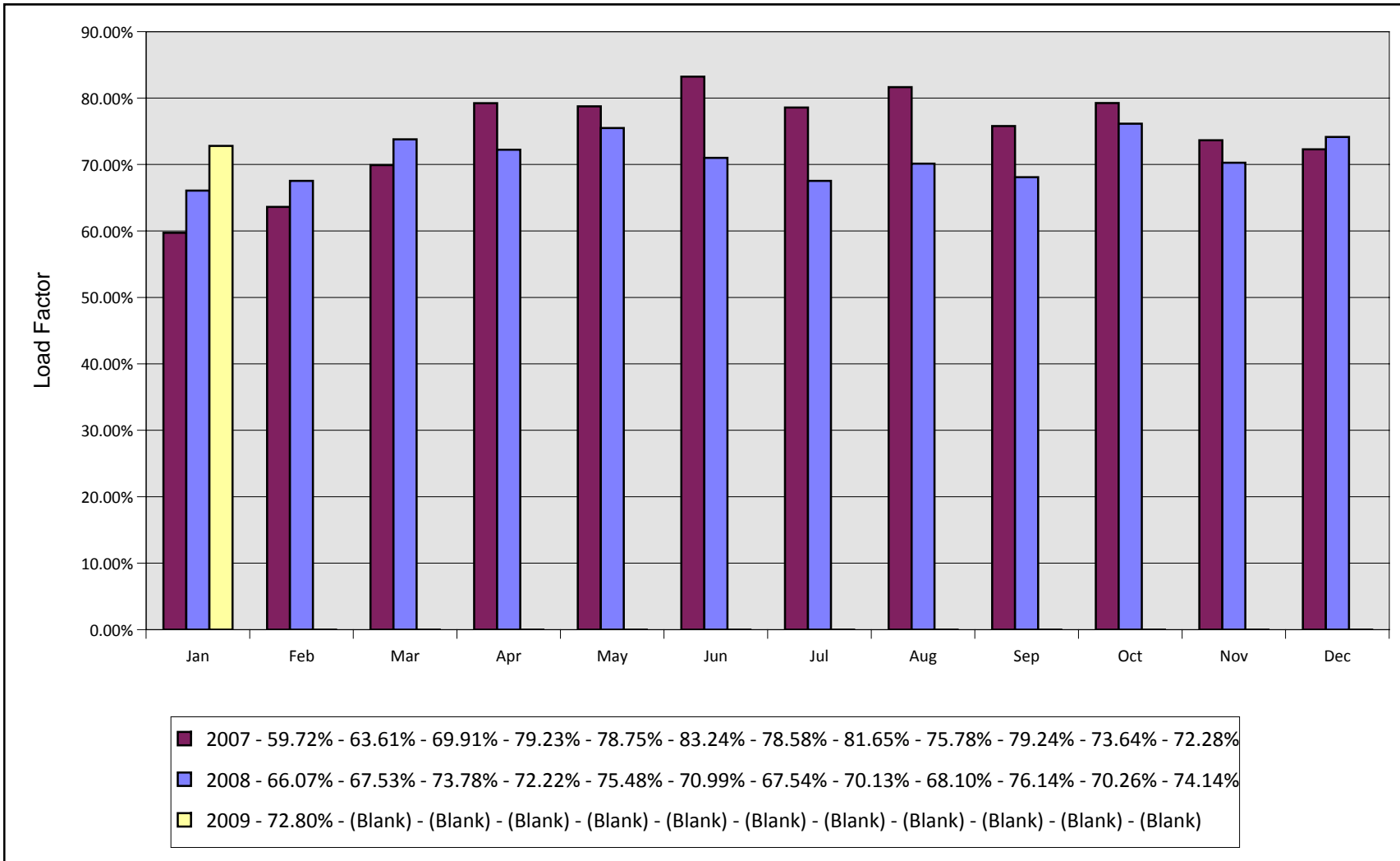
Monthly Enplanements By Year Asheville Regional Airport



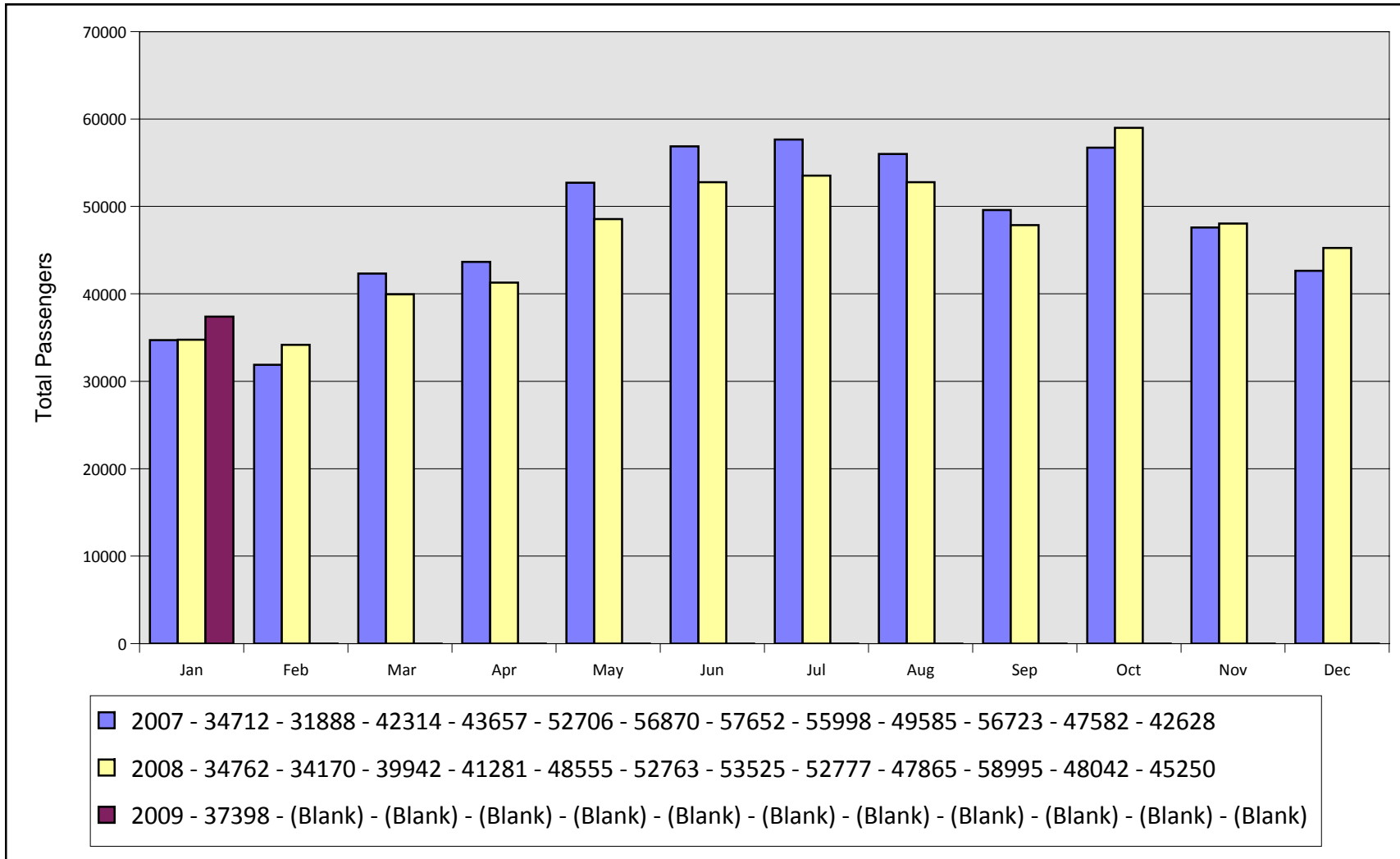
Monthly Seats By Year Asheville Regional Airport



Monthly Load Factors By Year Asheville Regional Airport

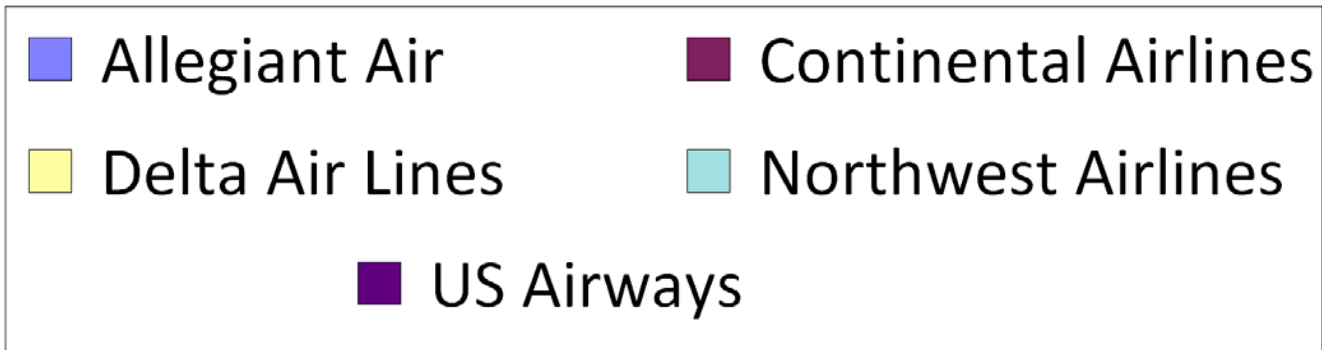
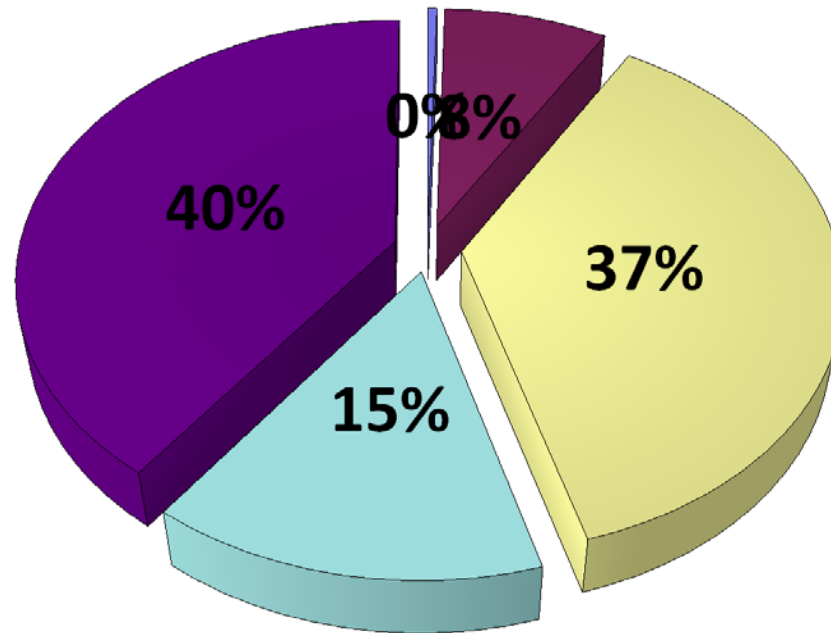


Total Monthly Passengers By Year Asheville Regional Airport

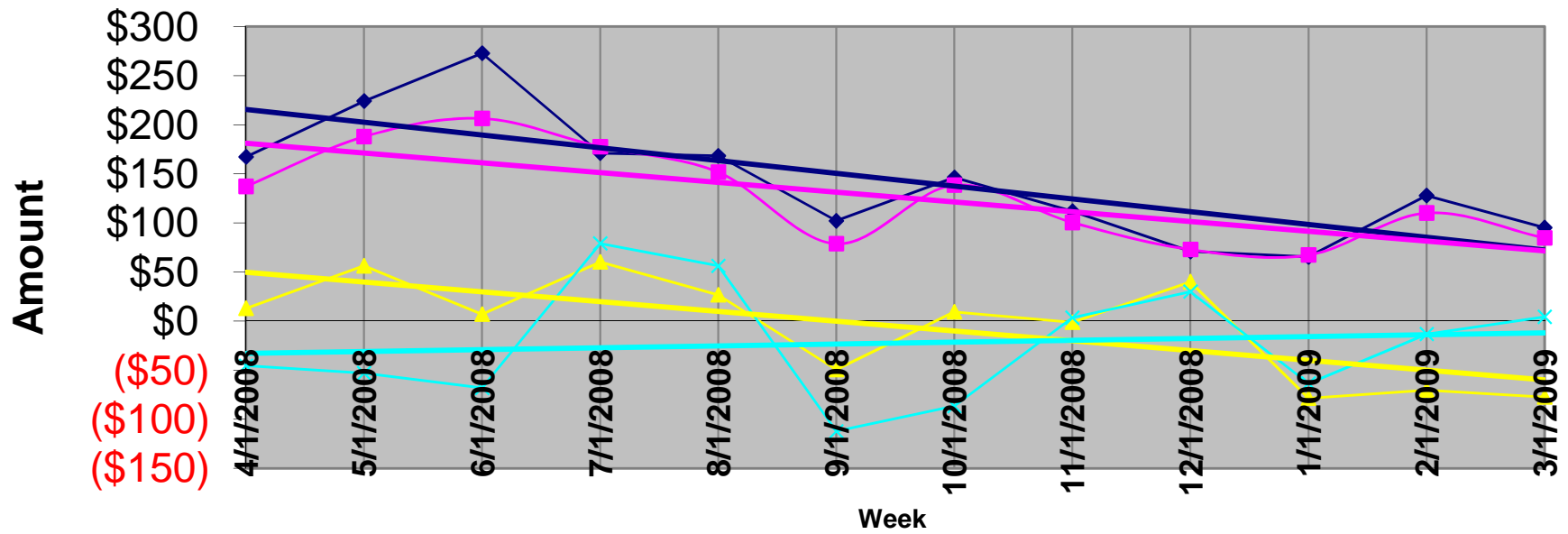


Airline Market Share Analysis (Enplanements) Asheville Regional Airport

Report Period From January 2009 Through January 2009



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



◆ ATL
 ■ CLT
 ▲ GSP
 ✦ TRI
 — Linear (ATL)
 — Linear (CLT)
 — Linear (GSP)
 — Linear (TRI)

Asheville Regional Airport
Sample airfares as of 03/01/09
21 Day Advance Purchase, 3 day Stay

Difference in Fares

		<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	\$357	\$329	\$215	\$490	\$426	\$28	\$142	(\$133)	(\$69)
ATL	Atlanta	\$300		\$107	\$295	\$300	\$300	\$193	\$5	\$0
AUS	Austin	\$282	\$260	\$275	\$390	\$240	\$22	\$7	(\$108)	\$42
BWI	Baltimore	\$201	\$168	\$147	\$351	\$237	\$33	\$54	(\$150)	(\$36)
BOS	Boston	\$235	\$169	\$167	\$374	\$237	\$66	\$68	(\$139)	(\$2)
ORD	Chicago	\$231	\$157	\$213	\$292	\$237	\$74	\$18	(\$61)	(\$6)
CVG	Cincinnati	\$213	\$159	\$243	\$194	\$239	\$54	(\$30)	\$19	(\$26)
CLE	Cleveland	\$365	\$149	\$157	\$264	\$204	\$216	\$208	\$101	\$161
DFW	Dallas	\$345	\$189	\$227	\$324	\$362	\$156	\$118	\$21	(\$17)
DEN	Denver	\$270	\$249	\$231	\$513	\$281	\$21	\$39	(\$243)	(\$11)
DTW	Detroit	\$242	\$158	\$197	\$233	\$288	\$84	\$45	\$9	(\$46)
FLL	Fort Lauderdale	\$330	\$287	\$287	\$436	\$352	\$43	\$43	(\$106)	(\$22)
RSW	Ft. Myers	\$491	\$324	\$323	\$570	\$491	\$167	\$168	(\$79)	\$0
BDL	Hartford	\$235	\$238	\$189	\$230	\$237	(\$3)	\$46	\$5	(\$2)
IAH	Houston	\$304	\$162	\$226	\$331	\$319	\$142	\$78	(\$27)	(\$15)
IND	Indianapolis	\$219	\$159	\$191	\$233	\$237	\$60	\$28	(\$14)	(\$18)
JAX	Jacksonville	\$237	\$189	\$217	\$433	\$237	\$48	\$20	(\$196)	\$0
MCI	Kansas City	\$271	\$168	\$208	\$405	\$237	\$103	\$63	(\$134)	\$34
LAS	Las Vegas	\$467	\$384	\$343	\$533	\$513	\$83	\$124	(\$66)	(\$46)
LAX	Los Angeles	\$335	\$287	\$254	\$511	\$277	\$48	\$81	(\$176)	\$58
MHT	Manchester	\$235	\$228	\$208	\$457	\$197	\$7	\$27	(\$222)	\$38
MEM	Memphis	\$393	\$143	\$203	\$329	\$373	\$250	\$190	\$64	\$20
MIA	Miami	\$531	\$272	\$287	\$486	\$474	\$259	\$244	\$45	\$57
MKE	Milwaukee	\$228	\$188	\$192	\$365	\$238	\$40	\$36	(\$137)	(\$10)
MSP	Minneapolis/Saint Paul	\$248	\$189	\$227	\$475	\$320	\$59	\$21	(\$227)	(\$72)
BNA	Nashville	\$215	\$263	\$137	\$387	\$389	(\$48)	\$78	(\$172)	(\$174)
MSY	New Orleans	\$306	\$174	\$228	\$421	\$356	\$132	\$78	(\$115)	(\$50)
LGA	New York	\$287	\$189	\$147	\$355	\$237	\$98	\$140	(\$68)	\$50
EWR	Newark	\$275	\$179	\$147	\$355	\$267	\$96	\$128	(\$80)	\$8
MCO	Orlando	\$377	\$219	\$209	\$390	\$240	\$158	\$168	(\$13)	\$137
PHL	Philadelphia	\$275	\$159	\$170	\$232	\$230	\$116	\$105	\$43	\$45
PHX	Phoenix	\$296	\$274	\$327	\$536	\$280	\$22	(\$31)	(\$240)	\$16
PIT	Pittsburgh	\$191	\$159	\$163	\$388	\$237	\$32	\$28	(\$197)	(\$46)
PDX	Portland	\$404	\$457	\$383	\$370	\$440	(\$53)	\$21	\$34	(\$36)

Asheville Regional Airport
Sample airfares as of 03/01/09
21 Day Advance Purchase, 3 day Stay

PVD	Providence	\$235	\$234	\$248	\$232	\$237	\$1	(\$13)	\$3	(\$2)
RDU	Raleigh/Durham	\$388	\$139	\$264	\$390	\$277	\$249	\$124	(\$2)	\$111
RIC	Richmond	\$429	\$139	\$157	\$379	\$277	\$290	\$272	\$50	\$152
STL	Saint Louis	\$347	\$158	\$207	\$342	\$237	\$189	\$140	\$5	\$110
SLC	Salt Lake City	\$402	\$238	\$284	\$528	\$452	\$164	\$118	(\$126)	(\$50)
SAT	San Antonio	\$265	\$188	\$245	\$454	\$346	\$77	\$20	(\$189)	(\$81)
SAN	San Diego	\$332	\$288	\$307	\$546	\$323	\$44	\$25	(\$214)	\$9
SFO	San Francisco	\$388	\$307	\$275	\$498	\$377	\$81	\$113	(\$110)	\$11
SRQ	Sarasota/Bradenton	\$484	\$314	\$382	\$407	\$437	\$170	\$102	\$77	\$47
SEA	Seattle	\$336	\$338	\$267	\$550	\$317	(\$2)	\$69	(\$214)	\$19
SYR	Syracuse	\$158	\$218	\$178	\$314	\$197	(\$60)	(\$20)	(\$156)	(\$39)
TPA	Tampa	\$277	\$198	\$247	\$398	\$240	\$79	\$30	(\$121)	\$37
YYZ	Toronto	\$594	\$369	\$336	\$454	\$633	\$225	\$258	\$140	(\$39)
DCA	Washington DC	\$235	\$169	\$218	\$372	\$278	\$66	\$17	(\$137)	(\$43)
IAD	Washington DC	\$235	\$159	\$247	\$372	\$278	\$76	(\$12)	(\$137)	(\$43)
PBI	West Palm Beach	\$438	\$247	\$197	\$424	\$387	\$191	\$241	\$14	\$51
							\$95	\$85	(\$77)	\$4

*These sample airfares were available 03/01/09, based on a 21 day advance purchase and a 3 day stay. Other restrictions may apply. To obtain the most up-to-date pricing information for your travel needs, please contact your professional travel agent or visit the following web sites: www.continental.com; www.delta.com; www.nwa.com; www.usairways.com; www.travelocity.com; www.orbitz.com; or www.expedia.com. Airfares are subject to change without notice - and lower airfares are often not available on all dates. Please see our "special airfares" section on our web site for any last minute airfare specials. Sample airfares will be updated each Tuesday.

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

Asheville Regional Airport
Sample airfares as of 03/01/09
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	\$608	\$669	\$287	\$772	\$702	(\$61)	\$321	(\$164)	(\$94)
ATL	Atlanta	\$537		\$497	\$710	\$708	\$537	\$40	(\$173)	(\$171)
AUS	Austin	\$451	\$557	\$305	\$448	\$598	(\$106)	\$146	\$3	(\$147)
BWI	Baltimore	\$315	\$497	\$247	\$884	\$241	(\$182)	\$68	(\$569)	\$74
BOS	Boston	\$276	\$497	\$204	\$313	\$317	(\$221)	\$72	(\$37)	(\$41)
ORD	Chicago	\$271	\$248	\$473	\$377	\$317	\$23	(\$202)	(\$106)	(\$46)
CVG	Cincinnati	\$283	\$418	\$681	\$602	\$539	(\$135)	(\$398)	(\$319)	(\$256)
CLE	Cleveland	\$797	\$443	\$619	\$412	\$537	\$354	\$178	\$385	\$260
DFW	Dallas	\$630	\$347	\$612	\$494	\$437	\$283	\$18	\$136	\$193
DEN	Denver	\$597	\$279	\$577	\$857	\$501	\$318	\$20	(\$260)	\$96
DTW	Detroit	\$507	\$507	\$562	\$837	\$825	\$0	(\$55)	(\$330)	(\$318)
FLL	Fort Lauderdale	\$320	\$397	\$374	\$1,044	\$360	(\$77)	(\$54)	(\$724)	(\$40)
RSW	Ft. Myers	\$853	\$447	\$463	\$832	\$537	\$406	\$390	\$21	\$316
BDL	Hartford	\$255	\$548	\$248	\$250	\$297	(\$293)	\$7	\$5	(\$42)
IAH	Houston	\$615	\$485	\$576	\$531	\$490	\$130	\$39	\$84	\$125
IND	Indianapolis	\$248	\$337	\$198	\$307	\$797	(\$89)	\$50	(\$59)	(\$549)
JAX	Jacksonville	\$237	\$337	\$234	\$1,239	\$277	(\$100)	\$3	(\$1,002)	(\$40)
MCI	Kansas City	\$275	\$298	\$208	\$495	\$317	(\$23)	\$67	(\$220)	(\$42)
LAS	Las Vegas	\$367	\$626	\$436	\$685	\$577	(\$259)	(\$69)	(\$318)	(\$210)
LAX	Los Angeles	\$417	\$473	\$298	\$932	\$512	(\$56)	\$119	(\$515)	(\$95)
MHT	Manchester	\$279	\$481	\$393	\$524	\$237	(\$202)	(\$114)	(\$245)	\$42
MEM	Memphis	\$868	\$507	\$813	\$828	\$886	\$361	\$55	\$40	(\$18)
MIA	Miami	\$554	\$366	\$487	\$939	\$557	\$188	\$67	(\$385)	(\$3)
MKE	Milwaukee	\$228	\$355	\$188	\$413	\$265	(\$127)	\$40	(\$185)	(\$37)
MSP	Minneapolis/Saint Paul	\$480	\$517	\$280	\$582	\$320	(\$37)	\$200	(\$102)	\$160
BNA	Nashville	\$795	\$666	\$228	\$442	\$1,136	\$129	\$567	\$353	(\$341)
MSY	New Orleans	\$294	\$502	\$214	\$831	\$773	(\$208)	\$80	(\$537)	(\$479)
LGA	New York	\$417	\$522	\$397	\$719	\$317	(\$105)	\$20	(\$302)	\$100
EWR	Newark	\$435	\$516	\$397	\$419	\$307	(\$81)	\$38	\$16	\$128
MCO	Orlando	\$714	\$337	\$333	\$694	\$537	\$377	\$381	\$20	\$177
PHL	Philadelphia	\$299	\$426	\$208	\$315	\$317	(\$127)	\$91	(\$16)	(\$18)
PHX	Phoenix	\$459	\$627	\$348	\$927	\$477	(\$168)	\$111	(\$468)	(\$18)
PIT	Pittsburgh	\$277	\$358	\$204	\$444	\$273	(\$81)	\$73	(\$167)	\$4
PDX	Portland	\$529	\$645	\$306	\$888	\$570	(\$116)	\$223	(\$359)	(\$41)

Asheville Regional Airport
Sample airfares as of 03/01/09
0 Day Advance Purchase, 3 day Stay

PVD	Providence	\$275	\$517	\$248	\$255	\$241	(\$242)	\$27	\$20	\$34
RDU	Raleigh/Durham	\$1,099	\$271	\$496	\$543	\$1,037	\$828	\$603	\$556	\$62
RIC	Richmond	\$797	\$437	\$536	\$445	\$1,037	\$360	\$261	\$352	(\$240)
STL	Saint Louis	\$691	\$309	\$444	\$459	\$537	\$382	\$247	\$232	\$154
SLC	Salt Lake City	\$597	\$570	\$551	\$994	\$958	\$27	\$46	(\$397)	(\$361)
SAT	San Antonio	\$1,015	\$717	\$1,127	\$1,072	\$822	\$298	(\$112)	(\$57)	\$193
SAN	San Diego	\$540	\$468	\$425	\$1,000	\$694	\$72	\$115	(\$460)	(\$154)
SFO	San Francisco	\$437	\$440	\$268	\$987	\$481	(\$3)	\$169	(\$550)	(\$44)
SRQ	Sarasota/Bradenton	\$847	\$429	\$476	\$998	\$537	\$418	\$371	(\$151)	\$310
SEA	Seattle	\$360	\$540	\$287	\$900	\$397	(\$180)	\$73	(\$540)	(\$37)
SYR	Syracuse	\$242	\$617	\$238	\$518	\$380	(\$375)	\$4	(\$276)	(\$138)
TPA	Tampa	\$317	\$337	\$358	\$967	\$357	(\$20)	(\$41)	(\$650)	(\$40)
YYZ	Toronto	\$1,006	\$957	\$1,004	\$1,289	\$1,158	\$49	\$2	(\$283)	(\$152)
DCA	Washington DC	\$295	\$437	\$432	\$770	\$1,080	(\$142)	(\$137)	(\$475)	(\$785)
IAD	Washington DC	\$280	\$437	\$477	\$1,196	\$1,080	(\$157)	(\$197)	(\$916)	(\$800)
PBI	West Palm Beach	\$717	\$335	\$438	\$951	\$537	\$382	\$279	(\$234)	\$180
							\$39	\$86	(\$207)	(\$64) Average Fare difference

*These sample airfares were available 03/01/09, based on a 0 day advance purchase and a 3 day stay. Other restrictions may apply. To obtain the most up-to-date pricing information for your travel needs, please contact your professional travel agent or visit the following web sites: www.continental.com; www.delta.com; www.nwa.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 Mar09 vs. Mar08

AI	Ops/Week				Seats/Week			
	Mar09	Mar08	Diff	Pct Chg	Mar09	Mar08	Diff	Pct Chg
DL	140	104	36	34.62	7,000	5,112	1,888	36.93
CO	28	28	0	0.00	1,400	1,218	182	14.94
US	100	100	0	0.00	4,766	4,532	234	5.16
NW	26	40	-14	-35.00	1,300	2,000	-700	-35.00
TOTAL	294	272	22	8.09	14,466	12,862	1,604	12.47

Schedule Compare Report for all Airlines for Passenger flights between AVL and ALL for Apr09 vs. Apr08

AI	Ops/Week				Seats/Week			
	Apr09	Apr08	Diff	Pct Chg	Apr09	Apr08	Diff	Pct Chg
DL	138	96	42	43.75	6,940	4,964	1,976	39.81
CO	30	30	0	0.00	1,500	1,500	0	0.00
US	100	100	0	0.00	4,766	4,818	-52	-1.08
NW	26	40	-14	-35.00	1,300	2,000	-700	-35.00
TOTAL	294	266	28	10.53	14,506	13,282	1,224	9.22

Schedule Compare Report for all Airlines for Passenger flights between AVL and ALL for May09 vs. May08

AI	Ops/Week				Seats/Week			
	May09	May08	Diff	Pct Chg	May09	May08	Diff	Pct Chg
DL	138	96	42	43.75	6,900	4,990	1,910	38.28
CO	38	42	-4	-9.52	1,900	2,100	-200	-9.52
NW	14	40	-26	-65.00	700	2,000	-1,300	-65.00
US	100	126	-26	-20.63	4,974	5,820	-846	-14.54
TOTAL	290	304	-14	-4.61	14,474	14,910	-436	-2.92



MEMORANDUM

TO: Members of the Airport Authority

FROM: Christy Brunson, Finance Manager

DATE: March 13, 2009

ITEM DESCRIPTION – Information Section Item B

Asheville Regional Airport – Explanation of Extraordinary Variances
Month Ended January 31, 2009 (Month 7 of FY-2009)

SUMMARY

Operating Revenue (page 5 of 13) for the month of January was \$486,408; 21.63% below the budgeted amount. Year-to-date Operating Revenue is 7.35% or \$319,486 below the budget figure. Operating Expenses (page 5 of 13) were 14.37% lower than the budget amount on a year-to-date basis. Passenger Facility Charges earned were \$106,518. Income from Investments was \$8,870 for the month of January. Operating Revenue from operations and land use before depreciation was (\$102,553) for the month of January 2008.

REVENUES

Monthly revenues were down in the following areas. Operating Revenue for the month of January 2009 was \$66,517 lower than the amount of Operating Revenue at the Airport for the month of January 2008 (\$552,925). Two corrections were made in January that have a marked effect on the financial statements. The first is an adjustment made to Terminal Rent for PSA/Piedmont for an invoice that was accrued under the name of each vendor in July 2008. As a result, Terminal revenue is lower by \$7,797 than was actually earned for the month of January. The second is a refund of an overpayment of revenue in the amount of \$34,482 made to Standard Parking. This caused an overstatement of prior months revenues and an understatement of the current month's revenues. If not for the refund, parking revenues would have been \$173,777 or 10.5% below budget for the month. The culmination of these two adjustments caused a decrease to the January revenues in the amount of \$42,279 and would have brought the monthly operating revenue amount to \$528,687 or 14.8% below budget.

Terminal Space – Airline	(25.46%)	Correction of invoice for PSA/Piedmont from prior month;
Concessions	(20.85%)	Brochure sales down due to baggage claim renovations

Information Section – Item B



Auto Parking	(28.83%)	Refund of overpayments to Standard Parking for payments submitted during transition of data processing companies
Rental Car – Car Rentals	(11.74%)	Loss of concessions from rental car offsite location
Commercial Ground Transportation	(83.84%)	Timing of receipts billed on an annual basis
Interest Revenue	(55.65%)	Low interest rates
Landing Fees	(27.25%)	Second slowest month of the year for passenger traffic. Revenue budgeted on annual amount divided by 12 months basis.
CFC Revenue	(26.93%)	Timing of revenue posting from National/Alamo
FBO's/SASO's	(34.85%)	Reductions in fuel sales

Year to date Operating Revenue is \$4,025,206; or 7.35% below the budget figure.

EXPENSES

Total Operating Expenses for the month were 1.62% higher than the budget amount. The month of January contained three payrolls instead of the normal two. If the month had contained the regular two payrolls, operating expenses would have been \$454,096 and below budget by 19.89%

Personnel Services	21.47%	Three payroll runs occurred during the month of January instead of the usual two.
Professional Services	(60.16%)	Timing of expenses related legal services, surveys, and artwork
Accounting & Auditing	(100.00%)	Timing of expenses
Other Contractual Services	(70.08%)	Delay of contracting Skycap/Porter services
Travel & Training	(15.79%)	Timing of expenses
Communications & Freight	28.48	Higher than budgeted telecommunications expenses
Rentals & Leases	(43.49%)	Timing of expenses
Repairs & Maintenance	69.83%	Purchase of recycling bins, repair of floor tiles, and costs for repairs to B boarding
Printing & Binding	52.09%	Purchase of Southern Living ads
Promotional Activities	(92.00%)	Timing of promotions
Other Current Charges & Obligations	(47.55%)	Timing of expenses related to credit card processing
Office Supplies	48.79%	Timing of planned purchases
Operating Supplies	(30.44%)	Timing of planned purchases
Books, Publications, Subscriptions	43.69%	AAAE and AirMin memberships
Contingency	60.79%	Relocation of the Business Center

STATEMENT OF NET ASSETS

No significant changes to the Statement of Net Assets.

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

<u>Institution:</u>	<u>Date of Purchase</u>	<u>Date of Maturity</u>	<u>Interest Rate</u>	<u>Investment Amount</u>	<u>Monthly Interest</u>
Bank of America			0.12%	\$ 1,309,421	154
Petty Cash				100	
NC Capital Trust				2,665,240	3,298
Restricted Cash:					
PFC Revenue Account			0.08%	693,258	46
Wachovia-Gov. Advantage Acct.			0.13%	2,357,892	198
CFC Revenue			0.13%	1,024,246	133
<u>Commercial Paper:</u>					
General Electric	10/1/2008	03/27/09	3.61%	982,546	3,013
General Electric	10/15/2008	01/16/09	3.890%	0	2,028
Total				<u>\$ 9,032,703</u>	<u>\$ 8,870</u>

Investment Diversification:

1.BANKS	33.51%
2.CAP.TRUST	29.51%
3.GOV.ADV.ACCT.	26.10%
4.COM.PAPER	10.88%
5. FED. AGY	0%
	<u>100.00%</u>

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

	<u>Month</u>	<u>Prior Period</u>
Cash and Investments Beginning of Period (Month 01-01-09, Prior Period 12-01-08)	\$ 9,582,346	\$ 11,231,287
Net Income before Contributions	241,577	7,692
Depreciation	245,593	243,432
Decrease/(Increase) in Receivables	288,458	90,526
Increase/(Decrease) in Payables	(658,423)	156,870
Decrease/(Increase) in Prepaid Expenses	7,846	9,885
Decrease/(Increase) in Long Term Assets	(624,325)	(1,818,488)
Contributed Capital	-	-
Capital Funds	(20,200)	(148)
Carryback of Payments to Prior Period	6	(308,535)
Bonds Payable - Current	(30,175)	(30,175)
Bonds Payable - Non-Current		
(Increase)/Decrease in Investments		
Increase(Decrease) in Cash	<u>(549,643)</u>	<u>(1,648,941)</u>
Cash and Investments End of Period (01/31/2009)	<u>\$ 9,032,703</u>	<u>\$ 9,582,346</u>

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

For the Month Ending January 31st, 2009

	<u>January Actual</u>	<u>January Budget</u>	<u>Variance %</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance %</u>	<u>Annual Budget</u>
Operating Revenue:							
Terminal	\$239,228	\$269,294	(11.16%)	\$1,914,332	\$1,885,056	1.55%	\$3,271,885
Airfield	61,752	85,807	(28.03%)	409,200	600,647	(31.87%)	1,029,681
Hangar	36,566	56,127	(34.85%)	363,526	392,890	(7.47%)	763,344
Parking Lot/Roadway	137,600	194,158	(29.13%)	1,243,472	1,359,107	(8.51%)	2,329,898
Land Use Fees	11,262	15,285	(26.32%)	94,676	106,992	(11.51%)	143,050
Total Operating Revenue	\$486,408	\$620,671	(21.63%)	\$4,025,206	\$4,344,692	(7.35%)	\$7,537,858
Operating Expenses:							
Administrative	\$254,082	\$257,410	(1.29%)	\$2,026,837	\$1,748,385	15.93%	\$2,981,477
Terminal	208,838	201,987	3.39%	881,142	1,413,911	(37.68%)	2,423,847
Airfield	108,284	104,716	3.41%	419,043	733,014	(42.83%)	1,256,595
Hangar	635	614	3.42%	1,143	4,295	(73.31%)	7,363
Parking Lot	-	1,534	(100.00%)	-	10,738	(100.00%)	18,408
Rental Car Service Facility	3,597	-	0.00%	22,815	-	-	-
Land Use Expenses	635	614	3.42%	1,023	4,297	(76.19%)	7,363
Total Operating Expenses	\$576,071	\$566,875	1.62%	\$3,352,003	\$3,914,640	(14.37%)	\$6,695,053
Operating Revenue before Depreciation							
	(\$89,663)	\$53,796	(266.67%)	\$673,203	\$430,052	56.54%	\$842,805
Depreciation	245,593	230,705	6.45%	1,708,728	1,614,936	5.81%	2,768,461
Operating Income(Loss) Before Non-Operating Revenue and Expenses							
	(\$335,256)	(\$176,909)	89.51%	(\$1,035,525)	(\$1,184,884)	(12.61%)	(\$1,925,656)
Non-Operating Revenue and Expense							
Customer Facility Charges	48,412	66,250	(26.93%)	512,664	463,750	10.55%	795,000
Passenger Facility Charges	106,518	100,000	6.52%	543,528	700,000	(22.35%)	1,200,000
Interest Revenue	8,870	20,000	(55.65%)	100,557	140,000	(28.17%)	240,000
Interest Expense	(22,060)	(21,621)	2.03%	(155,285)	(154,408)	0.57%	(260,282)
Sale of Assets	-	-	-	-	-	0.00%	-
Non-Operating Revenue-Net	\$141,740	\$164,629	(13.90%)	\$1,001,464	\$1,149,342	(12.87%)	\$1,974,718

Income (Loss) Before Capital Contributions	<u>(\$193,516)</u>	<u>(\$12,280)</u>	<u>1,475.86%</u>	<u>(\$34,061)</u>	<u>(\$35,542)</u>	<u>(4.17%)</u>	<u>\$49,062</u>
Capital Contributions	\$448,811	\$0	0.00%	\$1,595,787	\$0	0.00%	\$0
Increase in Net Assets	<u>\$255,295</u>	<u>(\$12,280)</u>	<u>(2,178.95%)</u>	<u>\$1,561,726</u>	<u>(\$35,542)</u>	<u>(4,494.03%)</u>	<u>\$49,062</u>

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

For the Month Ending January 31st, 2009

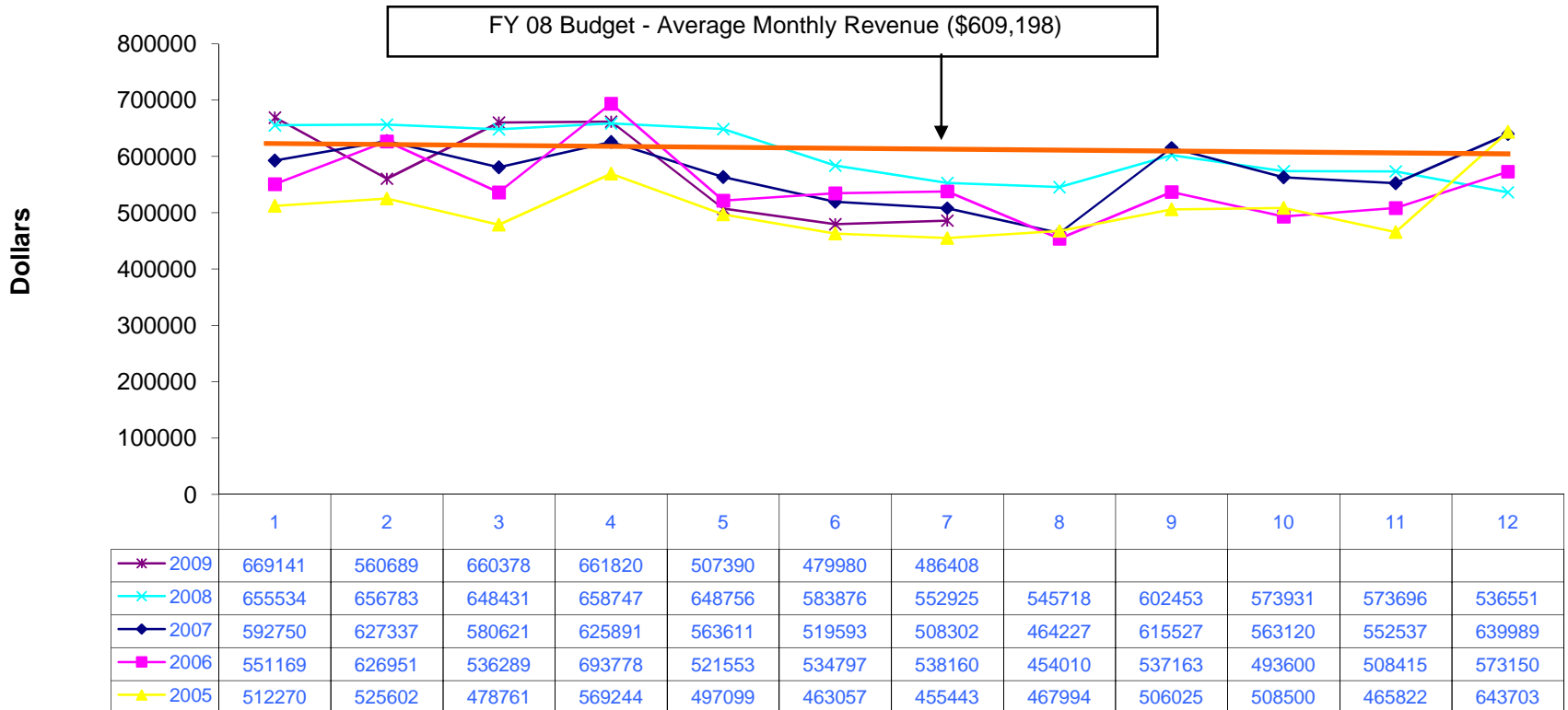
	January Actual	January Budget	Variance %	YTD Actual	YTD Budget	Variance %	Annual Budget
Operating Revenue:							
Terminal Space Rentals - Non Airline	\$16,039	\$15,633	2.60%	\$107,999	\$109,433	(1.31%)	\$187,600
Terminal Space Rentals - Airline	67,820	90,982	(25.46%)	620,894	636,875	(2.51%)	1,091,785
Concessions	8,054	10,175	(20.85%)	69,645	71,225	(2.22%)	122,100
Auto Parking	137,430	193,107	(28.83%)	1,225,619	1,351,747	(9.33%)	2,317,280
Rental Car - Car Rentals	96,348	109,167	(11.74%)	763,640	764,167	(0.07%)	1,310,000
Rental Car - Facility Rent	43,335	40,727	6.40%	256,289	285,087	(10.10%)	488,720
Commercial Ground Transportation	170	1,052	(83.84%)	17,853	7,361	142.53%	12,618
Landing Fees	39,190	53,866	(27.25%)	219,899	377,064	(41.68%)	641,395
FBO'S/SASO'S	36,566	56,127	(34.85%)	368,926	392,890	(6.10%)	768,344
Building Leases	8,403	9,296	(9.61%)	53,521	65,071	(17.75%)	111,550
Land Leases	2,860	2,625	8.95%	35,014	18,375	90.55%	31,500
Other Leases/Fees	30,193	37,914	(20.36%)	285,907	265,397	7.73%	454,966
Total Operating Revenue	\$486,408	\$620,671	(21.63%)	\$4,025,206	\$4,344,692	(7.35%)	\$7,537,858
Operating Expenses:							
Personnel Services	\$365,924	\$301,245	21.47%	\$1,876,934	\$2,106,337	(10.89%)	\$3,612,562
Professional Services	6,476	16,257	(60.16%)	76,803	113,800	(32.51%)	195,085
Accounting & Auditing	-	2,854	(100.00%)	6,928	19,979	(65.32%)	34,250
Other Contractual Services	16,004	53,496	(70.08%)	294,153	370,881	(20.69%)	639,522
Travel & Training	12,544	14,896	(15.79%)	73,380	109,671	(33.09%)	198,500
Communications & Freight	5,156	4,013	28.48%	30,879	28,070	10.01%	48,118
Utility Services	37,993	36,200	4.95%	241,243	203,606	18.49%	368,158
Rentals & Leases	499	883	(43.49%)	12,167	6,179	96.91%	10,592
Insurance	17,292	17,292	0.00%	121,733	121,042	0.57%	207,500
Repairs & Maintenance	46,393	27,318	69.83%	194,906	209,875	(7.13%)	333,388
Printing & Binding	24,044	15,809	52.09%	91,116	113,200	(19.51%)	201,031
Promotional Activities	830	10,377	(92.00%)	45,314	48,140	(5.87%)	64,825
Other Current Charges & Obligations	2,701	5,150	(47.55%)	18,368	36,050	(49.05%)	61,800
Office Supplies	2,089	1,404	48.79%	9,766	10,529	(7.25%)	17,550
Operating Supplies	15,143	21,770	(30.44%)	127,603	156,857	(18.65%)	260,990
Books, Publications, Subscriptions & Mem	6,578	4,578	43.69%	12,668	27,091	(53.24%)	41,182
Contingency	13,399	8,333	60.79%	29,381	58,333	(49.63%)	100,000
Business Development/Agreement Obliga	3,006	25,000	(87.98%)	88,661	175,000	(49.34%)	300,000
Total Operating Expenses	\$576,071	\$566,875	1.62%	\$3,352,003	\$3,914,640	(14.37%)	\$6,695,053

Operating Revenue before Depreciation	(89,663)	\$53,796	(266.67%)	\$673,203	\$430,052	56.54%	\$842,805
Depreciation	<u>245,593</u>	<u>230,705</u>	<u>6.45%</u>	<u>1,708,728</u>	<u>1,614,936</u>	<u>5.81%</u>	<u>2,768,461</u>
Operating Income(Loss) Before Non-Operating Revenue and Expenses	(\$335,256)	(\$176,909)	89.51%	(\$1,035,525)	(\$1,184,884)	(12.61%)	(\$1,925,656)
Non-Operating Revenue and Expense							
Customer Facility Charges	48,412	66,250	(26.93%)	512,664	463,750	10.55%	795,000
Passenger Facility Charges	106,518	100,000	6.52%	543,528	700,000	(22.35%)	1,200,000
Interest Revenue	8,870	20,000	(55.65%)	100,557	140,000	(28.17%)	240,000
Interest Expense	(22,060)	(21,621)	2.03%	(155,285)	(154,408)	0.57%	(260,282)
Sale of Assets				-		0.00%	
Non-Operating Revenue-Net	<u>\$141,740</u>	<u>\$164,629</u>	<u>(13.90%)</u>	<u>\$1,001,464</u>	<u>\$1,149,342</u>	<u>(12.87%)</u>	<u>\$1,974,718</u>
Income (Loss) Before Capital Contributions	<u>(\$193,516)</u>	<u>(\$12,280)</u>	<u>1,475.86%</u>	<u>(\$34,061)</u>	<u>(\$35,542)</u>	<u>(4.17%)</u>	<u>\$49,062</u>
Capital Contributions	\$448,811	\$0	0.00%	\$1,595,787	\$0	0.00%	\$0
Increase in Net Assets	<u>\$255,295</u>	<u>(\$12,280)</u>	<u>(2,178.95%)</u>	<u>\$1,561,726</u>	<u>(\$35,542)</u>	<u>(4,494.03%)</u>	<u>\$49,062</u>

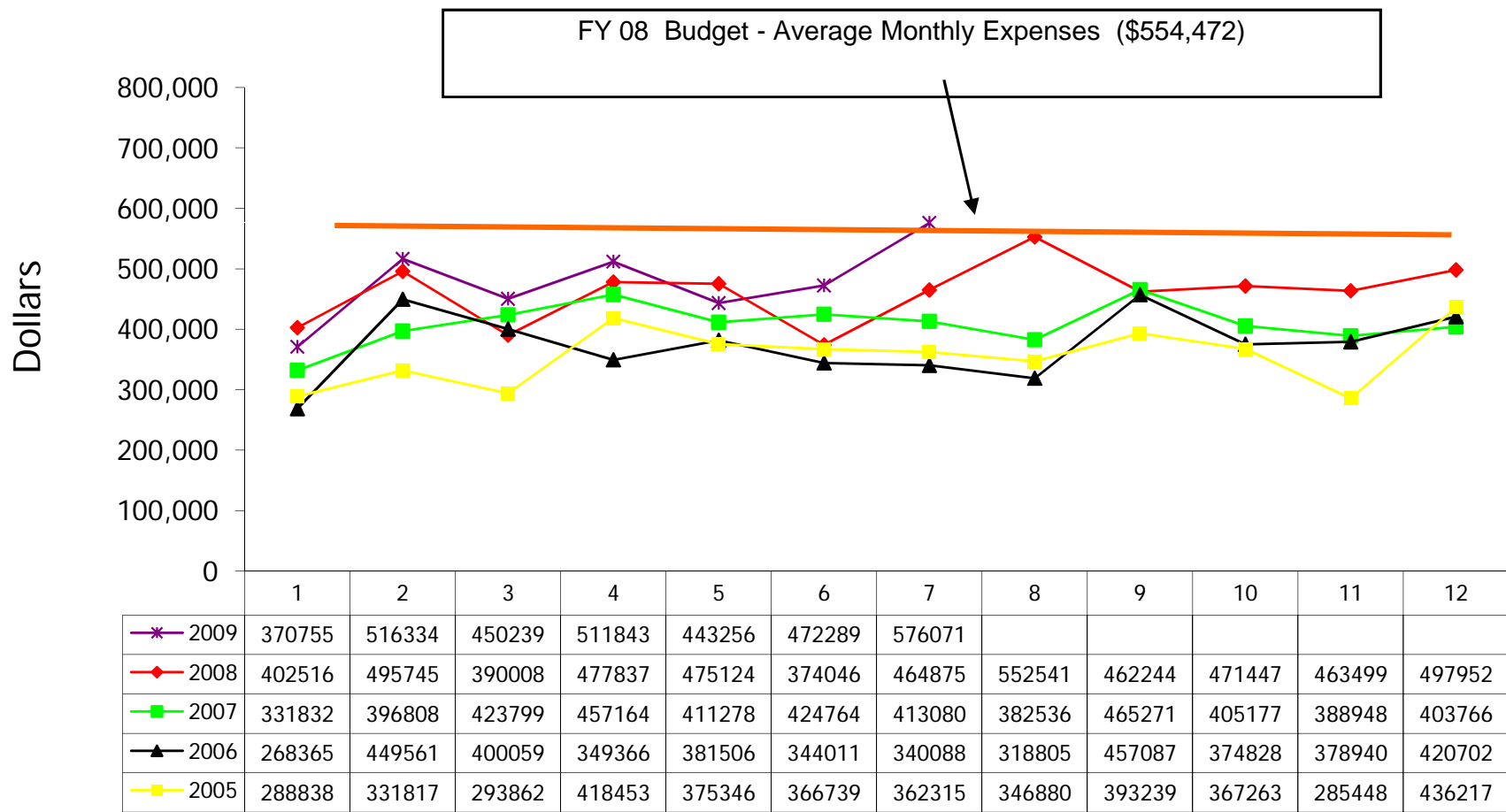
ASHEVILLE REGIONAL AIRPORT AUTHORITY
STATEMENT OF FINANCIAL POSITION
January 31, 2009

	<u>January</u>	<u>Last Month</u>
ASSETS		
Current Assets		
Unrestricted Net Assets:		
Cash and Cash Equivalents	\$3,974,761	\$3,839,855
Investments	982,546	1,972,600
Accounts Receivable	306,330	594,788
Prepaid Expenses	39,577	47,423
Total Unrestricted Assets	<u>5,303,214</u>	<u>6,454,666</u>
Restricted Assets:		
Capital Funds	216,947	196,747
Cash and Cash Equivalents	4,075,396	3,769,891
Receivables		
Passenger Facility Charge Funds: Receivables		
Total Restricted Assets	<u>4,292,343</u>	<u>3,966,638</u>
Total Current Assets	9,595,557	10,421,304
Noncurrent Assets		
Capital Assets	20,247,642	19,623,317
Property and Equipment - Net	37,484,373	37,729,966
TOTAL ASSETS	<u><u>\$67,327,572</u></u>	<u><u>\$67,774,587</u></u>
LIABILITIES AND NET ASSETS		
Liabilities		
Accounts Payable	\$926,795	\$1,585,218
Accrued Liabilities	\$120,000	\$120,000
Total Payable from Unrestricted Assets	1,046,795	1,705,218
Payable from Restricted Assets:		
Construction Contracts Payable	0	0
Construction Contract Retainages	485,831	485,831
Bonds Payable - Current Portion	156,178	186,354
Total Payable From Restricted Assets	<u>642,009</u>	<u>672,185</u>
Total Current Liabilities	1,688,804	2,377,403
Non-Current Liabilities:		
Rental Car Project Bond	4,295,086	4,295,086
Total Non-Current Liabilities	<u>4,295,086</u>	<u>4,295,086</u>
Total Liabilities	5,983,890	6,672,489
Net Assets:		
Invested in Capital Assets	37,484,373	37,729,966
Unrestricted	<u>23,859,303</u>	<u>23,372,132</u>
Total Net Assets	<u>61,343,676</u>	<u>61,102,098</u>
TOTAL LIABILITIES	<u><u>\$67,327,572</u></u>	<u><u>\$67,774,587</u></u>

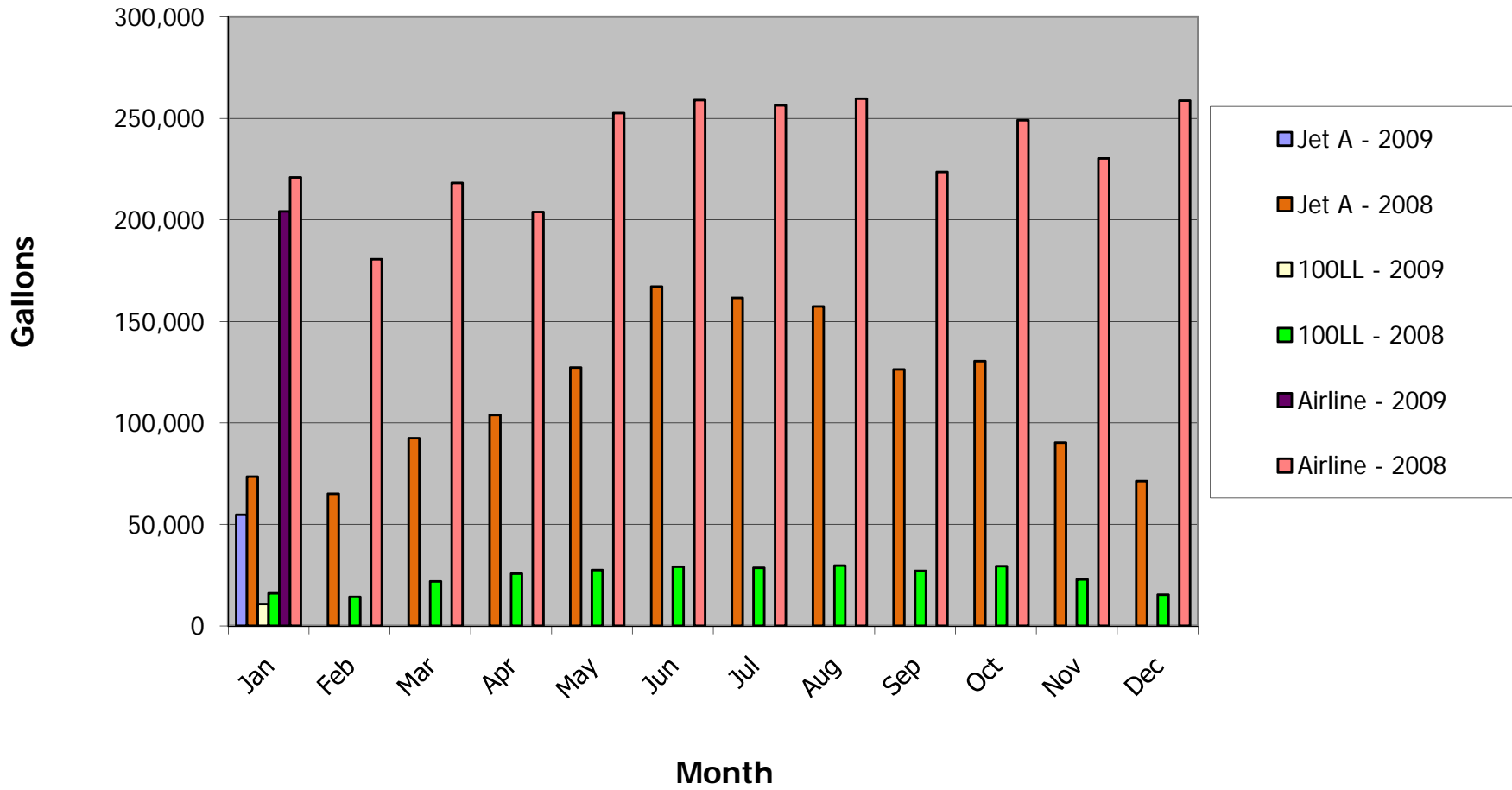
ASHEVILLE REGIONAL AIRPORT Annual Operating Revenue by Month January 2009



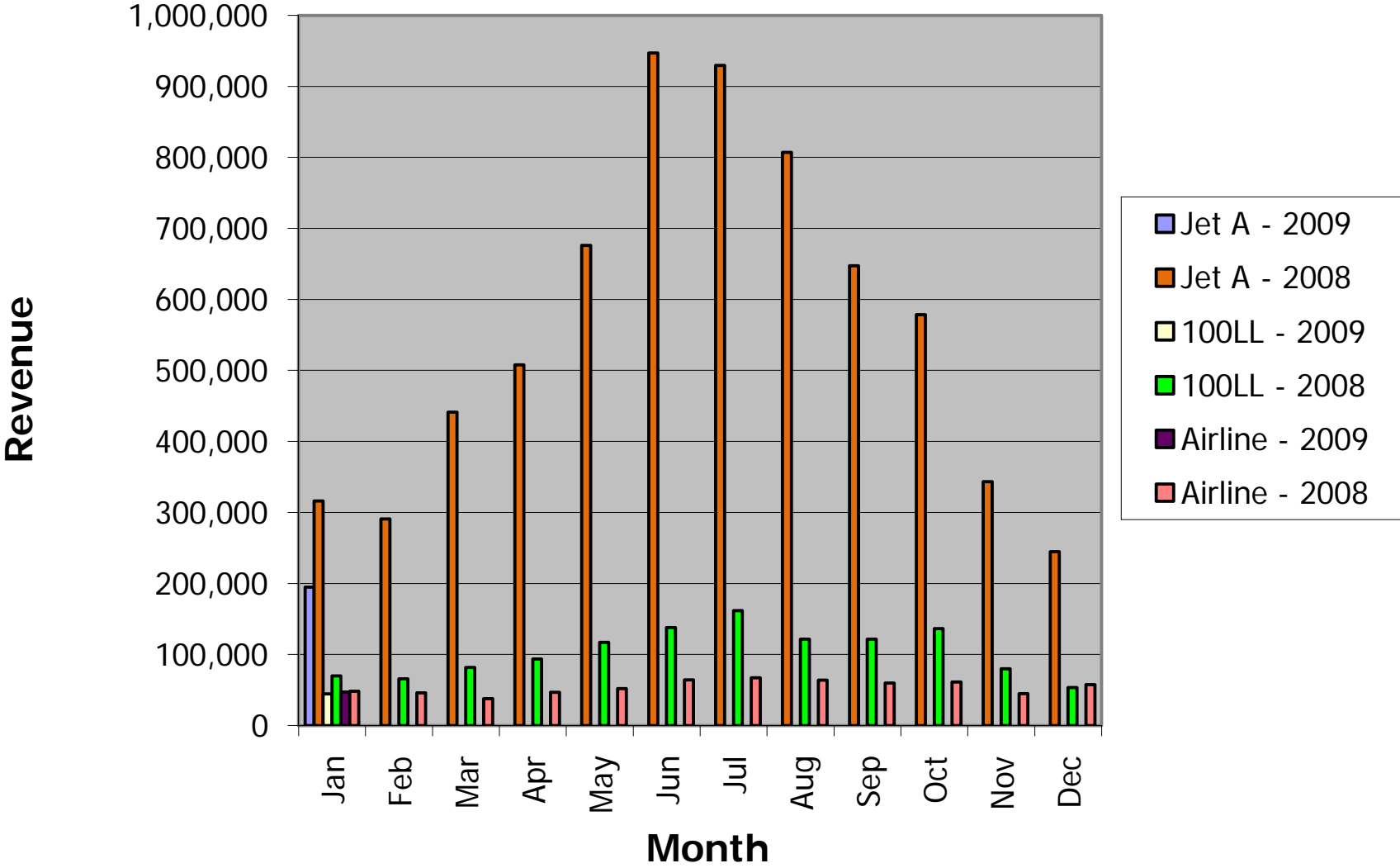
ASHEVILLE REGIONAL AIRPORT Annual Operating Expenses by Month January 2009



AVL Fuels Sales - Gallons January 2009



AVL Fuels Sales - Revenue January 2009





MEMORANDUM

TO: Members of the Airport Authority

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

DATE: March 13, 2009

ITEM DESCRIPTION – Information Section Item C

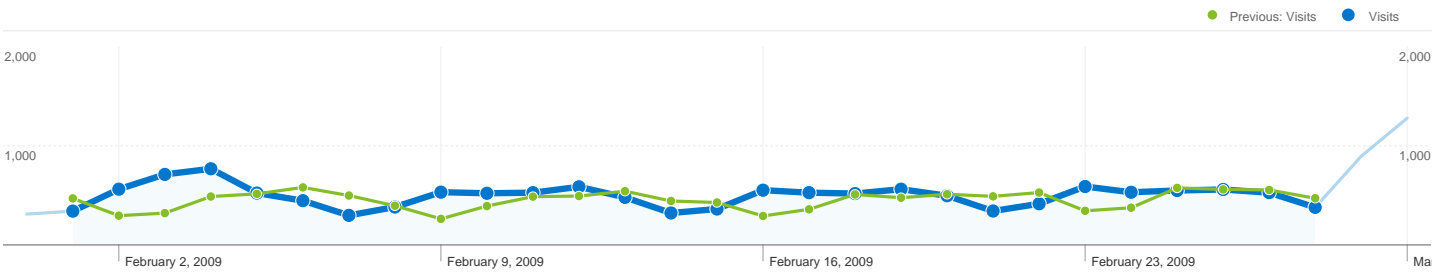
March, 2009 Marketing and Public Relations Report

- Secured sponsorships, sent out invitations, composed news release, coordinated TSA Public Affairs personnel, radio remote with STAR 104.3, composed talking points/program for the first ever Four-Chamber Event; more than 500 attendees.
- Researched/presented Frequent Parking Program.
- Continued transition of ClearChannel Interspace and Departure Media including installation of new Alu display systems, display cases and information center.
- Installed Children's Art Display – Isaac Dickson Elementary as part of new partnership with the Health Adventure.
- Began negotiations with the Health Adventure for Children's Play Area equipment.
- Completed brochure and postcard for Art in the Airport exhibit 8.
- Began discussing promotional opportunities for Spring with SAGA communications and ClearChannel. Completed Valentine Cruise promotions on WWNC and STAR 104.3
- Received an average of 26 phone calls per day during business hours.
- Received/responded to 162 Southern Living leads for February.
- Received/responded to 14 media calls during month of February.

Information Section – Item C



- Website Statistics - Google Analytics: See attached data regarding February activity at www.flyavl.com
- Booking Engine Statistics – Since February 1, AVL has had 43 air reservations for a total of \$328.00 in booking fees collected. 431 new people signed up to be booking engine members.



Site Usage

13,907 Visits

Previous: 12,653 (9.91%)

37.48% Bounce Rate

Previous: 36.74% (2.02%)

50,717 Pageviews

Previous: 49,360 (2.75%)

00:04:32 Avg. Time on Site

Previous: 00:07:10 (-36.79%)

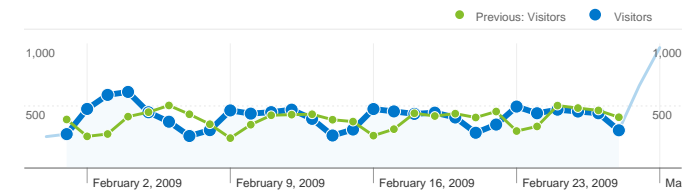
3.65 Pages/Visit

Previous: 3.90 (-6.52%)

64.66% % New Visits

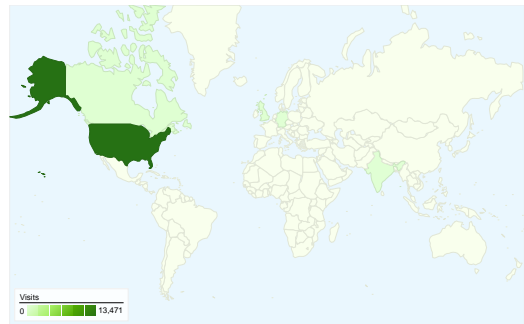
Previous: 67.77% (-4.59%)

Visitors Overview

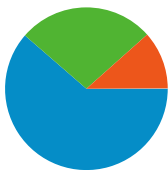


Visitors
10,068

Map Overlay world

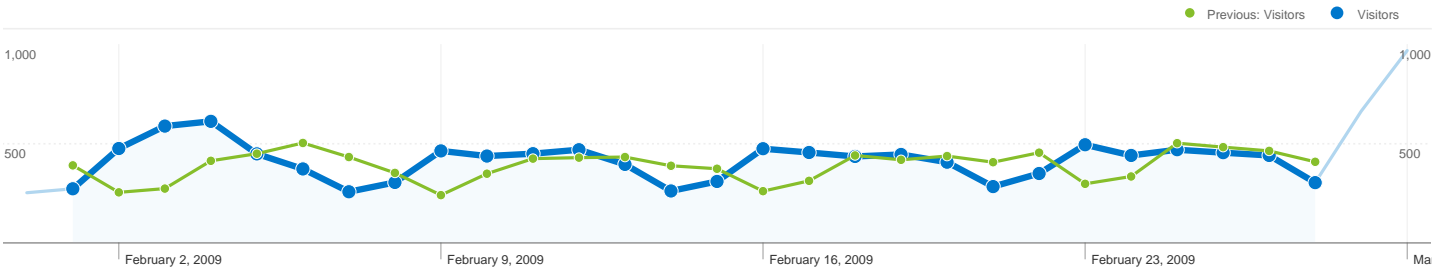


Traffic Sources Overview



- **Search Engines**
8,534.00 (61.36%)
- **Direct Traffic**
3,762.00 (27.05%)
- **Referring Sites**
1,603.00 (11.53%)
- **Other**
8 (0.06%)

Content Overview		
Pages	Pageviews	% Pageviews
/		
Feb 1, 2009 - Feb 28, 2009	13,589	26.79%
Feb 1, 2008 - Feb 28, 2008	16,394	33.21%
% Change	-17.11%	-19.33%
/flights/flight-view---real-time.html		
Feb 1, 2009 - Feb 28, 2009	5,964	11.76%
Feb 1, 2008 - Feb 28, 2008	5,010	10.15%
% Change	19.04%	15.86%
/flights/arrivals---real-time.html		
Feb 1, 2009 - Feb 28, 2009	2,424	4.78%
Feb 1, 2008 - Feb 28, 2008	2,161	4.38%
% Change	12.17%	9.17%
/flights/flight-schedule-search.html		
Feb 1, 2009 - Feb 28, 2009	1,702	3.36%
Feb 1, 2008 - Feb 28, 2008	1,236	2.50%
% Change	37.70%	34.02%
/airport-administration/employment.html		
Feb 1, 2009 - Feb 28, 2009	1,476	2.91%
Feb 1, 2008 - Feb 28, 2008	1,058	2.14%
% Change	39.51%	35.78%



10,068 people visited this site

13,907 Visits
Previous: 12,653 (9.91%)

10,068 Absolute Unique Visitors
Previous: 9,548 (5.45%)

50,717 Pageviews
Previous: 49,360 (2.75%)

3.65 Average Pageviews
Previous: 3.90 (-6.52%)

00:04:32 Time on Site
Previous: 00:07:10 (-36.79%)

37.48% Bounce Rate
Previous: 36.74% (2.02%)

64.66% New Visits
Previous: 67.77% (-4.59%)

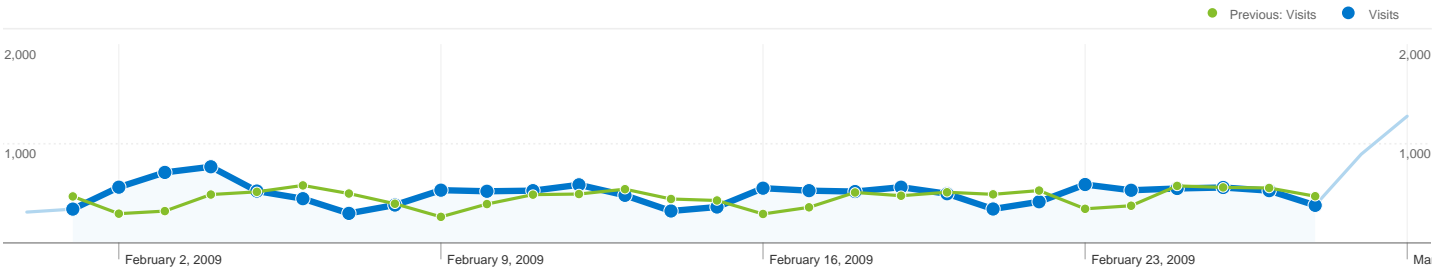
Technical Profile

Browser	Visits	% visits
Internet Explorer		
Feb 1, 2009 - Feb 28, 2009	10,242	73.65%
Feb 1, 2008 - Feb 28, 2008	9,845	77.81%
% Change	4.03%	-5.35%
Firefox		
Feb 1, 2009 - Feb 28, 2009	2,570	18.48%
Feb 1, 2008 - Feb 28, 2008	1,959	15.48%
% Change	31.19%	19.36%

Connection Speed	Visits	% visits
Cable		
Feb 1, 2009 - Feb 28, 2009	4,922	35.39%
Feb 1, 2008 - Feb 28, 2008	3,959	31.29%
% Change	24.32%	13.11%
DSL		
Feb 1, 2009 - Feb 28, 2009	3,621	26.04%
Feb 1, 2008 - Feb 28, 2008	3,371	26.64%
% Change	7.42%	-2.27%

Safari		
Feb 1, 2009 - Feb 28, 2009	876	6.30%
Feb 1, 2008 - Feb 28, 2008	647	5.11%
% Change	35.39%	23.19%
Chrome		
Feb 1, 2009 - Feb 28, 2009	123	0.88%
Feb 1, 2008 - Feb 28, 2008	0	0.00%
% Change	100.00%	100.00%
Opera		
Feb 1, 2009 - Feb 28, 2009	24	0.17%
Feb 1, 2008 - Feb 28, 2008	58	0.46%
% Change	-58.62%	-62.35%

Unknown		
Feb 1, 2009 - Feb 28, 2009	3,523	25.33%
Feb 1, 2008 - Feb 28, 2008	3,329	26.31%
% Change	5.83%	-3.71%
T1		
Feb 1, 2009 - Feb 28, 2009	1,297	9.33%
Feb 1, 2008 - Feb 28, 2008	1,194	9.44%
% Change	8.63%	-1.17%
Dialup		
Feb 1, 2009 - Feb 28, 2009	383	2.75%
Feb 1, 2008 - Feb 28, 2008	611	4.83%
% Change	-37.32%	-42.97%



All traffic sources sent a total of 13,907 visits

27.05% Direct Traffic

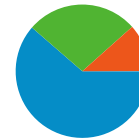
Previous: 23.97% (12.85%)

11.53% Referring Sites

Previous: 12.76% (-9.69%)

61.36% Search Engines

Previous: 63.27% (-3.00%)



- **Search Engines**
8,534.00 (61.36%)
- **Direct Traffic**
3,762.00 (27.05%)
- **Referring Sites**
1,603.00 (11.53%)
- **Other**
8 (0.06%)

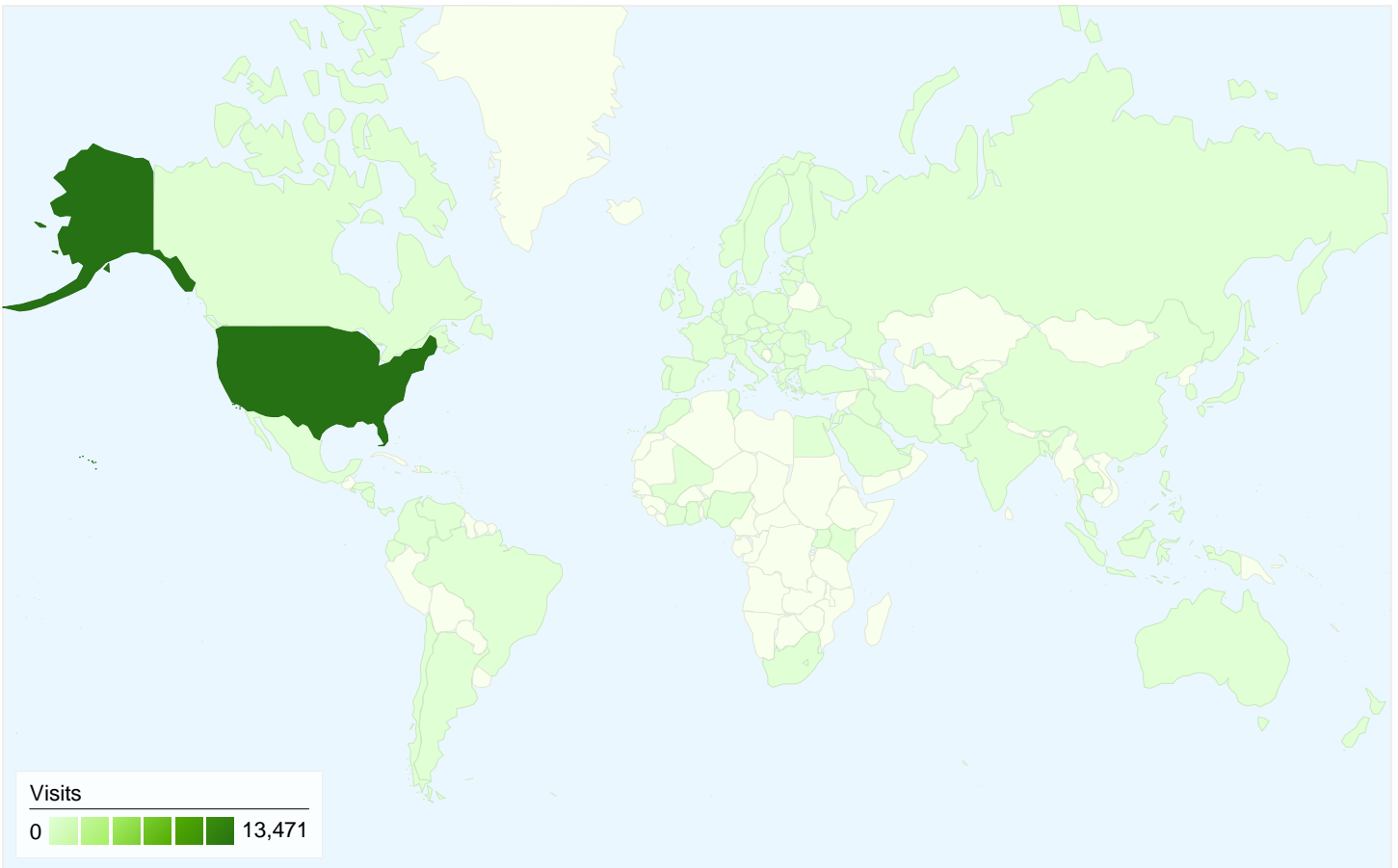
Top Traffic Sources

Sources	Visits	% visits
google (organic)		
Feb 1, 2009 - Feb 28, 2009	6,739	48.46%
Feb 1, 2008 - Feb 28, 2008	5,996	47.39%
% Change	12.39%	2.26%
(direct) ((none))		
Feb 1, 2009 - Feb 28, 2009	3,762	27.05%
Feb 1, 2008 - Feb 28, 2008	3,033	23.97%
% Change	24.04%	12.85%
yahoo (organic)		
Feb 1, 2009 - Feb 28, 2009	984	7.08%
Feb 1, 2008 - Feb 28, 2008	1,092	8.63%
% Change	-9.89%	-18.02%
msn (organic)		
Feb 1, 2009 - Feb 28, 2009	331	2.38%
Feb 1, 2008 - Feb 28, 2008	328	2.59%
% Change	0.91%	-8.18%
aol (organic)		

Keywords	Visits	% visits
asheville airport		
Feb 1, 2009 - Feb 28, 2009	2,881	33.76%
Feb 1, 2008 - Feb 28, 2008	2,699	33.72%
% Change	6.74%	0.13%
asheville regional airport		
Feb 1, 2009 - Feb 28, 2009	844	9.89%
Feb 1, 2008 - Feb 28, 2008	916	11.44%
% Change	-7.86%	-13.57%
asheville nc airport		
Feb 1, 2009 - Feb 28, 2009	710	8.32%
Feb 1, 2008 - Feb 28, 2008	525	6.56%
% Change	35.24%	26.86%
avl		
Feb 1, 2009 - Feb 28, 2009	358	4.19%
Feb 1, 2008 - Feb 28, 2008	341	4.26%
% Change	4.99%	-1.52%
avl airport		

Feb 1, 2009 - Feb 28, 2009	239	1.72%
Feb 1, 2008 - Feb 28, 2008	163	1.29%
% Change	46.63%	33.40%

Feb 1, 2009 - Feb 28, 2009	309	3.62%
Feb 1, 2008 - Feb 28, 2008	231	2.89%
% Change	33.77%	25.47%

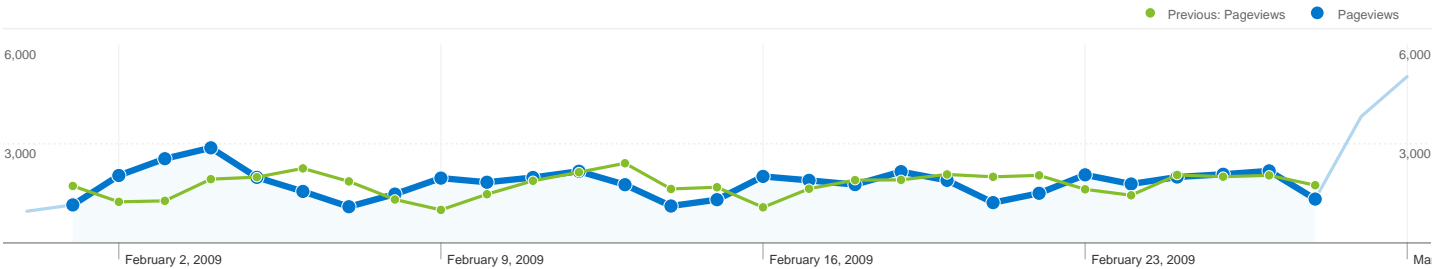


13,907 visits came from 97 countries/territories

Site Usage

Visits	Pages/Visit	Avg. Time on Site	% New Visits	Bounce Rate	
13,907 Previous: 12,653 (9.91%)	3.65 Previous: 3.90 (-6.52%)	00:04:32 Previous: 00:07:10 (-36.79%)	64.70% Previous: 68.05% (-4.92%)	37.48% Previous: 36.74% (2.02%)	
Country/Territory	Visits	Pages/Visit	Avg. Time on Site	% New Visits	Bounce Rate
United States					
February 1, 2009 - February 28, 2009	13,471	3.66	00:04:36	64.16%	37.06%
February 1, 2008 - February 28, 2008	11,931	3.94	00:07:26	67.97%	36.48%
% Change	12.91%	-7.12%	-38.04%	-5.61%	1.61%
Canada					
February 1, 2009 - February 28, 2009	98	3.12	00:02:59	87.76%	46.94%
February 1, 2008 - February 28, 2008	76	3.42	00:04:25	82.89%	42.11%
% Change	28.95%	-8.73%	-32.52%	5.86%	11.48%
United Kingdom					
February 1, 2009 - February 28, 2009	83	3.11	00:01:53	72.29%	48.19%

February 1, 2008 - February 28, 2008	121	3.25	00:02:43	68.60%	41.32%
% Change	-31.40%	-4.30%	-30.44%	5.39%	16.63%
Germany					
February 1, 2009 - February 28, 2009	36	5.22	00:03:34	66.67%	38.89%
February 1, 2008 - February 28, 2008	114	3.82	00:03:00	62.28%	28.95%
% Change	-68.42%	36.86%	19.15%	7.04%	34.34%
India					
February 1, 2009 - February 28, 2009	28	3.57	00:01:10	85.71%	64.29%
February 1, 2008 - February 28, 2008	9	3.11	00:01:52	55.56%	22.22%
% Change	211.11%	14.80%	-37.95%	54.29%	189.29%
Japan					
February 1, 2009 - February 28, 2009	14	4.71	00:03:19	64.29%	28.57%
February 1, 2008 - February 28, 2008	12	5.08	00:02:55	91.67%	16.67%
% Change	16.67%	-7.26%	14.20%	-29.87%	71.43%
Ireland					
February 1, 2009 - February 28, 2009	14	2.57	00:00:25	71.43%	57.14%
February 1, 2008 - February 28, 2008	16	2.44	00:03:56	93.75%	75.00%
% Change	-12.50%	5.49%	-89.32%	-23.81%	-23.81%
Australia					
February 1, 2009 - February 28, 2009	12	4.08	00:01:55	83.33%	25.00%
February 1, 2008 - February 28, 2008	11	1.73	00:00:26	100.00%	72.73%
% Change	9.09%	136.40%	350.50%	-16.67%	-65.62%
Netherlands					
February 1, 2009 - February 28, 2009	10	5.20	00:03:53	80.00%	20.00%
February 1, 2008 - February 28, 2008	13	2.08	00:01:33	76.92%	46.15%
% Change	-23.08%	150.37%	150.13%	4.00%	-56.67%
South Korea					
February 1, 2009 - February 28, 2009	9	2.22	00:03:34	66.67%	77.78%
February 1, 2008 - February 28, 2008	6	3.67	00:04:35	50.00%	33.33%
% Change	50.00%	-39.39%	-21.92%	33.33%	133.33%
1 - 10 of 97					



Pages on this site were viewed a total of 50,717 times

 **50,717 Pageviews**

Previous: 49,360 (2.75%)

 **35,351 Unique Views**

Previous: 32,520 (8.71%)

 **37.48% Bounce Rate**

Previous: 36.74% (2.02%)

Top Content

Pages	Pageviews	% Pageviews
/		
Feb 1, 2009 - Feb 28, 2009	13,589	26.79%
Feb 1, 2008 - Feb 28, 2008	16,394	33.21%
% Change	-17.11%	-19.33%
/flights/flight-view---real-time.html		
Feb 1, 2009 - Feb 28, 2009	5,964	11.76%
Feb 1, 2008 - Feb 28, 2008	5,010	10.15%
% Change	19.04%	15.86%
/flights/arrivals---real-time.html		
Feb 1, 2009 - Feb 28, 2009	2,424	4.78%
Feb 1, 2008 - Feb 28, 2008	2,161	4.38%
% Change	12.17%	9.17%
/flights/flight-schedule-search.html		
Feb 1, 2009 - Feb 28, 2009	1,702	3.36%
Feb 1, 2008 - Feb 28, 2008	1,236	2.50%
% Change	37.70%	34.02%
/airport-administration/employment.html		

Feb 1, 2009 - Feb 28, 2009	1,476	2.91%
Feb 1, 2008 - Feb 28, 2008	1,058	2.14%
% Change	39.51%	35.78%

Asheville Regional Airport Authority
Project Report - March 2009

Project Number	Project Name	Project Description	Professional Services Consultant	Professional Services Contract	General Contractor	Original Construction Contract	Change Orders (thru 03/05/09)	Percent of Original Contract	Total Project Cost	Percent Complete	Expensed to Date (thru 03/05/09)	Start Date	End Date	Current Project Status (as of 03/05/09)
Planning Phase														
1	Runway Rehabilitation Project Phase 1 - Evaluation	Phase 1 of the Runway Rehabilitation Project includes the evaluation of the pavement conditions, lighting, signage, markings and NAVAIDS	RS&H	\$186,633.00	na	na	na	na	\$186,633.00	50%	\$44,101.45	Nov-08	Apr-08	Testing and evaluation is complete. The final report is being prepared and will be presented to the Board in April.
Design Phase														
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.	The LPA Group	\$729,044.00	na	na	na	na	\$898,856.00	60%	\$235,212.84	Nov-08	Spring '09	Staff is reviewing the 60% design submittal. A presentation will be made to the Authority Board in April.
Construction Phase														
3	22,000 Sq Ft Bulk Hangar - 168 Wright Brothers Way	A 22,000 sq ft bulk hangar will be constructed on existing ramp area adjacent to the Lacy Griffin Building. The hangar will be under a management agreement with Million Air.	LPA Group	\$265,535.00	Momentum Construction Services, LLC	\$1,928,000.00	-\$46,765.57	-2.43%	\$2,146,769.43	60%	\$1,164,799.05	Oct-08	May-09	Steel erection is complete. Panel installation is underway.
4	Terminal Renovation and Expansion - Phase 1	The Terminal Renovation and Expansion - Phase 1 Project includes enlarging the baggage claim area and airline ticket office areas. Improvements and modifications include additional square footage and increased baggage capacity.	SchenkelShultz	\$614,300.00	Perry Bartsch Jr.	\$ 4,479,000.00	\$944,127.00	21.08%	\$8,022,299.00	95%	\$ 5,638,313.25	Jul-06	Mar-09	Punchlist work is underway.
5	North General Aviation Expansion Project	The North GA project includes multiple phases; phase one consisted of tree harvesting and logging operations, phase two included clearing and grubbing of the site and phase three involves the placement and compaction of structural fill material for the site.	AVCON	\$99,100.00	Charah	\$ 352,690.50	\$25,494.00	7.23%	\$3,700,000.00	60%	\$ 2,233,642.41	Nov-07	Fall 2009	Second phase of fill placement is underway.
Close-Out Phase														
6	Security System & Access Control Project	The Security System & Access Control Project includes the design and professional services for replacing and improving the current ACS and CCTV systems.	Faith Group	\$185,870.00	I-Sys	\$ 1,473,984.00	\$184,151.21	12.50%	\$2,098,815.21	99%	\$ 1,825,746.16	Jul-06	Spring 2009	The security project contractor is working on punchlist items and closeout.