



## **AGENDA**

Asheville Regional Airport Authority Regular Meeting  
Friday, October 10, 2008, 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. Asheville Regional Airport Authority Draft 2007/2008 Annual Audit Acceptance ([document](#))
- IV. CONSENT AGENDA:
  - A. Approval of the Asheville Regional Airport Authority September 12, 2008 Regular Meeting Minutes ([document](#))
  - B. Approval of an Amendment to Section 215.06 of the Human Resources Policy and Procedures to Address Employees' Holiday Pay ([document](#))
  - C. Approval of an Amendment to Section 215.07 of the Human Resources Policy and Procedures to Address Personal Leave Time for Non-Exempt Employees ([document](#))
  - D. Approval of an Amendment to Section 215.02 of the Human Resources Policy and Procedures to Address Sick Leave ([document](#))
  - E. Approval of an Amendment to Section 110.00 of the Administration Purchasing/Procurement Policy ([document](#))



V. OLD BUSINESS:

- A. Approval of Amended Smoking/Tobacco Policy ([document](#))

VI. NEW BUSINESS:

- A. Approval of Scope and Fee for Services to Conduct Preliminary Runway Condition Testing and Analysis ([document](#))
- B. Approval of Scope and Fee for Design of the Roadway and Parking Lot Improvements ([document](#))
- C. Approval of Scope and Fee for North General Aviation Development Area Consultant Services ([document](#))

VII. DIRECTOR'S REPORT:

- A. AAAE Aviation Issues Conference - January 11-15, 2009
- B. Update on the Delta/Northwest Merger
- C. Pinnacle Passenger and Ground Handling Services at AVL
- D. Update from ACI-NA Annual Conference in Boston, MA
- E. Status of the Airport Improvement Program
- F. Update on Financial Contingency Plan
- G. Terminal Renovation and Expansion Project Update – Kevin Howell

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. August, 2008 Traffic Report ([document](#))
- B. August, 2008 Monthly Financial Report ([document](#))
- C. October, 2008 Marketing and Public Relations Report ([document](#))
- D. October, 2008 Development/Project Status Report ([document](#))



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

- None identified at this time.

IX. AUTHORITY MEMBERS REPORTS:

X. PUBLIC AND TENANT'S COMMENT:

XI. CLOSED SESSION:

A. Airport Director's Annual Review

XII. ADJOURNMENT.

Respectfully submitted,

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

Approved:

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David Hillier  
Chairman

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## **MEMORANDUM**

TO: Members of the Airport Authority

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

DATE: October 10, 2008

### **ITEM DESCRIPTION – Presentation - Item A**

Presentation of the Final Draft Annual Audit Report for Fiscal Year 2007/2008

### **BACKGROUND**

The annual audit was performed by the auditing firm, Burleson & Earley PA., and the findings are hereby submitted for the Board's review and acceptance. A draft is being presented today because Buncombe County is in the process of a bond issuance and needs the audit report for inclusion into the Official Statement. Final approval of the audit has not been received from the Local Government Commission ("LGC").

### **ISSUES**

None. An unqualified opinion was issued by the auditors.

### **RECOMMENDED ACTION**

It is respectfully requested that the Airport Authority Board resolve to accept the final draft of the 2007/2008 Audit Report as presented. Staff will provide copies once it is finalized. If any substantive changes are required by the LGC, staff will present those changes to the Board for acceptance.

**REGULAR MEETING**  
**ASHEVILLE REGIONAL AIRPORT AUTHORITY**  
**September 12, 2008**  
**8:33 AM**

The Asheville Regional Airport Authority ("Authority") met on Friday, September 12, 2008 at 8:33 AM in the Conference Room at the Authority's Administrative Offices, Asheville Regional Airport ("Airport"), 61 Terminal Drive, Suite 1, Fletcher, NC 28732.

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

**MEMBERS ABSENT:** David R. Hillier, Chairman.

**STAFF AND LEGAL COUNSEL PRESENT:** Victor Buchanan, Authority Legal Counsel; 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 Vice-Chairman presided over the meeting in the absence of the Chairman and welcomed everyone in attendance. The meeting was called to order at 8:33 AM.

**APPEARANCES:** None.

**CONSENT AGENDA:** Mr. Grotzinger stated that Consent Agenda Items A, B, and C needed further discussion by the Board but recommended Item D for the Award of Bid for the Purchase of Maintenance Vehicles to Ken Wilson Ford in the amount of \$60,000.00 be approved. Vice-Chairman Gantt asked if there were any other changes recommended for Item D by the other Board members and there were no further recommendations. Mr. McGrady moved to award the bid for the purchase of two (2) maintenance vehicles to Ken Wilson Ford, Inc. in the amount of \$60,000.00 and to authorize the Airport Director to execute the necessary documents. Mr. Grotzinger seconded the motion and it carried by a unanimous vote.

**PRESENTATIONS:** None.

**OLD BUSINESS:** None.

Vice-Chairman Gantt requested Mr. Bleiweis make the introduction of the new recording secretary. Mr. Bleiweis introduced Mrs. Heywood and she was welcomed by the Board.

**NEW BUSINESS:**

**Award of Construction Contract for the Aircraft Storage Hangar Project – 168**

**Wright Brothers Way:** Mr. Howell informed the Board there was a handout for their review from LPA Group. Mr. Howell reiterated to the Board that in June of 2007, the Authority approved a bulk hangar project under a management agreement with Million Air for a budget of \$2,489,562. Million Air executed the contract documents in November of 2007 and design was started. Upon completion of a level 3 review process, the project was publicly bid. On September 3, 2008, 15 bids were received with the lowest responsive bid from Momentum Construction Services of Simpsonville, South Carolina for the amount of \$1,888,000 with an additive alternative bid in the amount of \$40,000. The staff recommends awarding this contract to Momentum Construction Services in the amount of \$1,928,000.

Mr. Grotzinger inquired as to whether anything had changed from our previous Board meeting and if we were to self-fund the project. Mr. Howell responded that nothing had changed and that is correct that we were to self-fund the project. Mr. Grotzinger suggested the Board move forward with the construction of the aircraft storage hangar project. Mr. Grotzinger moved to approve the award of the construction project to Momentum Construction Services for the amount of \$1,888,000 with an additive alternative bid in the amount of \$40,000 and to authorize the Airport Director to execute the necessary documents. Mr. McGrady seconded the motion and it carried by unanimous vote.

**CONSENT AGENDA:**

**B and C. Approval of Change Orders to the Perry Bartsch Jr. Construction Company Terminal Renovation and Expansion Construction Contract:**

Mr. Grotzinger questioned that if Consent Items B and C were tied to the same bid then why were they two different change order items. Mr. Howell responded that they were two separate areas of the terminal and to keep track of charges for the project they were on separate change orders which require two approvals. It was questioned how these items were missed in the original contract and Mr. Howell responded that it was an oversight in the design documents. Mr. Grotzinger emphasized the importance of

staff finding ways to prevent this from happening in the future. There was discussion of recouping part of these costs from Schenkel & Shultz, Inc., the architect. Mr. Howell explained that the first change order area is directly below the Conference Room and the second change order area is the baggage claim area. The first change order in the amount of \$68,437.00 is required to tie-in the new building expansion to the adjacent pavement areas. This work will address surface drainage in this exterior area. The second change order in the amount of \$64,400.00 is for the area located adjacent to the baggage claim area. Modifications to the exterior grades are required to tie-in the new building expansion to the adjacent pavement areas. Mr. Howell reiterated that the staff would work to recoup some of these costs from the architect. Mr. McGrady made a motion to approve both change orders. Mr. Grotzinger seconded the motion and it carried by unanimous vote.

**A. Approval of the Asheville Regional Airport Authority Minutes:**

- i. Approval of the August 8, 2008 Regular Meeting Minutes:** Mr. Grotzinger stressed the importance of minutes that accurately reflect action that is taken. Mr. Grotzinger felt that the June 13, 2008 meeting minutes were correct. Mr. Grotzinger felt that if language by David N. Edwards, Jr. could be incorporated regarding additional investment from Encore/Landmark he could approve the minutes. Mr. Newman stated that if the regular minutes were changed to reflect Mr. Grotzinger's comments he could approve the August 8 minutes. Mr. Newman made a motion to approve as corrected the regular minutes of the August 8, 2008 Board Meeting. Mr. Grotzinger seconded the motion and it carried by unanimous vote.
- ii. Approval of the August 8, 2008 Work Session Minutes:** Mr. Grotzinger stated that the comment in Section D by the Chairman asking for majority of presentations during a Board meeting unfairly limits ability to gather information. He is opposed to predisposing presenters to 10-20 minutes for a presentation. Mr. Grotzinger also stated that in Section E of the Work Session Minutes it is stated that it is the consensus of the Board that staff is providing adequate information at the Board meetings. Mr. Grotzinger does not agree that the Board is receiving enough information and would not want the word consensus used or the minutes should reflect an exception. Vice-Chairman Gantt inquired as to what he would recommend and Mr. Grotzinger stated that we need to get information before approving items and they should be brought back as new business. Mr. McGrady stated that Mr. Grotzinger is expressing concern that we are limiting dialog. Mr. Grotzinger

stated that the minutes are the only record we have for new members to familiarize themselves with Board business. Mr. Newman stated that he is comfortable to amend the minutes. Mr. Buchanan stated that he will provide input for the change. Mr. Newman made a motion to approve as corrected the work session minutes of the August 8, 2008 Board Meeting. Mr. Grotzinger seconded the motion and it carried by unanimous vote.

Mr. Grotzinger also questioned the absence of document links in the agenda and Mr. Bleiweis explained it was for the benefit of Mrs. Heywood and that we will continue to use the links in the future.

**DIRECTOR'S REPORT:** None.

**INFORMATION SECTION:** No Discussion

**AUTHORITY MEMBERS REPORT:**

**Discussion of Airport Authority Smoking Policy:** Mr. Grotzinger stated that, during his seven years as a Member of the Authority, he has noticed people congregating in front of the Terminal Building to smoke, that this smoke is the first breath of air that arriving passengers get when they go outside, and that this problem has gotten worse lately. Mr. Grotzinger would be happy to ban smoking from the facility. He notes that we have received information from other airports on their smoking policies. He would like to see staff come back to the Board with a couple of recommendations on a smoking policy. Mr. McGrady is supportive of Mr. Grotzinger's recommendation that the staff bring a smoking policy before the Board. Although he is not sure he is in favor of banning it from the facility he believes it is reasonable to segregate a smoking area. Mrs. Fisher was also supportive of a smoking policy. She has seen policies for all public buildings, hospitals and school grounds and does not believe a smoking policy would be inconsistent with other public areas. She stated that the General Assembly of North Carolina has banned smoking in its buildings. Mr. Piccirillo stated that the hotel has found that there are more people for a non-smoking policy than against one. He stated it is difficult to enforce designated areas. The hotel is down to 12 rooms that are designated smoking rooms and this has not been detrimental to clientele. Mr. Newman inquired as to whether we were asking staff to come up with a couple of policies. Vice-Chairman Gantt requested staff to provide current policy and Legal Counsel to research the legal limits and have a discussion at a future meeting. Mr. Grotzinger agreed the Board should look into a policy and discuss. Mr. Buchanan stated he would work with staff to produce some options.



**PUBLIC AND TENANTS COMMENTS:** Mr. Charles Thomas spoke as a tenant about fuel cost concerns, hangar and tie-down revenue concerns. He spoke of the significance of property tax revenues from airplanes. He would like to see the airport continue to look at building more T-Hangars as resources are available to encourage/attract business.

**CLOSED SESSION:** None

**ADJOURNMENT:** Mr. McGrady moved to adjourn the meeting at 9:10 AM. Mrs. Fisher seconded the motion and it carried by a unanimous vote.

The next regular meeting of the Authority will be on October 10, 2008 at 8:30 AM in the Conference Room at the Authority's Administrative Offices, Asheville Regional Airport, 61 Terminal Drive, Suite 1, Fletcher, NC 28732.

Respectfully submitted,

Charles W. McGrady  
Secretary-Treasurer

Approved:

David Gantt  
Vice-Chairman



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## **MEMORANDUM**

TO: Members of the Airport Authority

FROM: Suzie Baker, Administration Manager

DATE: October 10, 2008

### **ITEM DESCRIPTION – Consent Agenda Item B**

Approval of Amended Holiday Pay Policy

### **BACKGROUND**

The current Holiday Pay Policy is vague concerning part time employees. In an attempt to clarify the policy, we have amended the policy defining which holidays and how part time employees get paid.

### **ISSUES**

Staff is recommending that the current Holiday Pay Policy be amended to reflect such changes, which includes changing the holiday pay for part time employees from double time to time and a half. Staff is recommending that the Holiday Pay Policy be amended as outlined in Attachment 1, effective October 10, 2008.

### **ALTERNATIVES**

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

### **FISCAL IMPACT**

The change in the Holiday Pay Policy will actually provide a cost savings for the Authority due to the reduction in paying both Holiday Pay and overtime.



## **RECOMMENDED ACTION**

It is respectfully requested that the Airport Authority Board resolve to (1) approve the amended Holiday Pay Policy as outlined in Attachment 1; and (2) authorize the Airport Director to implement such changes effective October 10, 2008.

**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~~ established holidays. Full time regular non-exempt employees who are scheduled and work the actual Authority established holiday, per this policy, will be paid one and one-half times regular pay. ~~All~~ Part time regular employees are not eligible for holiday pay. ~~with the exception where the part-time employees is scheduled and who works the actual Authority established holiday, per this policy, at which point the employee will be paid one and one-half times regular pay. holiday falls on a part-time employees regularly scheduled workday, the employee shall receive holiday pay for all hours he/she would have been regularly scheduled to work.~~

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 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. ~~will be paid one and one-half times regular pay if scheduled to work a full shift on a designated Authority holiday.~~

**ESTABLISHED**  
**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 Day .....	Fourth 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

**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 established 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 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

**ESTABLISHED  
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 Day .....	Fourth Thursday of November
Friday after Thanksgiving.....	Fourth Friday of November
Christmas Eve.....	December 24
Christmas Day.....	December 25

**APPROVAL AND  
UPDATE  
HISTORY**

<b>Approval</b>	October 10, 2008
<b>Supersedes</b>	April 19, 2004



## **MEMORANDUM**

TO: Members of the Airport Authority

FROM: Suzie Baker, Administration Manager

DATE: October 10, 2008

### **ITEM DESCRIPTION – Consent Agenda – Item C**

Approval of Amended Personal Leave Time for Non-Exempt Employees

### **BACKGROUND**

In April 2008, operational needs necessitated a change to the work schedule for DPS employees to a 24 hour rotating shift. The current policy in effect does not take into consideration the change in schedules. In addition, for our part time employees we are changing their sick time benefit to a paid leave time benefit and combining these two into this one amended policy.

### **ISSUES**

Staff is recommending that the current Personal Leave Policy be amended to reflect such changes to both DPS and part time employees. Staff is recommending that the Personal Leave Policy be amended as outlined in Attachment 1, effective October 10, 2008.

### **ALTERNATIVES**

The Authority Board could decide not to amend the current Personal Leave 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 Personal Leave Policy as outlined in Attachment 1; and (2) authorize the Airport Director to implement such changes effective October 10, 2008.

**OBJECTIVE** To provide Personal Leave Time to Non-Exempt Employees Rotating Shift Personnel in lieu of Holiday Pay.

**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 seven (7) full shift days 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 seven (7) full shift days 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 full shift day 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 seven (7) full shift days 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) consecutive months of satisfactory service, without the approval of the Airport Director. ~~Employees who terminate during their probationary period shall not be eligible for payment of unused Personal Leave.~~

**APPROVAL AND  
UPDATE HISTORY**

Approval                      October 10, 2008

Supersedes                    May 23, 2005

**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) consecutive months of satisfactory service, without the approval of the Airport Director.

**APPROVAL AND  
UPDATE HISTORY**

**Approval**                      October 10, 2008

**Supersedes**                    May 23, 2005



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## **MEMORANDUM**

TO: Members of the Airport Authority

FROM: Suzie Baker, Administration Manager

DATE: October 10, 2008

### **ITEM DESCRIPTION – Consent Agenda – Item D**

Approval of Amended Sick Leave Policy

### **BACKGROUND**

Part time employees currently earn sick time on a monthly basis, but do not earn any vacation time. By changing sick time to a personal leave benefit, a change is necessary to the Authority's Sick Leave Policy.

### **ISSUES**

Staff is recommending that the current Sick Leave Policy be amended to reflect such changes for part time employees, and the Sick Leave Policy be amended as outlined in Attachment 1, effective October 10, 2008.

### **ALTERNATIVES**

The Authority Board could decide not to amend the current Sick Leave 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 Sick Leave Policy as outlined in Attachment 1; and (2) authorize the Airport Director to implement such changes effective October 10, 2008.

Consent Agenda – Item D

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

Sick leave as earned may be carried forward and accumulated with no limit.

Sick leave may not be used until after completion of six (6) consecutive months of satisfactory service, without the approval of the Airport Director. Employees who terminate during their probationary 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 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 required to seek a Doctor's consultation for any prolonged illness requiring the employee to be absent for three or more consecutive days.

**APPROVAL AND  
UPDATE  
HISTORY**

Approval                      October 10, 2008

Supersedes                      April 19, 2004



**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 (6) consecutive months of satisfactory service, without the approval of the Airport Director. Employees who terminate during their probationary 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 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 required to seek a Doctor's consultation for any prolonged illness requiring the employee to be absent for three or more consecutive days.

**APPROVAL AND  
UPDATE  
HISTORY**

**Approval**                      October 10, 2008

**Supersedes**                    April 19, 2004



## **MEMORANDUM**

TO: Members of the Airport Authority

FROM: David N. Edwards, Airport Director

DATE: October 10, 2008

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

Approval of Amended Tobacco/Smoke-Free Workplace Policy – Section 108.00

### **BACKGROUND**

At the September 12, 2008 Authority Board Meeting, the Authority Board discussed potential options and approaches to a revised tobacco/smoking policy that would apply to the Asheville Regional Airport. The Board asked Staff to develop a proposed policy for consideration by the Board.

### **ISSUES**

Staff has drafted a revised Tobacco/Smoking-Free Workplace Policy for the Board's consideration (see attachment). The revisions to the current policy would result in an airport campus wide prohibition on the use of smokeless/smoking tobacco products with two exceptions: (1) the use of such products would be allowed in private vehicles, and (2) private companies operating a business outside of the commercial terminal complex area could establish an exterior area to accommodate this activity so long as the area is a minimum of 50 feet from a building entrance used by the public, subject to the approval of the Airport Director.

### **ALTERNATIVES**

The Authority could leave the policy as is, or make modifications to the proposed policy.

### **FISCAL IMPACT**

There will be a Fiscal impact to implement a proposed smoking cessation assistance program. The cost for such a program has not been determined at this time.

Old Business - Item A



## **RECOMMENDED ACTION**

It is respectfully requested that the Asheville Regional Airport Authority resolve to approve the amended Tobacco/Smoking-Free Workplace Policy, as proposed.

Attachment

**OBJECTIVE**

To provide a tobacco/smoke free atmosphere for all Airport Authority and tenant employees (Airport Employees), airport users and the general public.

**METHOD OF OPERATION**

**Directives**

The Asheville Regional Airport Authority is dedicated to providing a safe, and healthy and productive work environment for all airport employees and users of the Asheville Regional Airport. Tobacco (smokeless and smoking) use is prohibited on airport property and within Airport Authority owned vehicles with the following exceptions:

1. Private companies operating a business on airport property which is outside of the Terminal Complex (meaning the facilities that support commercial airline passenger traffic) may establish exterior smoking areas only, subject to the approval of the Airport Director. Such smoking areas must be a minimum of 50 feet from any public entrance.

2. Tobacco use is allowed in private vehicles.

~~in all enclosed areas of the Airport Authority, including all bathrooms, break-rooms, conference rooms offices, and Authority vehicles. The use of tobacco is allowed outside of Airport Authority buildings in designated areas. **Such areas shall be designated by the Airport Director.** Employees are expected to keep the smoking areas free of debris.~~

This policy applies to all Airport eEmployees, the general public, airport users, clients, independent contractors and visitors.

**Violations and Penalties**

A person who fails to comply with this policy may be issued a verbal or written warning for a first offense. A person's second violation of this policy will result in a fine in the amount of fifty dollars (\$50.00). All subsequent violations will result in a fine of one hundred dollars (\$100.00) and may, in the case of an airport employee, result in their Airport Identification Badge/Access privileges being revoke.

**Smoking Cessation Assistance**

The Airport Director or designee shall take reasonable action, including the expenditure of Airport Authority funds,

to develop and implement a smoking cessation assistance program for airport employers and employees. Such assistance program(s) shall be made available to airport employers and employees at no cost through December 31, 2009.

**Signage**

The Airport Director or designee shall ensure that appropriate signage is posted indicating that the Asheville Regional Airport is a tobacco/smoke free facility.

**Effective Date**

The effective date of this amended policy is January 1, 2009. The existing policy dated March 15, 2005 shall remain in effect until January 1, 2009.

**APPROVAL AND  
UPDATE HISTORY**

**Approval**

March 15, 2004October 10, 2008

**Supersedes**

March 15, 2005

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**APPROVAL AND  
UPDATE HISTORY**

**Approval**

October 10, 2008

**Supersedes**

March 15, 2005





## **MEMORANDUM**

TO: Members of the Airport Authority

FROM: Kevin E. Howell, Development Manager

DATE: October 10, 2008

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

Approval of RS&H Proposed Scope of Services and Fee for Professional Services Related to the Runway 16-34 Rehabilitation / Reconstruction Project Phase 1 - Pavement & Lighting Evaluation

### **BACKGROUND**

The Capital Improvement Plan (CIP) approved by the Board in August 2008 included the Runway Rehabilitation Project in FY2009 and FY2010. The first step of this pavement rehabilitation project is to complete a pavement evaluation study to determine the extent and severity of any pavement defects and to determine the proper method of rehabilitation. During Phase 1 of this project, lighting, signage and NAVAIDS will also be evaluated.

### **ISSUES**

Staff has worked with RS&H to develop a Scope of Services and Fee Proposal for professional services on the above project, which is attached. All professional services contracts in excess of \$50,000 require Authority Board approval. The proposed fee by RS&H for this phase of work on the project totals \$186,633.00.

### **ALTERNATIVES**

None recommended at this time.



## **FISCAL IMPACT**

This work authorization fee structure is based on a lump sum method for basic services and a not-to-exceed method for special services. The total fee is \$186,633.00. This work will be funded at 95% through reimbursement by AIP entitlement funding. The Authority share for Phase 1 will total \$9,331.65.

## **RECOMMENDED ACTION**

It is respectfully requested that the Authority Board resolve to (1) approve the attached Scope of Services and Fee Proposal with RS&H in the amount of \$186,633.00; and (2) authorize the Airport Director to execute the necessary documents.

Attachments

**Consultant Scope of Services**

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**Asheville Regional Airport Authority**

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Scope of Services Number #1 for Professional Consulting Services, as referenced in the Professional Consulting Agreement between the Asheville Regional Airport Authority and RS&H Architects-Engineers-Planners, Inc., dated September 2, 2008.

Project: Runway 16-34 Rehabilitation Phase 1 -Pavement and Lighting Evaluation

Scope of Services: See attached Exhibit A

Consultant Team: RS&H Architects-Engineers-Planners, Inc.  
Project Manager: Bill Sandifer, RS&H  
Airfield Pavement Engineer: Robert Overby, RS&H  
Airfield Electrical Engineer: Pete Butler, RS&H  
Geotechnical: Froehling & Robertson  
Non-Destructive Testing Agency: Roy D. McQueen & Associates

Schedule: October 2008 – May 2009

Project Budget: Project budget to be developed during evaluation (phase 1)

Fees: Basic Services – Lump Sum amount of \$113,872  
Special Services – Not-to-Exceed amount of \$73,000  
See attached Exhibit B

**Authority:**

Asheville Regional Airport Authority

By: \_\_\_\_\_  
Airport Director

Date: \_\_\_\_\_

**Consultant:**

RS&H Architects-Engineers-Planners, Inc.

By: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_

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

\_\_\_\_\_  
Finance Manager

Attachments:

**EXHIBIT A  
ASHEVILLE REGIONAL AIRPORT  
SCOPE OF SERVICES**

**RUNWAY 16-34 REHABILITATION / RECONSTRUCTION PROJECT PHASE 1 –  
RUNWAY PAVEMENT & LIGHTING CONDITION ASSESSMENT**

**I. PROJECT DESCRIPTION**

The Asheville Regional Airport Authority (Authority) has retained RS&H (Consultant) to perform a runway pavement, lighting systems and navigational aids (NAVAIDS) condition assessment for Runway 16-34 at the Asheville Regional Airport.

From a cursory visual inspection it appears that Runway 16-34 at the Asheville Regional Airport is experiencing varying degrees of pavement distress which will require either pavement rehabilitation or reconstruction. The first phase of a multi-phase runway improvement project is to perform a runway pavement, lighting system and NAVAID condition assessment to provide recommendations to rehabilitate or reconstruct the runway, as well as upgrade the lighting and NAVAID system. Components of the Phase 1 Runway and Lighting Condition Assessment Report will include:

- Existing Conditions, Pavement and Lighting Evaluation
  - Crack/distress mapping which will provide the basis for the Pavement Condition Index (PCI) determination
  - Geotechnical pavement investigation
  - Airfield lighting systems investigation, analysis and assessment to include power, cabling, circuits, regulators, etc. as well as historical maintenance issues and airfield signage analysis
  - NAVAIDS evaluation for upgrading the Runway 34 approach to Category 2 (CAT 2) instrument landing system standards
  - Adding of paved shoulders
- Pavement rehabilitation or reconstruction recommendations
- FAA Design Standards Analysis (i.e., pavement design, airfield geometry, mandatory signage, etc.)
- Subsurface Utility Identification
- Phase 1 Summary Report
  - Project History/Field Investigation with Detailed Pavement Assessment
  - FAA Design Standards Discussion
  - Geotechnical Testing Program Summary
  - Pavement Design Analysis
  - Life Cycle Cost Analysis
  - Lighting Analysis
  - NAVAID Analysis
  - Preliminary Cost Estimates
  - Conclusions and Recommendations

**II. PROJECT TASKS (Basic Services)**

**A. Task 1: Existing Conditions, Pavement & Lighting Evaluation**

**Task 1.1 – Kick-off Meeting**

The Consultant shall coordinate and attend one (1) project kick-off meeting with the Authority staff at the Asheville Regional Airport to establish the goals and methods to be utilized in the pavement evaluation. This kick-off meeting shall also include a meeting with airport maintenance and operations staff to discuss the project and gather information.

**Task 1.2 – Data Collection**

The Consultant shall collect, review, compile, and summarize available data related to the project. The Consultant will review the Authority's files and records to determine relevant information for the Authority to provide, such as the airport master plan, airport layout plan, previous pavement evaluation reports, aerial photogrammetry, survey data, previous design plans as-builts, specifications, and geotechnical investigation reports.

**Task 1.3 – Subconsultant Coordination**

The Consultant shall review available geotechnical data and develop a written geotechnical investigation scope of services with fees for the Authority's authorized representative's review and approval prior to assigning any such services. All geotechnical investigation activities will be coordinated with the Authority prior to start of work. The Consultant shall coordinate and manage the geotechnical investigation. The Consultant shall coordinate and review with the geotechnical subconsultant specific criteria required for the investigation. All geotechnical data will be provided to the Authority.

Topographical survey is not included in this Phase of the project. Topographical survey will be required for future design phases of work.

**Task 1.4 – Pavement Investigation and Analysis**

The Consultant shall coordinate with the Authority prior to accessing the airfield pavements identified for evaluation. Access to the airfield for this phase of work shall only be accomplished at night, commencing after the last scheduled airline arrival and finishing before the first scheduled departure of the morning (or as otherwise approved by the Authority). The Consultant shall provide a detailed schedule for the Authority to review and approve prior to any access of the airfield pavement system. The Authority shall approve all access dates and times and if they deem necessary, provide an escort during the time the Consultant is inside the Airport Operations Area (AOA). The Consultant shall have all safety briefings, badging and security training accomplished prior to startup of the pavement evaluation.

The Consultant shall conduct the existing conditions and pavement evaluation in accordance with the approved schedule and shall notify the Authority when the Consultant is finished for the day or needs to clear the Movement Area due to reasons beyond his control. The Consultant shall pull back from the Movement Area or AOA and/or leave the operations area altogether should the Authority at any time instruct the Consultant to do so.

Consultant shall inspect airfield pavements in accordance with FAA Advisory Circular 150/5320-6D, Chapter 6 Pavement Evaluation. Additionally, the Consultant shall inspect the existing airfield lighting systems and NAVAIDS with respect to their impact during rehabilitation or reconstruction.

The Consultant shall develop existing pavement evaluation recommendations and Pavement Condition Indices (PCI) for each of the airfield pavements surveyed.

### **Task 1.5 – FAA Design Standards Analysis**

The Consultant shall review and analyze the current geometry of the airfield with respect to FAA Design Standards defined in FAA Advisory Circular 5300-13, *Airport Design* (current edition or any revised and approved version) and other applicable FAA standards. The Consultant shall document deficient areas and develop recommendations for modifications.

### **Task 1.6 – Airfield Lighting Condition and NAVAIDS Assessment**

The Consultant shall conduct a complete assessment of the following airfield lighting systems to include:

- Runway Edge Lighting
- Runway Centerline Lighting
- Runway 34 Touchdown Zone Lighting
- Threshold Lighting
- Taxiway Edge Lighting
- Distance Remaining Signage
- Runway Exit Signage
- Runway Mandatory Signage
- Taxiway Guidance Signage

Utilizing available base and record drawings, the Consultant will conduct a field investigation and visually survey the existing airfield lighting systems and navigational aids to verify existing conditions. Airport and FAA representatives designated by the Airport that are responsible to operate and maintain these systems will be present during the field investigation to provide information. Operational details and historical maintenance issues will be documented by interviewing these Airport and FAA personnel. Information gathered from these field investigations, visual surveys and interviews will be confirmed in meeting minutes. The Consultant assumes three days on site for the field investigation of the airfield lighting systems and NAVAIDS.

The airfield lighting systems assessment shall include and analyze the lighting fixtures, signs, light bases, sign bases, lighting circuit cabling, cable routing, underground distribution, grounding and counterpoise systems, and constant current regulators associated with each series circuit. The evaluation will include testing of each existing series lighting circuits for continuity and insulation resistance-to-ground by an electrical subcontractor.

The lighting system assessment will also include review and analysis of the existing runway and taxiway guidance signage system and the existing Field Lighting Vault. Signage will be checked for compliance with FAA standards and operational requirements, while the vault will be examined for conformance with FAA and National Electrical Code (NEC), NFPA, and OSHA requirements.

The lighting systems assessment will be compiled in a matrix with the conditions of each element listed and its associated condition. From this matrix, priorities for lighting systems improvements can be developed.

The NAVAIDS assessment will consist of development of an inventory of the existing NAVAIDS equipment on the Airport site, identification of NAVAIDS required for CATI and CATII operations, and a listing of NAVAIDS, airfield lighting systems, and associated infrastructure required to upgrade Runway 34 to Category (CATII) approaches.

**B. Task 2: Draft Runway Pavement and Lighting Condition Assessment Report**

**Task 2.1 – Draft Report**

The Consultant shall develop the draft Runway Pavement and Lighting Condition Assessment Report based on results of the existing pavement, lighting and NAVAIDS evaluation. The draft report shall include:

- Project History/Field Investigation Summary
- FAA Design Standards Requirements
- Summary of the Geotechnical Investigation
- Pavement Design Analysis
- Life Cycle Cost Analysis
- Lighting and Signage Assessment
- NAVAIDS Assessment
- Cost Estimates
- Conclusions and Recommendations

**Task 2.2 – Draft Report Submittal**

The Consultant shall provide internal quality control review of the draft report prior to submittal to the Authority for review. Upon incorporation of final review comments, Consultant shall submit five (5) copies of the draft Runway Pavement and Lighting Condition Assessment Report to the Authority.

**Task 2.3 – Review Meeting**

The Consultant shall attend one (1) review meeting with Authority to review the draft Runway Pavement and Lighting Condition Assessment Report.

**C. Task 3: Final Runway Pavement and Lighting Condition Assessment Report**

**Task 3.1 – Final Report**

The Consultant shall develop the final Runway Pavement and Lighting Condition Assessment Report. The final report shall include:

- Project History/Field Investigation Summary
- FAA Design Standards Requirements
- Summary of the Geotechnical Investigation
- Pavement Design Analysis
- Life Cycle Cost Analysis
- Lighting and Signage Assessment
- NAVAIDS Assessment
- Conclusions and Recommendations
- Appendix
  - Detailed Pavement Assessment
  - Geotechnical Report

- Pavement Design Data and Results
- Life Cycle Analysis Data and Results

**Task 3.2 – Final Report Submittal**

The Consultant shall provide internal quality control review of the report prior to submittal to the Authority for review. Upon incorporation of final review comments, Consultant shall submit five (5) copies of the final Runway Pavement and Lighting Condition Assessment Report to the Authority.

**Task 3.3 – Final Report Presentation**

The Consultant shall attend a regularly scheduled Asheville Regional Airport Authority Board meeting and present, in a formal presentation, the conclusions and recommendations of the Phase 1 Runway Pavement and Lighting Condition Assessment.

**D. Task 4: Project Management**

The following tasks shall be accomplished:

**Task 4.1 Project Management**

The Consultant shall manage the project in a professional manner, will assign qualified individuals or subconsultants to the project, and shall complete the efforts within the timeframe as outlined in Section V, Schedule.

**III. PRESENTATIONS AND/OR MEETINGS**

RS&H will prepare for and attend the following meetings at the Airport:

- 1) Kick-off meeting
- 2) Draft Report review meeting
- 3) Final Report Presentation

**IV. DELIVERABLES**

The Consultant will provide the following deliverables:

- 1) Five (5) Sets of Preliminary Pavement Evaluation Survey Plans to the Authority.
- 2) Five (5) copies of the Draft Runway Pavement and Lighting Condition Assessment Report to the Authority
- 3) Five (5) copies of the Final Runway Pavement and Lighting Condition Assessment Report to the Authority

**V. SCHEDULE**

The Consultant shall complete the work after issuance of a Notice-to-Proceed by the Authority, in accordance with the following schedule:

1. Draft Report submittal shall occur on or before March 1, 2009.
2. Final presentation to the Authority Board to occur in April of 2009.



Any modifications to the above schedule shall be coordinated with the Authority project representative and communicated in writing for review and approval.

**GEOTECHNICAL INVESTIGATION  
SCOPE OF WORK (Special Services)**

**RUNWAY 16-34 REHABILITATION/RECONSTRUCTION – PHASE 1 – RUNWAY and  
LIGHTING CONDITION ASSESSMENT REPORT**

**ASHEVILLE REGIONAL AIRPORT**

**ASHEVILLE, NORTH CAROLINA**

1. Field Exploration Program
  - Mobilization
  - One boring approximately every 200 feet (alternating between centerline and left and right edges – not-to-exceed 40 borings). All borings on the airfield shall be accomplished at night during the hours of 12:00am and 5:00pm, or as otherwise directed by the Airport Authority.
  - Bore hole locations to be established in the field by the Engineer or his authorized representative and surveyed by the project surveyor.
  - Each Boring shall be to a depth of at least ten (10) feet.
  - Standard boring logs which will include material types, thickness and specifics of any materials present.
  - All borings shall be taken utilizing a truck mounted drill rig unless otherwise approved by the Engineer.
  - Contractor to reinstall and recompact existing soil removed for each core. Contractor to install non-shrink grout at top 6-inches. Non-shrink grout to be smooth and flush with existing pavement surface.
  - Determine the groundwater table level and the associated seasonal high and/or low groundwater levels.
  - Sawcut the existing asphalt at three (3) locations on Runway 16-34 to establish in-place base and subgrade densities. The locations to be field determined.
  - Perform a California Bearing ratio (CBR) for each material found.
  - Perform up to a maximum of 4 Modified Proctor tests to determine maximum soil densities.
  
2. Report
  - A report of tests sheet which summarizes the laboratory test results, and the soil stratification.
  - A description of the site and subsoil conditions, design recommendations and a discussion of any special considerations (i.e. removal of unsuitable material, recompression of weak soils, estimated settlement time/amount, groundwater control etc.).
  - Permeability parameters for water detention/retention areas.
  - An appendix which contains stratified soil boring profiles, laboratory test data sheets, design CBR calculation/graphs, and any other pertinent information.
  - Soil boring data shall be submitted in a format compatible with direct input into Softdesk Civil software.
  - The final report shall be submitted with six additional copies all signed and sealed.
  - The final report will be signed and sealed by a Professional Engineer registered in the State of North Carolina.

3. Fees

- The fee proposal for the project shall be a not-to-exceed amount to perform all work and to provide all required reports. The geotechnical testing consultant shall also provide a unit price sheet showing all testing costs should additional testing be required.

**NON-DESTRUCTIVE PAVEMENT TESTING PROGRAM  
&  
PAVEMENT ANALYSIS INDEPENDENT REVIEW**

## **SCOPE OF WORK (Special Services)**

### **RUNWAY 16-34 REHABILITATION/RECONSTRUCTION – PHASE 1 – RUNWAY and LIGHTING CONDITION ASSESSMENT**

The condition and expected remaining service life of the Runway 16-34 pavement will be evaluated using non-destructive testing. The program will consist of testing the runway centerline and 10-foot, 15-foot and 20-foot offsets from the centerline. The test data will be electronically compiled and sorted for the pavement assessments effort.

The purpose of the testing and analysis is to determine the structural capacity/requirement of the pavement based on the proposed aircraft mix. The testing will be conducted in 3 rows parallel to the centerline; with tests spaced at approximately 100 feet along each line and staggered between lines, resulting in approximately 240 test locations. Approximate total time to complete this testing will be 8 hours and will be conducted during coordinated RW closure times as previously noted in Section II – Basic Services, Task 1.4. Test loads will be determined based on the aircraft mix and they would be applied at each point, unless deflections are excessive.

The Consultant shall also retain an independent pavement engineer recognized as an expert in the industry to review and provide recommendations on the Runway Pavement and Lighting Condition Assessment Report. The firm of Roy D. McQueen & Associates will be retained for this testing and independent consultation.

## **ELECTRICAL CONTRACTOR**

**SCOPE OF WORK (Special Services)**

**RUNWAY 16-34 REHABILITATION/RECONSTRUCTION – PHASE 1 – RUNWAY and LIGHTING CONDITION ASSESSMENT**

**ASHEVILLE REGIONAL AIRPORT**

**ASHEVILLE, NORTH CAROLINA**

The Consultant shall retain a licensed electrical contractor to perform testing of each existing series lighting circuits for continuity and insulation resistance-to-ground. The electrical contractor will operate each constant current regulator and record input and output currents. Circuit testing will be performed with a 500 volt meggar and current input and output will be measured with an amp meter.



Exhibit B

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Asheville Regional Airport

Runway 16/34 Pavement & Lighting Assessment - Phase 1

Professional Services Fees

<u>Basic Services Task 1-4 (Lump Sum)</u>	<u>Fee</u>
Task 1 – Existing Conditions, Pavement and Lighting Evaluation	\$63,607
Task 2 – Draft Runway Pavement and Lighting Condition Report	\$26,800
Task 3 – Final Runway Pavement and Lighting Condition Report	\$18,811
Task 4 – Project Management	<u>\$4,415</u>
<b>Total Basic Services Fee</b>	<b>\$113,633.00</b>
<u>Special Services (Cost Plus Not-to-Exceed)</u>	<u>Fee</u>
Geotechnical	\$30,000
Non-Destructive Testing and Consultation	\$40,000
Electrical Contractor Support	<u>\$3,000</u>
<b>Total Special Services Fee</b>	<b>\$73,000.00</b>
<b>Total Fee</b>	<b>\$186,633.00</b>



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## MEMORANDUM

TO: Members of the Airport Authority

FROM: Kevin E. Howell, Development Manager

DATE: October 10, 2008

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

Approval of The LPA Group of North Carolina, p.a. Proposed Scope of Services and Fee for Professional Services Related to the Terminal Area Parking and Access Road Improvements Project

### **BACKGROUND**

The Terminal Area Planning Study (TAP), adopted in 2005, identified a need for improvements to the landside roadways, access and parking lot areas. The TAP identified one possible concept for a future layout of the landside roadways and parking lots. The conceptual planning and programming phase analyzed the TAP concept and other possible alternative concepts to determine the best layout for the future of the Asheville Regional Airport. The concept planning phase included survey of the existing roadway and parking lot areas, development of up to 4 alternatives and analysis of each alternative, including phasing, constructability and budget costs. On November 9, 2007, the Authority Board approved a fee and scope with WK Dickson for professional services related to the Planning and Programming Phase for the Asheville Regional Airport Landside Roadways, Access and Parking Lots Improvement Project. Three alternative layouts were presented at the April 11, 2008 Authority Board Meeting. The Board requested Staff and the Consultant to further analyze the project requirements and to develop reduced alternatives based on Option C. These final revised alternatives were presented to the Board at the August 8, 2008 meeting. The Board provided direction to Staff for the project, including elements of pavement rehabilitation in the terminal public parking areas, parking toll plaza expansion, and improvements to the terminal access roadway and general aviation access roadways.

New Business - Item B



## **ISSUES**

Staff has worked with The LPA Group of North Carolina, p.a. to develop a Scope of Services and Fee Proposal for professional services during the next phase of work on the above referenced project, which is attached. All professional services contracts in excess of \$50,000 require Authority Board approval. The proposed fee by The LPA Group of North Carolina, p.a. for this phase of work on the project totals \$729,044.00.

## **ALTERNATIVES**

None recommended at this time.

## **FISCAL IMPACT**

This work authorization fee structure is based on a combination of lump sum methods for basic services and not-to-exceed methods for special services. The total fee is \$729,044.00. Work associated with the public parking lot is not eligible for AIP entitlement funding and the full cost of this work will be funded by the Airport Authority. Work related to the terminal access roadway and the general aviation access roadways are eligible up to 95% through AIP entitlement funds. Currently, ARAA has approved entitlement funding for the eligible design phases of this project through AIP #32. Future AIP entitlements are programmed to be used for the construction phases as allowed and the grant for this portion of work will be finalized with the FAA after bidding.

## **RECOMMENDED ACTION**

It is respectfully requested that the Authority Board resolve to (1) approve the attached Scope of Services and Fee Proposal with The LPA Group of North Carolina, p.a. in the amount of \$729,044.00; and (2) authorize the Airport Director to execute the necessary documents.

Attachments



## Consultant Scope of Services

### Asheville Regional Airport Authority

Scope of Services Number 2 for Professional Consulting Services, as referenced in the Professional Consulting Agreement between the Asheville Regional Airport Authority and THE LPA GROUP of North Carolina, p.a., dated August 28, 2008.

Project: Terminal Area Parking and Access Road Improvements

- Element No. 1 - Terminal Area Parking Lot and Access Roadway Improvements
- Element No. 2 - General Aviation Access Roadway Improvements
- Element No. 3 - Expand Existing Parking Lot Exit Plaza

Scope of Services: See attached Exhibit A

Consultant Team: THE LPA GROUP of North Carolina, p.a.  
Jeff Kirby, P.E. – Site/Civil Engineering  
Bob Anderson, AIA-Architecture (Horizon Architects, P.C)  
Gary Lott, P.E. – Electrical  
Airport Design Consultants, Inc. (ADCI)  
Cedrick Johnson, P.E. – Design/Construction Support  
Mechanical Design Incorporated  
Danny Wilds, P.E. – Mechanical Engineer  
Manuel Hendrix, P.E. – Plumbing/Fire Protection Engineer  
Sutton-Kennerly & Associates, Inc.  
Bernard M. Feinberg, P.E. – Structural Engineer  
Randy Osborne – Electrical  
Engineering Consulting Services, LTD (ECS)  
Matthew Fogleman, P.E. – Geotechnical  
Hutchison-Biggs and Associates, Inc.  
Beth Gilliam, PLS - Surveying  
Broadbooks Associates, P.A  
John Broadbooks, RLA, ASLA-Landscape Architecture  
The Faith Group, LLC  
Faith Varwig/Dave Caputo- Security/CCTV Improvements/Modifications

Schedule: See attached Exhibit A

Project Budget: \$6,275,000

Fees: As noted

Element No. 1 – Basic Design Services:	Lump Sum Amount of \$172,416.00
Element No. 2 – Basic Design Services:	Lump Sum Amount of \$193,919.00
Element No. 3 – Basic Design Services:	Lump Sum Amount of \$55,824.00
Bidding and Construction Phase:	Lump Sum Amount of \$126,260.00
Utility Relocation Coordination:	Not to Exceed Amount of \$30,000.00
Pre-Design Field Surveying	Not to Exceed Amount of \$17,250.00
Geotechnical Investigation	Not to Exceed Amount of \$14,375.00
Quality Assurance Testing	Not to Exceed Amount of \$54,000.00
Resident Project Representative:	Not to Exceed Amount of <u>\$65,000.00</u>
Total:	\$729,044.00

**Authority:**

Asheville Regional Airport Authority

By: \_\_\_\_\_  
Airport Director

Date: \_\_\_\_\_

**Consultant:**

THE LPA GROUP of North Carolina, p.a.

By: \_\_\_\_\_  
Vice-President

Date: \_\_\_\_\_

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

\_\_\_\_\_  
Finance Manager

- Attachments: Exhibit A – Scope of Services  
Exhibit B – Project Limits  
Exhibit C – Fee Breakdown

**EXHIBIT A**  
**ASHEVILLE REGIONAL AIRPORT**  
**PROJECT SCOPE OF SERVICES**

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**I. SCOPE OF SERVICES:**

The Asheville Regional Airport (AVL) desires to construct several projects generally described as follows:

- Element No. 1 - Terminal Area Parking Lot and Access Roadway Improvements
- Element No. 2 - General Aviation Access Roadway Improvements
- Element No. 3 - Expand Existing Parking Lot Exit Plaza

Engineering services include the following phases, which are further described in our Agreement for Professional Consulting Services dated August 28, 2008:

1. Preliminary Design
2. Design Development
3. Design and Permitting
4. Bidding and Contract Formulation
5. Construction and Close-Out

**II. DETAILED PROJECT DESCRIPTION**

**A. Element No. 1 – Terminal Area Parking Lot and Access Roadway Improvements**

**Work items: - Terminal Area Parking Lot**

- Rehabilitation of existing pavement within the public parking areas. The rehabilitated pavement areas will be divided into two sections. The first section is that plan area that lies within the footprint of a future commercial curb. The rehabilitative efforts within this section will focus on preservation only, such as crack repair, and seal coat. The second section is the remaining portion of the hourly and daily lots. The rehabilitative efforts within this section will consist of a combination of full depth pavement repair and milling and overlay with bituminous pavement. No work will be done in the overflow lots.
- Addition of new pavement markings and regulatory direction signage.
- Additional landscaping within existing curb islands.
- New signage within parking areas.
- Addition of CCTV system in parking areas.

- Addition of emergency pull boxes in parking lots.
- Addition of new conduits/raceways/concrete pads for data and power to accommodate new parking equipment. Parking equipment is not included.
- Evaluate and make improvements to existing overhead lighting in parking areas. New lighting, if necessary, will match existing lighting to the greatest extent possible.
- All work in this element is non-FAA eligible.

**Work items: - Terminal Access Roadway Improvements**

- Rehabilitation of existing pavement as necessary along Terminal Drive and Terminal Return Road. The rehabilitative efforts within this section will consist of a combination of full depth pavement repair and milling and overlay with bituminous pavement.
- Addition of new pavement markings and regulatory roadway signage.
- Additional landscaping within existing curb islands.
- Evaluate and make improvements to existing overhead lighting along terminal access roadway. New lighting, if necessary, will match existing lighting to the greatest extent possible.
- New monument type signage in style of new rental car facility.
- All work in this element is FAA eligible.

**B. Element No. 2 - General Aviation Access Roadway Improvements**

**Work items:**

- Improvements to Wright Brothers Way and Aviation Way that result in a “boulevard” style roadway to serve the north general aviation area. Roadway will be constructed with curb and gutter, sidewalks and a center landscaped median, if possible.
- Drainage improvements to accommodate the new roadway alignment.
- Installation of markings and signage to match parking lot improvements.
- Fencing modifications as necessary to accommodate the new roadway alignment including gates and operators if required.
- Coordination with existing utility companies on relocation of facilities.
- Addition of street lighting.
- Addition of required landscaping/streetscaping.
- Evaluate the addition of a limited access connection between Wright Brothers Way and Terminal Drive.
- All work in this element is FAA eligible.

**C. Element No. 3 – Expand Existing Parking Lot Exit Plaza**

**Work items:**

- Addition of a third building at the existing parking lot exit toll plaza to include manager's office, break room, storage area, rest room and area to collect parking fees. Total area of new building will be approximately 600 square feet. Building will match the existing architectural style of adjacent buildings.
- Addition of a vehicular exit lane along with canopy extension.
- Existing water and sewer connections will be used for this element.
- All work in this element is non-FAA eligible.

**D. Assumptions:**

- Environmental permitting (401/404) will not be required for completion of this project.
- Necessary land disturbance permits will be obtained from NCDENR.
- Coordination with existing designs for general aviation by others will be completed.
- Up to three (3) bid packages will be prepared for this project. Currently, the bid packages are as follows: Parking Lot and Terminal Access Roadway Maintenance (Element 1), Wright Brothers Way and Aviation Way Improvements (Element 2), and Toll Plaza Improvements (Element 3).
- The bid package for Parking Lot and Terminal Access Roadway Maintenance will contain separate bid schedules to track FAA and non-FAA eligible costs.
- A Level III TRC review process is anticipated for the toll plaza addition and Wright Brothers Way improvements. Parking lot and Terminal Drive Improvements will not be subject to TRC review.
- Signage permit will be required by the City of Asheville.
- Bidding and construction phase services will be concurrent for all project elements.
- Construction phase site visits are as follows:
  - Civil - 1 preconstruction conference, monthly general site visits, 1 final inspection
  - Architectural – 1 preconstruction meeting, monthly general site visits, 1 substantial completion inspection, 1 final inspection.
  - Other subconsultants will visit the site as necessary.

**E. Excluded Items**

The following work items are excluded from this scope:

- Permit and agency review fees.
- Costs to relocate existing utility lines and FAA underground facilities.
- Detailed design of new commercial curb and improvements to existing curb front to terminal building.

### **III. SPECIAL/ADDITIONAL SERVICES**

#### **A. Utility Relocation Coordination**

The **CONSULTANT** will coordinate with utility companies and FAA on relocation of existing utility lines and FAA underground facilities that traverse the project site.

#### **B. Pre-design Field Surveying**

The **CONSULTANT** will coordinate with Hutchinson-Biggs to obtain necessary design data needed for the project.

#### **C. Geotechnical Investigation**

The **CONSULTANT** will coordinate with ECS Carolinas, LTD to obtain necessary design data for the project.

#### **D. Quality Assurance Testing**

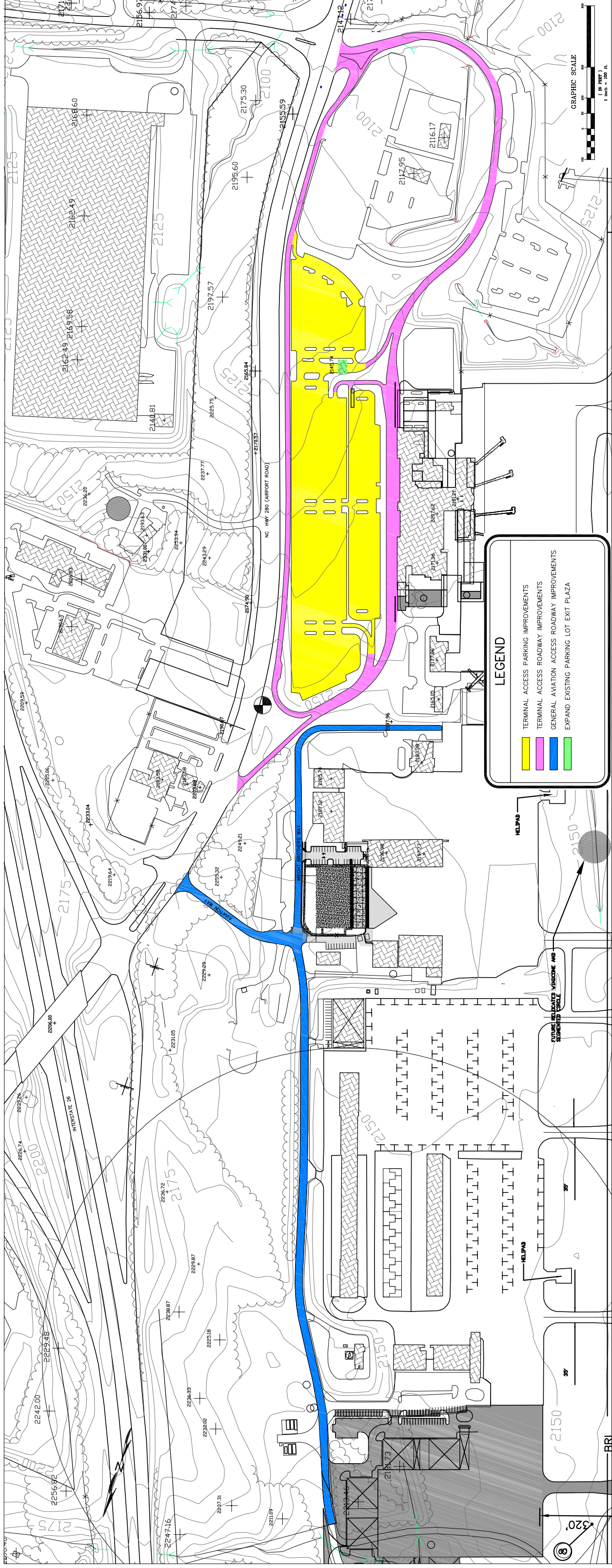
The **CONSULTANT** will coordinate with ECS Carolina, LTD for necessary quality assurance testing during construction in accordance with Construction Documents.

#### **E. Resident Project Representative**

The **CONSULTANT** will provide full time resident project representative services during construction. The anticipated construction time is 120 consecutive calendar days.

### **IV. SCHEDULE**

Design Services and Permitting (All elements)	6 months
Bidding and Contract Formulation	2 months
Construction:	
Parking Lot Maintenance	4 months
Wright Bros. and Aviation Way	3 months
Toll Plaza Improvements	3 months



J:\Asheville Regional\Ro618011 - Parking Lot And Access Road Improvements\Contracts\Exhibit B - Project Limits.dwg

# ASHEVILLE REGIONAL AIRPORT

## EXHIBIT B - PROJECT LIMITS

SEPTEMBER 17, 2008



## Exhibit C

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### Asheville Regional Airport

#### Terminal Area Parking and Access Road Improvements

#### Professional Services Fees

##### Basic Services (Lump Sum)

Design Element 1 - Terminal Area Parking Lot and Access Road Improv.	\$172,416.00
Design Element 2 - General Aviation Access Roadway Improvements	\$193,919.00
Design Element 3 - Expand Existing Parking Lot Exit Plaza	\$55,824.00
Bidding and Construction Phase	<u>\$126,260.00</u>
Total Basic Services	\$548,419.00

##### Special Services (Cost Plus Not-to-Exceed)

Utility Relocation Coordination	\$30,000.00
Pre-Design Field Surveying	\$17,250.00
Geotechnical Investigation	\$14,375.00
Quality Assurance Testing	\$54,000.00
Resident Project Representative	<u>\$65,000.00</u>
Total Special Services:	\$180,625.00

**Total Fee: \$729,044.00**





## MEMORANDUM

TO: Members of the Airport Authority

FROM: Kevin E. Howell, Development Manager

DATE: October 10, 2008

### ITEM DESCRIPTION – New Business Item C

Approval of AVCON Engineers and Planners, Inc. Proposed Scope of Services and Fee for Professional Services Related to the North General Aviation Expansion Project – Construction Phase Services

### BACKGROUND

The Asheville Regional Airport Authority previously approved the North General Aviation Expansion Project with a project budget of \$3,000,000.00. The project budget was later increased to \$3,700,000.00. Current and past phases of project work included timbering operations, clearing and grubbing of the site, storm drainage extension, and structural fill placement. Future phases will include roadway and utility infrastructure and airfield ramp and taxiway connection. Currently the fill contractor has completed phase 1 of the structural fill placement and compaction. The next phase of work includes the installation and extension of a 60" reinforced concrete pipe (RCP) for storm drainage through the center of site. Full time construction inspection services are required for this phase of work to ensure proper installation by the contractor per the contract specifications, as this pipe will be approximately 50' deep in some sections beneath future development sites.

Upon completion of the RCP extension, part-time, as-needed and on call services will be required periodically from the Engineer to ensure project fill placement specifications are met. The Engineer will also provide project coordination and general contractor oversight and contract administration for the North General Aviation Expansion Project to the Authority.

New Business – Item C



## **ISSUES**

Staff has worked with AVCON Engineers and Planners, Inc. to develop a Scope of Services and Fee Proposal for professional services on the above project, which is attached. All professional services contracts in excess of \$50,000 require Authority Board approval. The proposed fee by AVCON Engineers and Planners, Inc. for this phase of work on the project is based on an hourly not-to-exceed method and totals \$99,100.00.

## **ALTERNATIVES**

None recommended at this time.

## **FISCAL IMPACT**

The fiscal impact of this fee and scope of services is not-to-exceed \$99,100.00 and will be funded within the already approved North General Aviation Expansion Project budget amount of \$3,700,000.00, of which \$1,591,000 will be reimbursed by AIP entitlement funds and \$900,000 will be funded by NCDOT – DOA grant monies.

## **RECOMMENDED ACTION**

It is respectfully requested that the Authority Board resolve to (1) approve the attached Scope of Services and Fee Proposal with AVCON Engineers and Planners, Inc. in the amount of \$99,100.00; and (2) authorize the Airport Director to execute the necessary documents.

Attachments

**Consultant Scope of Services**

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**Asheville Regional Airport Authority**

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Scope of Services Number #2 for Professional Consulting Services, as referenced in the Professional Consulting Agreement between the Asheville Regional Airport Authority and AVCON Engineers & Planners, Inc., dated August 26, 2008.

Project: North General Aviation Expansion Project - 60" RCP installation & embankment construction phase

Scope of Services: See also attached Exhibit A

Installation of a 60" RCP and construction of an embankment using fly ash and soils material for the north general aviation development area. The project consists of the installation of approximately 1,100 linear feet of 60" RCP, Class V; a concrete endwall section for the 60" diameter pipe; a drainage junction box; the remaining fly ash & soil embankment (approximately 800,000 c.y.); erosion and sediment control measures; and establishing vegetation upon completion of the work. Construction work was previously initiated with the embankment currently about 20% complete according to Contractor personnel. The Consultant will prepare for the Authority the necessary specification(s) for the soil cap required upon completion of the fly ash embankment construction.

The Consultant will provide resident project representative (RPR) services (full-time and part-time) and construction administration services during construction.

Consultant Team: AVCON Engineers & Planners, Inc., F&R and HBA.

Schedule: October 2008 through April 2009

Project Budget: \$3,700,000

Fees: Fees for this scope of work will be charged on a time and materials basis and are not to exceed (NTE) \$99,100.00

**Authority:**

Asheville Regional Airport Authority

By: \_\_\_\_\_  
Airport Director

Date: \_\_\_\_\_

**Consultant:**

AVCON Engineers & Planners, Inc.

By: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_

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

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Finance Manager

## EXHIBIT A

### CONSULTANT SCOPE OF SERVICES

### CONSTRUCTION PHASE SERVICES FOR 60" RCP INSTALLATION AND FLY ASH & SOIL EMBANKMENT

### ASHEVILLE REGIONAL AIRPORT

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

**Project:** Installation of a 60" RCP and construction of an embankment using fly ash and soils material for the north general aviation development area. The project consists of the installation of approximately 1,100 linear feet of 60" RCP, Class V; a concrete endwall section for the 60" diameter pipe; a drainage junction box; the remaining fly ash & soil embankment (approximately 800,000 c.y.); erosion and sediment control measures; and establishing vegetation upon completion of the work. Construction work was previously initiated with the embankment currently about 20% complete according to Contractor personnel.

The Consultant will prepare for the Authority the necessary specification(s) for the soil cap required upon completion of the fly ash embankment construction.

The Consultant will provide resident project representative (RPR) services (full-time and part-time) and construction administration services during construction.

**Consultant Team:** For the proposed work the Consultant's Team will consist of:

**AVCON Engineer's and Planners, Inc.** - full time resident project representative services during the placement of the 60" RCP and related drainage structures, part-time on call inspection services during the placement of the embankment material, and construction administration. In addition, AVCON will perform an engineering evaluation and analysis of the proposed storm drain and junction box design to see if reducing the grade on the pipe and/or lowering the invert of the junction box may be feasible, thereby reducing flow and outlet velocities, as well as the lateral limits of the compacted soil cap above the pipe. AVCON will coordinate the quality assurance testing of materials and field surveying checks during construction with its subconsultants, F&R and HBA.

**F&R, Inc.** – will be called upon to provide quality assurance (QA) testing of materials during construction, including testing of concrete for pipe and structures at the manufacturing facility and project site; subgrade and embankment compaction tests and other tests deemed necessary during construction. AVCON will coordinate the timing for the QA Testing through the Airport Project Representative.

**Hutchison-Biggs & Associates, Inc. (HBA)** – will be called upon to provide occasional quality assurance survey checks for grade and alignment for the 60" RCP and the embankment. AVCON will coordinate the timing for the QA surveys through the Airport Project Representative.

**Schedule:** Based on conversations with the Contractor at the construction site on Thursday September 4, 2008 and follow-on phone call on Friday September 5, 2008, the Contractor is allowing himself from October 13<sup>th</sup>± to November 17<sup>th</sup>± 2008 to complete the installation of the 60" RCP and drainage related work items, including the initial soil cap over the pipe. During this period full-time RPR services will be budgeted and provided.

Once the pipe, drainage structures and compacted soil cap are constructed, approved and accepted by the Consultant part-time RPR services will be initiated and implemented as the remaining fly ash embankment is constructed and completed, estimated at this time to be approximately 180 calendar days.

Construction administration will be provided until the project is completed and accepted by the Consultant and Asheville Regional Airport Authority.

**Project Budget:** A suggested hourly rate budget for this project has been estimated as follows: Full-time and Part-time RPR Services, QA Material Testing and QA Field Survey for \$70,180. Construction Administration has been estimated at \$28,920. This information is based on our meeting and site visit on September 4<sup>th</sup>, our understanding of the current scope of the project and services requested, and the contractors proposed schedule for completing the work.

**Fees:** See attached spreadsheet. The Consultant's Fees for resident project representative (RPR) services (full-time and part-time) and construction administration services during construction have been developed for the following project tasks:

*Scoping Meeting and Site Visit/Review with Authority and Contractor.* Prepare for and attend scoping meeting with the Authority, and conduct a site review and on-site meeting with the Contractor.

*Resident Project Representative.* The Consultant will provide a representative at the Site during the Construction Phase, both in a full-time and part-time capacity as required by construction. As used herein, the term Resident Project Representative includes any assistants of Resident Project Representative agreed to by the Authority. The duties and responsibilities of the Resident Project Representative are as set forth in Exhibit E of the Agreement.

*Visits to Site and Observation of Construction.* Provide on-site construction observation services (RPR, full-time and part-time) during the construction phase of the subject project. Observations will vary depending on the type of work being performed by the contractor, the location, and the contractors' schedule.

Make visits to the Site at intervals as deemed reasonable by the Consultant and Authority in order to observe the progress of the Work. Such visits and observations by the Consultant are not intended to be exhaustive or to extend to every aspect of Contractor's work in progress. Observations are to be limited to spot checking, selective measurement, and similar methods of general observation of the Work based on the Consultant's exercise of professional judgment. Based on information obtained during such visits and such observations, the Consultant will determine if Contractor's work is generally proceeding in accordance with the Contract Documents, and the Consultant shall keep the Authority informed of the general progress of the Work.

The purpose of the Consultant's visits to the site will be to enable the Consultant to better carry out the duties and responsibilities assigned in this Agreement to the Consultant during the construction phase by the Authority, and, in addition, by the exercise of the Consultant's efforts, to provide the Authority a greater degree of confidence that the completed Work will conform in general to the Contract Documents and that the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents has been implemented and preserved by Contractor. The Consultant shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct, or have control over Contractor's work, nor shall the Consultant have authority over or responsibility for the means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction selected by Contractor, for safety precautions and programs incident to Contractor's work, nor for any failure of Contractor to comply with laws and regulations applicable to Contractor's furnishing and performing the Work. Accordingly, the Consultant neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

Recommendations with Respect to Defective Work. Recommend to the Authority that Contractor's work be disapproved and rejected while it is in progress if, on the basis of such observations, the Consultant believes that such work will not produce a completed Project that conforms generally to Contract Documents or that it will prejudice the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents.

Clarifications and Interpretations. Issue necessary clarifications and interpretations of the Contract Documents to the Authority as appropriate to the orderly completion of Contractor's work. Such clarifications and interpretations will be consistent with the intent of the Contract Documents. Field Orders authorizing variations from the requirements of the Contract Documents will be made by the Authority.

Change Orders. Recommend Change Orders to the Authority, as appropriate. Review and make recommendations related to Change Orders submitted or proposed by the Contractor.

Shop Drawings and Samples. Review and approve or take other appropriate action in respect to Shop Drawings and Samples and other data which Contractor is required to submit, but only for conformance with the information given in the Contract Documents and compatibility with the design concept of the completed Project as a functioning whole as indicated in the Contract Documents. Such review and approvals or other action will not extend to means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction or to related safety precautions and programs.

Substitutes and "or-equal." Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by Contractor in accordance with the Contract Documents, but subject to the provisions of applicable standards of state or local government entities.

Inspections and Tests. Require such special inspections or tests of Contractor's work as the Consultant deems appropriate, and receive and review certificates of inspections



within the Consultant's area of responsibility or of tests and approvals required by laws and regulations or the Contract Documents. The Consultant's review of such certificates will be for the purpose of determining that the results certified indicate compliance with the Contract Documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Contract Documents. The Consultant shall be entitled to rely on the results of such tests and the facts being certified.

Disagreements between Authority and Contractor. As necessary, render written decision on all claims of the Authority and Contractor relating to the acceptability of Contractor's work or the interpretation of the requirements of the Contract Documents pertaining to the progress of Contractor's work. In rendering such decisions, the Consultant shall be fair and not show partiality to the Authority or Contractor and shall not be liable in connection with any decision rendered in good faith in such capacity.

Applications for Payment. Based on the Consultant's observations and on review of applications for payment and accompanying supporting documentation:

Determine the amounts that the Consultant recommends Contractor be paid. Such recommendations of payment will be in writing and will constitute the Consultant's representation to the Authority, based on such observations and review, that, to the best of the Consultant's knowledge, information and belief, Contractor's work has progressed to the point indicated, such work-in-progress is generally in accordance with the Contract Documents (subject to an evaluation of the Work as a functioning whole prior to or upon Substantial Completion, to the results of any subsequent tests called for in the Contract Documents, and to any other qualifications stated in the recommendation), and the conditions precedent to Contractor's being entitled to such payment appear to have been fulfilled insofar as it is the Consultant's responsibility to so determine. In the case of unit price work, the Consultant's recommendations of payment will include final determinations of quantities and classifications of Contractor's work, based on observations and measurements of quantities provided with pay requests.

By recommending any payment, the Consultant shall not thereby be deemed to have represented that observations made by the Consultant to check Contractor's work as it is performed and furnished have been exhaustive, extended to every aspect of Contractor's work in progress, or involved detailed inspections of the Work beyond the responsibilities specifically assigned to the Consultant in this Agreement. Neither the Consultant's review of Contractor's work for the purposes of recommending payments nor the Consultant's recommendation of any payment including final payment will impose on the Consultant responsibility to supervise, direct, or control Contractor's work in progress or for the means, methods, techniques, equipment choice and usage, sequences, or procedures of construction of safety precautions or programs incident thereto, nor Contractor's compliance with Laws and Regulations applicable to Contractor's furnishing and performing the Work. It will also not impose responsibility on the Consultant to make any examination to ascertain how or for what purposes Contractor has used the moneys paid on account of the Contract Price, nor to determine that title to any portion of the work in progress, materials, or equipment has passed to the Authority free and clear of any liens, claims, security interests, or encumbrances, nor that there may not be other matters at issue between the Authority and Contractor that might affect the amount that should be paid.



*Substantial Completion.* Promptly after notice from Contractor that Contractor considers the entire Work ready for its intended use, in company with the Authority and Contractor, conduct a site visit to determine if the Work is substantially complete. Work will be considered substantially complete following satisfactory completion of all items with the exception of those identified on a final punch list. If after considering any objections of the Authority, the Consultant considers the Work substantially complete, the Consultant shall notify the Authority and Contractor.

*Final Notice of Acceptability of the Work.* Conduct a final site visit to determine if the completed Work of Contractor is generally in accordance with the Contract Documents and the final punch list so that the Consultant may recommend, in writing, final payment to Contractor. Accompanying the recommendation for final payment, the Consultant shall also provide a notice that the Work is generally in accordance with the Contract Documents to the best of the Consultant's knowledge, information, and belief and based on the extent of the services provided by the Consultant under this Agreement and based upon information provided to the Consultant upon which it is entitled to rely.

*Limitation of Responsibilities.* The Consultant shall not be responsible for the acts or omissions of any Contractor, or of any of their subcontractors, suppliers, or of any other individual or entity performing or furnishing the Work. The Consultant shall not have the authority or responsibility to stop the work of any Contractor.

*Construction Quality Assurance (CQA) Testing Services.* The Consultant will use F&R, Inc. for materials testing during construction.

*Quality Assurance Field Survey Services.* The Consultant will use HBA for field survey checks during construction.





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## MEMORANDUM

TO: Members of the Airport Authority

FROM: David N. Edwards, Airport Director

DATE: October 10, 2008

### **ITEM DESCRIPTION – Information Section Item A**

August, 2008 Traffic Report - Asheville Regional Airport

### **SUMMARY**

August 2008 overall passenger traffic numbers were down 5.8%. Passenger traffic numbers reflect a 7.3% decrease in passenger enplanements from August 2007.

### **AIRLINE PERFORMANCE**

Atlantic Southeast Airlines (ASA): Delta/ASA's August 2008 enplanements decreased by 18.5% compared to August 2007. There were a total of five (5) flight cancellations for the month.

Continental Airlines: Continental's August 2008 passenger enplanements increased by 46.9% compared to August 2007. There were nine (9) flight cancellations for the month.

Northwest Airlines: Year over Year passenger enplanements for Northwest in August 2008 were up 32.1%. There was one (1) flight cancellation for the month.

US Airways: US Airways' August 2008 passenger enplanements represent a 24.5% decrease. There were seven (7) flight cancellations for the month.

# Monthly Traffic Report

## Asheville Regional Airport

### August 2008



Category	Aug 2008	Aug 2007	Percentage Change	*CYTD-2008	*CYTD-2007	Percentage Change	*MOV12-2008	*MOV12-2007	Percentage Change
<b>Passenger Traffic</b>									
Enplaned	26,550	28,642	-7.3%	178,582	189,912	-6.0%	278,088	286,384	-2.9%
Deplaned	<u>26,227</u>	<u>27,356</u>	-4.1%	<u>179,193</u>	<u>185,885</u>	-3.6%	<u>276,205</u>	<u>279,306</u>	-1.1%
<b>Total</b>	<b>52,777</b>	<b>55,998</b>	<b>-5.8%</b>	<b>357,775</b>	<b>375,797</b>	<b>-4.8%</b>	<b>554,293</b>	<b>565,690</b>	<b>-2.0%</b>
<b>Aircraft Operations</b>									
Airlines	158	101	56.4%	905	1,116	-18.9%	1,596	1,916	-16.7%
Commuter /Air Taxi	<u>1,890</u>	<u>1,962</u>	-3.7%	12,561	12,884	-2.5%	18,934	19,212	-1.4%
<b>Subtotal</b>	<u>2,048</u>	<u>2,063</u>	-0.7%	<u>13,466</u>	<u>14,000</u>	-3.8%	<u>20,530</u>	<u>21,128</u>	-2.8%
General Aviation	4,934	6,429	-23.3%	37,423	38,828	-3.6%	56,896	56,399	0.9%
Military	<u>348</u>	<u>300</u>	16.0%	<u>1,757</u>	<u>1,541</u>	14.0%	<u>2,599</u>	<u>2,407</u>	8.0%
<b>Subtotal</b>	<u>5,282</u>	<u>6,729</u>	-21.5%	<u>39,180</u>	<u>40,369</u>	-2.9%	<u>59,495</u>	<u>58,806</u>	1.2%
<b>Total</b>	<b>7,330</b>	<b>8,792</b>	<b>-16.6%</b>	<b>52,646</b>	<b>54,369</b>	<b>-3.2%</b>	<b>80,025</b>	<b>79,934</b>	<b>0.1%</b>
<b>Fuel Gallons</b>									
100LL	21,578	29,665	-27.3%	159,281	192,622	-17.3%	254,147	287,935	-11.7%
Jet A (GA)	157,292	185,356	-15.1%	947,721	1,177,821	-19.5%	1,511,309	1,719,467	-12.1%
<b>Subtotal</b>	<u>178,870</u>	<u>215,021</u>	-16.8%	<u>1,107,002</u>	<u>1,370,443</u>	-19.2%	<u>1,765,456</u>	<u>2,007,402</u>	-12.1%
Jet A (A/L)	<u>274,105</u>	<u>259,563</u>	5.6%	<u>1,878,609</u>	<u>1,850,609</u>	1.5%	<u>2,839,980</u>	<u>2,865,976</u>	-0.9%
<b>Total</b>	<b>452,975</b>	<b>474,584</b>	<b>-4.6%</b>	<b>2,985,611</b>	<b>3,221,052</b>	<b>-7.3%</b>	<b>4,605,436</b>	<b>4,873,378</b>	<b>-5.5%</b>

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

Monday, September 29, 2008

# Airline Enplanements, Seats, and Load Factors Asheville Regional Airport

August 2008



	Aug 2008	Aug 2007	Percentage Change	*CYTD-2008	*CYTD-2007	Percentage Change
<b>Continental Airlines</b>						
Enplanements	4,622	3,146	46.9%	24,189	20,442	18.3%
Seats	7,268	3,871	87.8%	36,025	26,480	36.0%
Load Factor	63.6%	81.3%	-21.8%	67.1%	77.2%	-13.0%
<b>Delta Air Lines</b>						
Enplanements	9,816	12,046	-18.5%	67,749	80,146	-15.5%
Seats	12,776	14,350	-11.0%	92,494	103,011	-10.2%
Load Factor	76.8%	83.9%	-8.5%	73.2%	77.8%	-5.9%
<b>Northwest Airlines</b>						
Enplanements	4,564	3,456	32.1%	27,628	24,015	15.0%
Seats	6,100	4,450	37.1%	39,100	34,046	14.8%
Load Factor	74.8%	77.7%	-3.7%	70.7%	70.5%	0.2%
<b>US Airways</b>						
Enplanements	7,548	9,994	-24.5%	59,016	65,309	-9.6%
Seats	11,715	12,410	-5.6%	85,880	89,661	-4.2%
Load Factor	64.4%	80.5%	-20.0%	68.7%	72.8%	-5.7%
<b>Totals</b>						
Enplanements	26,550	28,642	-7.3%	178,582	189,912	-6.0%
Seats	37,859	35,081	7.9%	253,499	253,198	0.1%
Load Factor	70.1%	81.6%	-14.1%	70.4%	75.0%	-6.1%

Monday, September 29, 2008

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

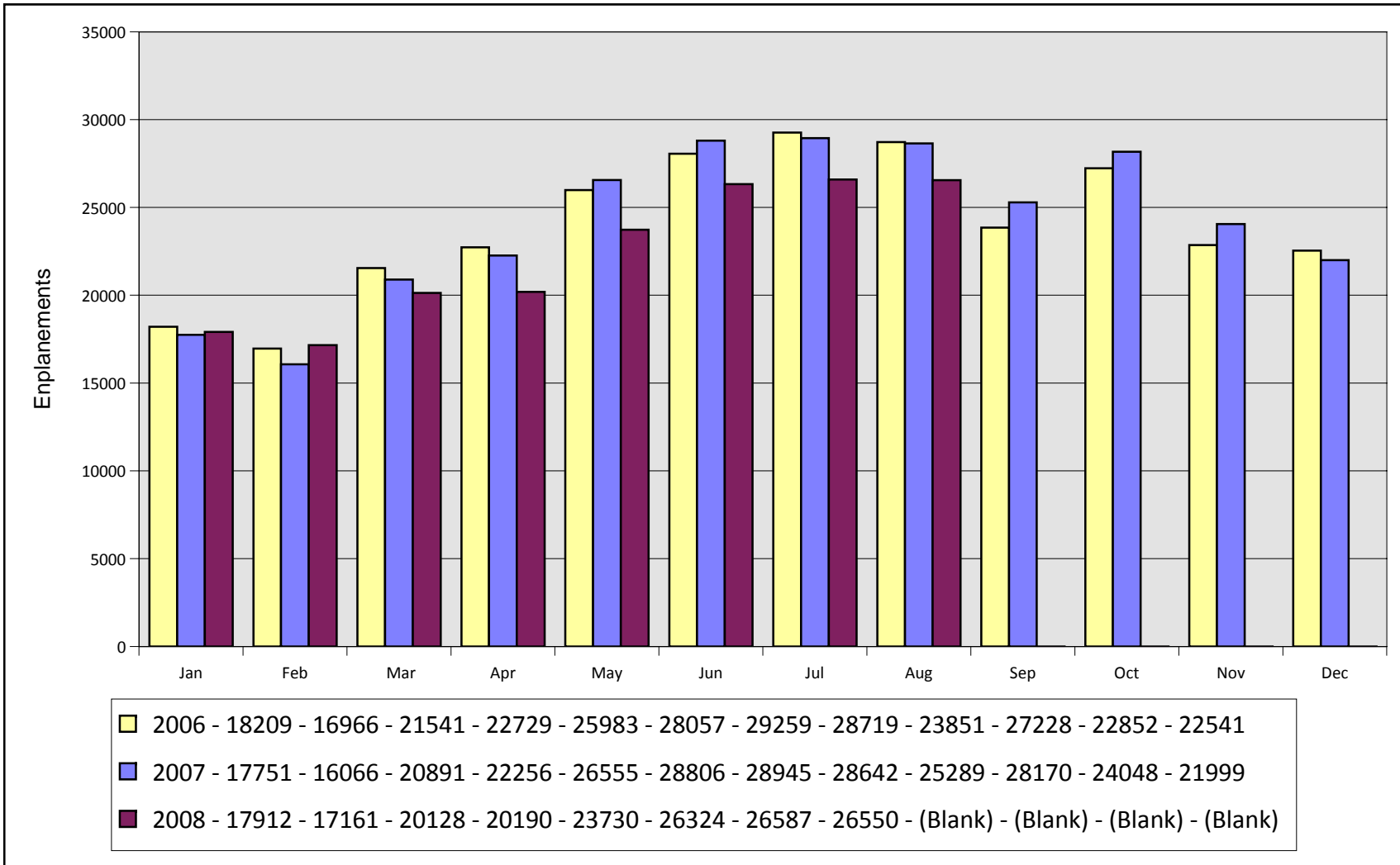
# Airline Flight Completions Asheville Regional Airport August 2008



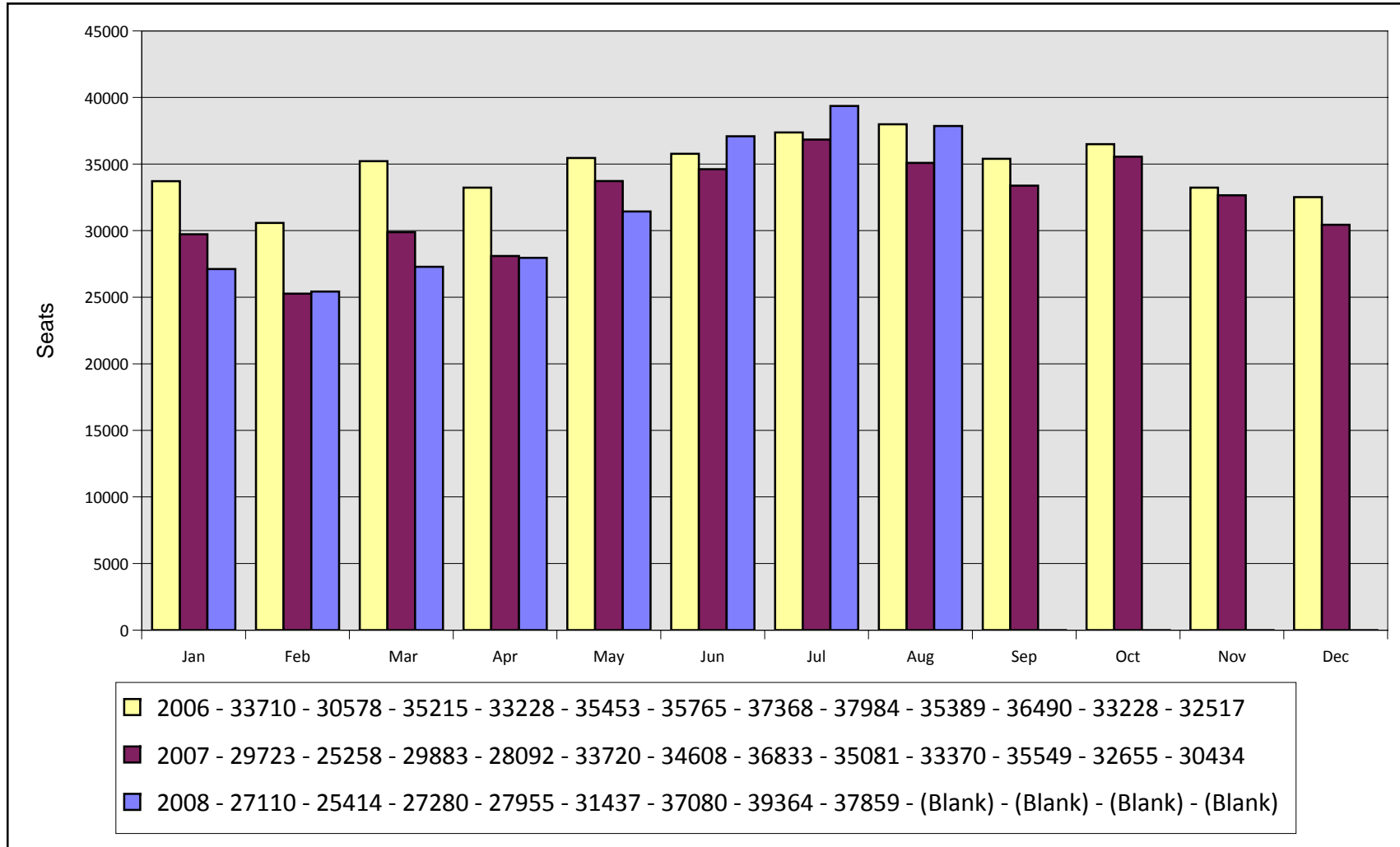
Airline	Scheduled Flights	Field	Cancellations Due To			Total Cancellations	Percentage of Completed Flights
			Mechanical	Weather	Other		
Continental Airlines	158	0	0	9	0	9	94.3%
Delta Air Lines	233	0	1	4	0	5	97.9%
Northwest Airlines	109	0	0	1	0	1	99.1%
US Airways	274	0	4	3	0	7	97.4%
<b>Total</b>	<b>774</b>	<b>0</b>	<b>5</b>	<b>17</b>	<b>0</b>	<b>22</b>	<b>97.2%</b>

Monday, September 29, 2008

# Monthly Enplanements By Year Asheville Regional Airport

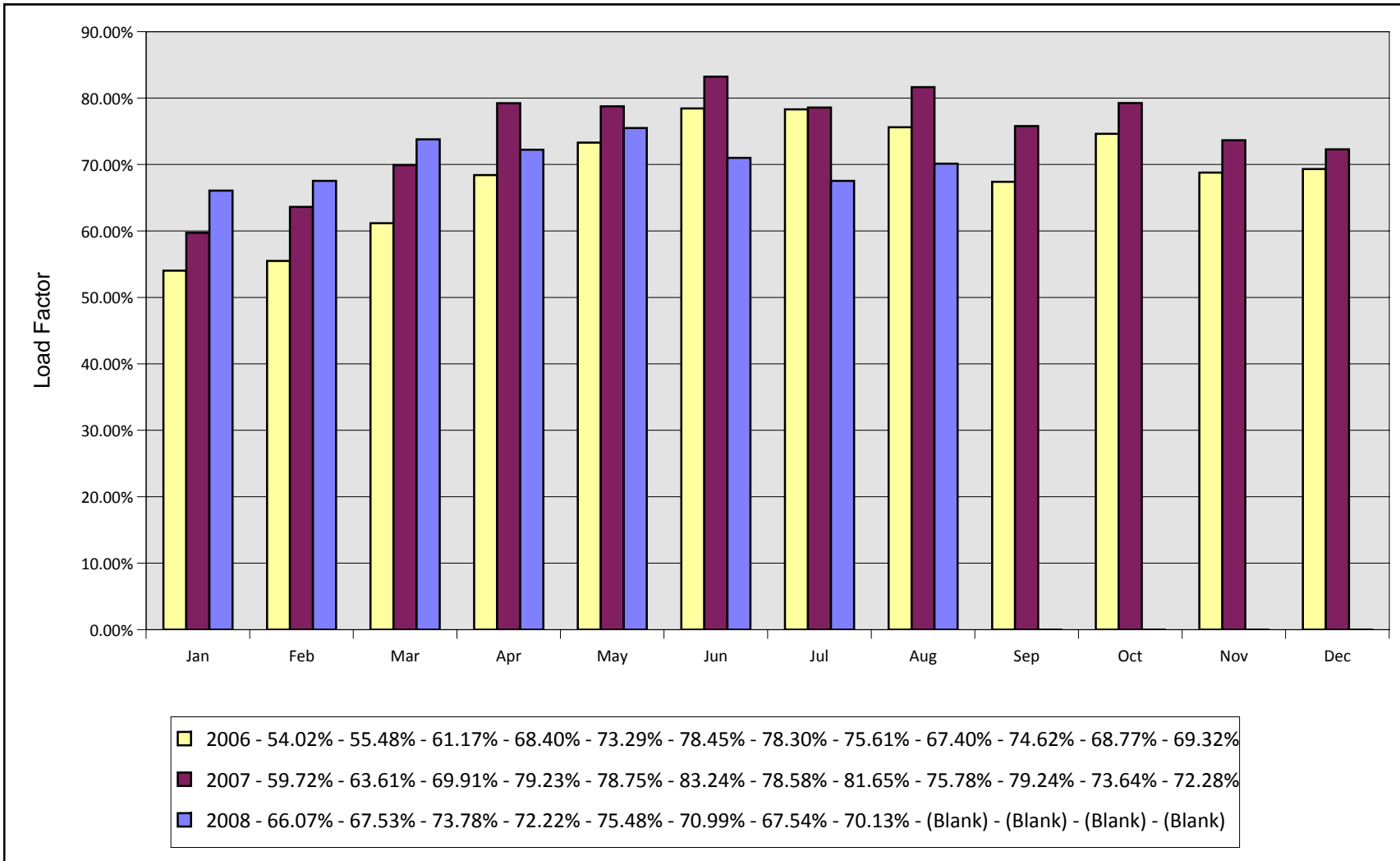


# Monthly Seats By Year Asheville Regional Airport

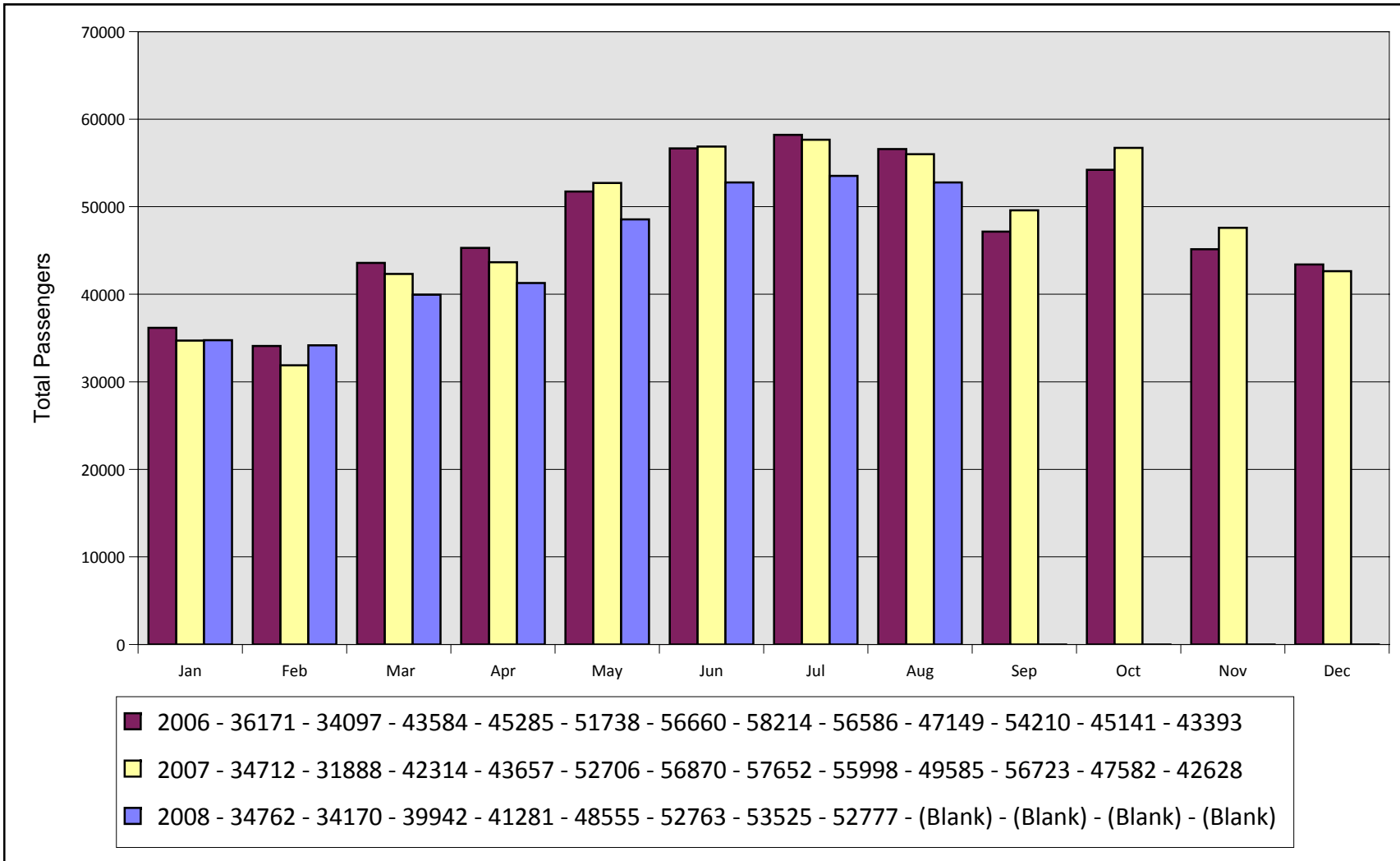




# Monthly Load Factors By Year Asheville Regional Airport

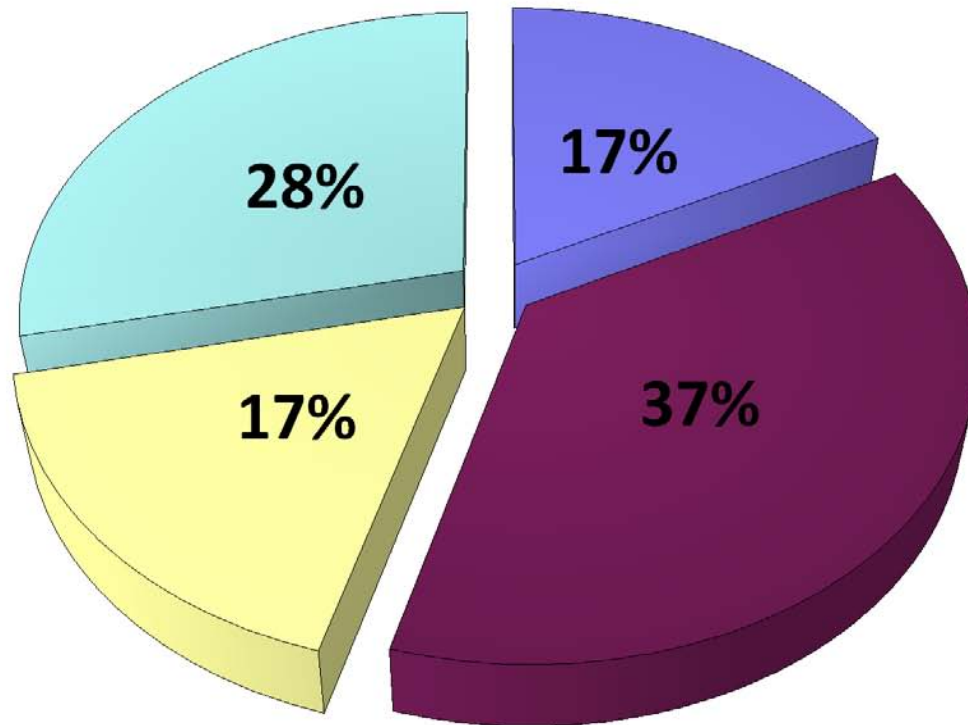


# Total Monthly Passengers By Year Asheville Regional Airport

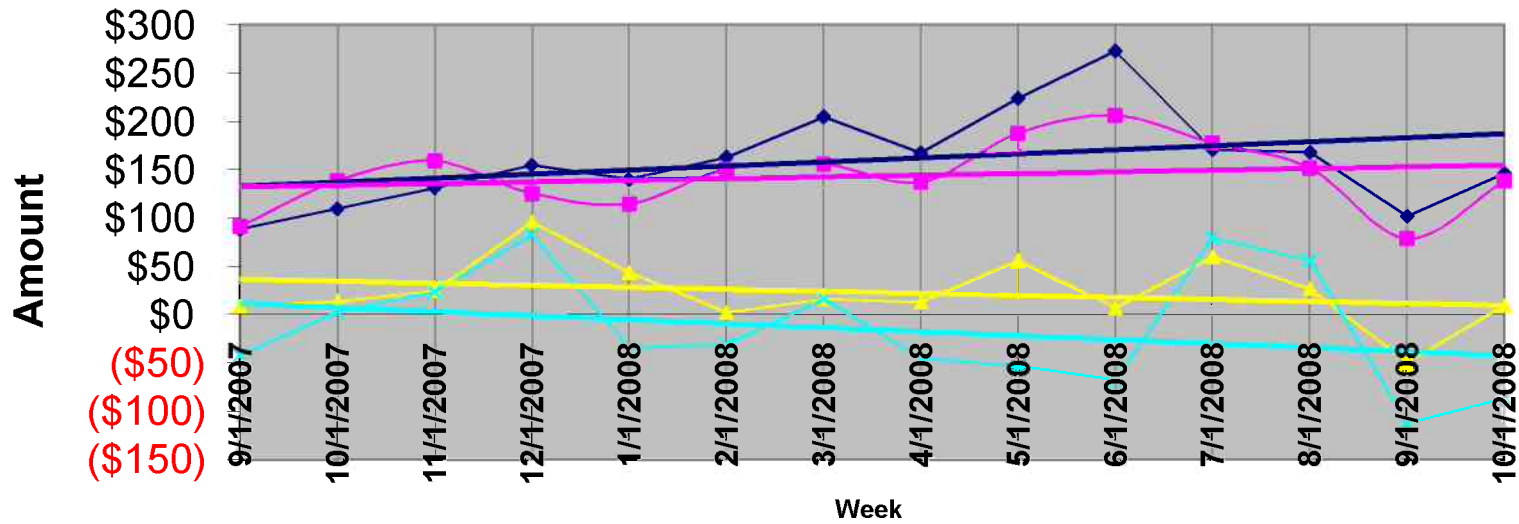


# Airline Market Share Analysis (Enplanements) Asheville Regional Airport

Report Period From August 2008 Through August 2008



## 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 09/29/08**  
**21 Day Advance Purchase, 3 day Stay**

		<u>Difference in Fares</u>								
		<u>ASHEVILLE</u>	<u>ATLANTA</u>	<u>CHARLOTTE</u>	<u>GREENVILLE</u>	<u>TRI-CITIES</u>	<u>ATLANTA</u>	<u>CHARLOTTE</u>	<u>GREENVILLE</u>	<u>TRI-CITIES</u>
ABQ	Albuquerque	\$439	\$393	\$389	\$485	\$544	\$46	\$50	(\$46)	(\$105)
ATL	Atlanta	\$398		\$207	\$305	\$407	\$398	\$191	\$93	(\$9)
AUS	Austin	\$320	\$309	\$307	\$389	\$511	\$11	\$13	(\$69)	(\$191)
BWI	Baltimore	\$231	\$248	\$192	\$413	\$538	(\$17)	\$39	(\$182)	(\$307)
BOS	Boston	\$237	\$267	\$178	\$413	\$438	(\$30)	\$59	(\$176)	(\$201)
ORD	Chicago	\$237	\$209	\$216	\$295	\$407	\$28	\$21	(\$58)	(\$170)
CVG	Cincinnati	\$560	\$239	\$418	\$423	\$301	\$321	\$142	\$137	\$259
CLE	Cleveland	\$550	\$401	\$317	\$322	\$501	\$149	\$233	\$228	\$49
DFW	Dallas	\$569	\$307	\$274	\$324	\$488	\$262	\$295	\$245	\$81
DEN	Denver	\$475	\$253	\$288	\$511	\$538	\$222	\$187	(\$36)	(\$63)
DTW	Detroit	\$288	\$229	\$238	\$423	\$288	\$59	\$50	(\$135)	\$0
FLL	Fort Lauderdale	\$397	\$159	\$202	\$433	\$431	\$238	\$195	(\$36)	(\$34)
RSW	Ft. Myers	\$638	\$289	\$288	\$422	\$438	\$349	\$350	\$216	\$200
BDL	Hartford	\$237	\$289	\$258	\$232	\$438	(\$52)	(\$21)	\$5	(\$201)
IAH	Houston	\$414	\$214	\$213	\$388	\$507	\$200	\$201	\$26	(\$93)
IND	Indianapolis	\$264	\$265	\$218	\$226	\$438	(\$1)	\$46	\$38	(\$174)
JAX	Jacksonville	\$638	\$249	\$239	\$554	\$438	\$389	\$399	\$84	\$200
MCI	Kansas City	\$280	\$219	\$278	\$464	\$483	\$61	\$2	(\$184)	(\$203)
LAS	Las Vegas	\$279	\$309	\$237	\$427	\$599	(\$30)	\$42	(\$148)	(\$320)
LAX	Los Angeles	\$440	\$332	\$278	\$403	\$672	\$108	\$162	\$37	(\$232)
MHT	Manchester	\$330	\$278	\$318	\$474	\$200	\$52	\$12	(\$144)	\$130
MEM	Memphis	\$471	\$176	\$283	\$478	\$643	\$295	\$188	(\$7)	(\$172)
MIA	Miami	\$548	\$241	\$233	\$423	\$438	\$307	\$315	\$125	\$110
MKE	Milwaukee	\$228	\$225	\$227	\$370	\$434	\$3	\$1	(\$142)	(\$206)
MSP	Minneapolis/Saint Paul	\$424	\$238	\$287	\$482	\$705	\$186	\$137	(\$58)	(\$281)
BNA	Nashville	\$586	\$346	\$354	\$389	\$589	\$240	\$232	\$197	(\$3)
MSY	New Orleans	\$294	\$267	\$219	\$418	\$489	\$27	\$75	(\$124)	(\$195)
LGA	New York	\$290	\$276	\$217	\$214	\$635	\$14	\$73	\$76	(\$345)
EWR	Newark	\$277	\$257	\$217	\$214	\$438	\$20	\$60	\$63	(\$161)
MCO	Orlando	\$568	\$257	\$182	\$390	\$301	\$311	\$386	\$178	\$267
PHL	Philadelphia	\$297	\$193	\$228	\$236	\$280	\$104	\$69	\$61	\$17
PHX	Phoenix	\$337	\$259	\$298	\$554	\$617	\$78	\$39	(\$217)	(\$280)
PIT	Pittsburgh	\$240	\$276	\$208	\$390	\$291	(\$36)	\$32	(\$150)	(\$51)
PDX	Portland	\$685	\$425	\$344	\$362	\$625	\$260	\$341	\$323	\$60
PVD	Providence	\$240	\$278	\$258	\$234	\$240	(\$38)	(\$18)	\$6	\$0

**Asheville Regional Airport  
Sample airfares as of 09/29/08  
21 Day Advance Purchase, 3 day Stay**

RDU	Raleigh/Durham	\$588	\$249	\$439	\$390	\$756	\$339	\$149	\$198	(\$168)
RIC	Richmond	\$508	\$279	\$348	\$390	\$487	\$229	\$160	\$118	\$21
STL	Saint Louis	\$437	\$187	\$274	\$342	\$638	\$250	\$163	\$95	(\$201)
SLC	Salt Lake City	\$544	\$361	\$344	\$546	\$566	\$183	\$200	(\$2)	(\$22)
SAT	San Antonio	\$385	\$297	\$307	\$450	\$523	\$88	\$78	(\$65)	(\$138)
SAN	San Diego	\$615	\$315	\$320	\$548	\$588	\$300	\$295	\$67	\$27
SFO	San Francisco	\$440	\$297	\$328	\$498	\$685	\$143	\$112	(\$58)	(\$245)
SRQ	Sarasota/Bradenton	\$568	\$260	\$238	\$408	\$507	\$308	\$330	\$160	\$61
SEA	Seattle	\$540		\$357	\$548	\$421	\$540	\$183	(\$8)	\$119
SYR	Syracuse	\$360	\$377	\$198	\$419	\$538	(\$17)	\$162	(\$59)	(\$178)
TPA	Tampa	\$277	\$217	\$272	\$398	\$456	\$60	\$5	(\$121)	(\$179)
YYZ	Toronto	\$563	\$421	\$350	\$478	\$768	\$142	\$213	\$85	(\$205)
DCA	Washington DC	\$277	\$279	\$272	\$413	\$622	(\$2)	\$5	(\$136)	(\$345)
IAD	Washington DC	\$257	\$309	\$272	\$412	\$622	(\$52)	(\$15)	(\$155)	(\$365)
PBI	West Palm Beach	\$548	\$289	\$268	\$424	\$438	\$259	\$280	\$124	\$110
							\$146	\$138	\$9	(\$87) Average Fare difference

\*These sample airfares were available 09/29/08, 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](http://www.continental.com); [www.delta.com](http://www.delta.com); [www.nwa.com](http://www.nwa.com); [www.usairways.com](http://www.usairways.com); [www.travelocity.com](http://www.travelocity.com); [www.orbitz.com](http://www.orbitz.com); or [www.expedia.com](http://www.expedia.com). Airfares are subject to change without notice - and lower airfares are often not available on all dates. Please see our "special airfares" section on our web site for any last minute airfare specials. Sample airfares will be updated each Tuesday.

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

**Asheville Regional Airport**  
**Sample airfares as of 09/29/08**  
**0 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	\$430	\$786	\$430	\$1,122	\$1,346	(\$356)	\$0	(\$692)	(\$916)
ATL	Atlanta	\$537			\$808	\$817	\$537	\$537	(\$271)	(\$280)
AUS	Austin	\$538	\$697	\$659	\$442	\$1,210	(\$159)	(\$121)	\$96	(\$672)
BWI	Baltimore	\$317	\$487	\$308	\$1,097	\$1,224	(\$170)	\$9	(\$780)	(\$907)
BOS	Boston	\$277	\$507	\$228	\$419	\$1,225	(\$230)	\$49	(\$142)	(\$948)
ORD	Chicago	\$275	\$331	\$558	\$432	\$1,071	(\$56)	(\$283)	(\$157)	(\$796)
CVG	Cincinnati	\$897	\$708	\$1,095	\$832	\$937	\$189	(\$198)	\$65	(\$40)
CLE	Cleveland	\$865	\$537	\$697	\$442	\$983	\$328	\$168	\$423	(\$118)
DFW	Dallas	\$720	\$507	\$698	\$512	\$1,225	\$213	\$22	\$208	(\$505)
DEN	Denver	\$635	\$388	\$728	\$1,310	\$1,073	\$247	(\$93)	(\$675)	(\$438)
DTW	Detroit	\$527	\$453	\$487	\$1,148	\$837	\$74	\$40	(\$621)	(\$310)
FLL	Fort Lauderdale	\$487	\$325	\$318	\$1,220	\$731	\$162	\$169	(\$733)	(\$244)
RSW	Ft. Myers	\$1,091	\$482	\$373	\$1,048	\$1,175	\$609	\$718	\$43	(\$84)
BDL	Hartford	\$260	\$837	\$258	\$272	\$1,049	(\$577)	\$2	(\$12)	(\$789)
IAH	Houston	\$592	\$488	\$913	\$548	\$1,000	\$104	(\$321)	\$44	(\$408)
IND	Indianapolis	\$340	\$337	\$218	\$266	\$1,051	\$3	\$122	\$74	(\$711)
JAX	Jacksonville	\$489	\$337	\$268	\$1,266	\$1,113	\$152	\$221	(\$777)	(\$624)
MCI	Kansas City	\$271	\$297	\$224	\$866	\$1,383	(\$26)	\$47	(\$595)	(\$1,112)
LAS	Las Vegas	\$320	\$680	\$277	\$850	\$631	(\$360)	\$43	(\$530)	(\$311)
LAX	Los Angeles	\$531	\$516	\$329	\$1,264	\$911	\$15	\$202	(\$733)	(\$380)
MHT	Manchester	\$280	\$446	\$318	\$942	\$240	(\$166)	(\$38)	(\$662)	\$40
MEM	Memphis	\$1,164	\$502	\$378	\$828	\$886	\$662	\$786	\$336	\$278
MIA	Miami	\$1,135	\$337	\$437	\$998	\$1,205	\$798	\$698	\$137	(\$70)
MKE	Milwaukee	\$239	\$224	\$227	\$420	\$1,245	\$15	\$12	(\$181)	(\$1,006)
MSP	Minneapolis/Saint Paul	\$641	\$489		\$969	\$1,195	\$152	\$641	(\$328)	(\$554)
BNA	Nashville	\$1,059	\$883	\$237	\$705	\$1,136	\$176	\$822	\$354	(\$77)
MSY	New Orleans	\$778	\$497	\$219	\$1,161	\$773	\$281	\$559	(\$383)	\$5
LGA	New York	\$460	\$537	\$397	\$532	\$1,165	(\$77)	\$63	(\$72)	(\$705)
EWR	Newark	\$437	\$517	\$397	\$492	\$1,054	(\$80)	\$40	(\$55)	(\$617)
MCO	Orlando	\$1,059	\$257	\$258	\$862	\$668	\$802	\$801	\$197	\$391
PHL	Philadelphia	\$329	\$664	\$228	\$306	\$320	(\$335)	\$101	\$23	\$9
PHX	Phoenix	\$331	\$599	\$308	\$1,114	\$1,062	(\$268)	\$23	(\$783)	(\$731)
PIT	Pittsburgh	\$320	\$492	\$238	\$685	\$691	(\$172)	\$82	(\$365)	(\$371)
PDX	Portland	\$1,003	\$826	\$444	\$975	\$1,410	\$177	\$559	\$28	(\$407)
PVD	Providence	\$280	\$441	\$258	\$272	\$237	(\$161)	\$22	\$8	\$43

**Asheville Regional Airport**  
**Sample airfares as of 09/29/08**  
**0 Day Advance Purchase, 3 day Stay**

RDU	Raleigh/Durham	\$1,064	\$268	\$732	\$712	\$1,019	\$796	\$332	\$352	\$45
RIC	Richmond	\$1,307	\$487	\$536	\$712	\$1,224	\$820	\$771	\$595	\$83
STL	Saint Louis	\$719	\$337	\$701	\$723	\$1,287	\$382	\$18	(\$4)	(\$568)
SLC	Salt Lake City	\$918	\$833	\$721	\$1,154	\$1,350	\$85	\$197	(\$236)	(\$432)
SAT	San Antonio	\$761	\$407	\$726	\$490	\$1,240	\$354	\$35	\$271	(\$479)
SAN	San Diego	\$745	\$513	\$449	\$994	\$1,212	\$232	\$296	(\$249)	(\$467)
SFO	San Francisco	\$535	\$438	\$298	\$1,112	\$921	\$97	\$237	(\$577)	(\$386)
SRQ	Sarasota/Bradenton	\$1,207	\$428	\$731	\$1,040	\$897	\$779	\$476	\$167	\$310
SEA	Seattle	\$796	\$526	\$388	\$897	\$1,254	\$270	\$408	(\$101)	(\$458)
SYR	Syracuse	\$460	\$722	\$248	\$815	\$1,113	(\$262)	\$212	(\$355)	(\$653)
TPA	Tampa	\$402	\$337	\$258	\$1,122	\$897	\$65	\$144	(\$720)	(\$495)
YYZ	Toronto	\$1,389	\$330	\$489	\$1,337	\$1,332	\$1,059	\$900	\$52	\$57
DCA	Washington DC	\$300	\$459	\$528	\$1,289	\$1,169	(\$159)	(\$228)	(\$989)	(\$869)
IAD	Washington DC	\$320	\$559	\$528	\$1,269	\$1,166	(\$239)	(\$208)	(\$949)	(\$846)
PBI	West Palm Beach	\$1,531	\$337	\$526	\$1,435	\$1,133	\$1,194	\$1,005	\$96	\$398
							\$160	\$222	(\$203)	(\$383) Average Fare difference

\*These sample airfares were available 09/29/08, 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](http://www.continental.com); [www.delta.com](http://www.delta.com); [www.nwa.com](http://www.nwa.com); [www.usairways.com](http://www.usairways.com); [www.travelocity.com](http://www.travelocity.com); [www.orbitz.com](http://www.orbitz.com); or [www.expedia.com](http://www.expedia.com). Airfares are subject to change without notice - and lower airfares are often not available on all dates. Please see our "special airfares" section on our web site for any last minute airfare specials. Sample airfares will be updated each Tuesday.

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## MEMORANDUM

TO: Members of the Airport Authority

FROM: Patti Michel

DATE: October 10, 2008

### ITEM DESCRIPTION – Information Section Item C

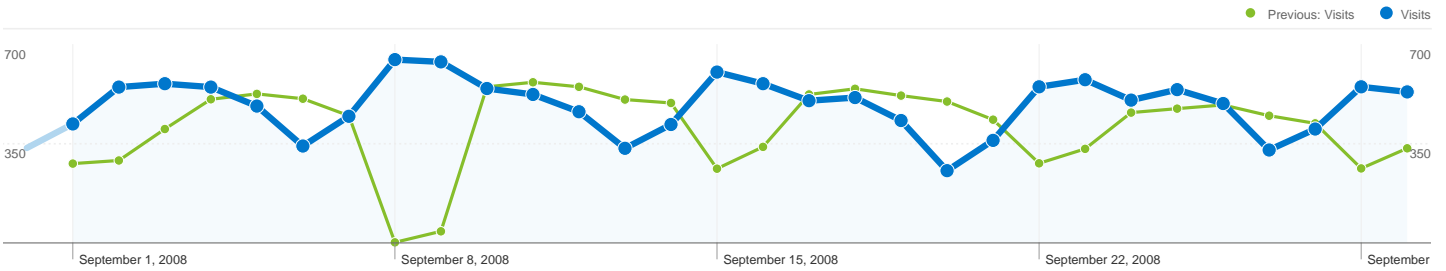
October, 2008 Marketing and Public Relations Report

- Star 104.3 – second “Direct Flight Fun” winner drawn; underway with third promotion. Have discussed future promotions with Clear Channel affiliates. WOXL Women’s Expo promotion completed.
- Met with WOXL; Journal Communications – Advantage West Economic Development Magazine; Fox Carolina; The Health Adventure regarding ad buys and sponsorships.
- Coordinated Asheville Honor Air Flight on September 27; Regional Honor Air Flight November 1; Attending Henderson County Honor Air Reunion October 11.
- Presented to Leadership Asheville Class – part of panel on Transportation.
- Participated in Apple Festival over the Labor Day Holiday weekend; Participated in the Women’s Expo (in conjunction with WOXL) at the Haywood Park Hotel; Attended the Arboretum Members Event.
- Planning/producing artwork/invitation for Holiday Decoration contest.
- Completed artwork for Health Adventure, Beverley-Hanks, Tenant BBQ; approved proofs of promotional items.
- Formulated and distributed 3 news releases for September.
- Received an average of 28 phone calls per day during business hours.

Information Section – Item C



- Received/responded to 8 media calls during month of September; Coordinated media ride for B-17 Aluminum Overcast (October 9-12).
- Re-scheduled Tenant Barbecue for November 1.
- Planning Business Travel Forum.
- Website Statistics - Google Analytics: See attached data regarding September activity at [www.flyavl.com](http://www.flyavl.com).
- Booking Engine Statistics – Since September 1, AVL has had a total of 48 hotel, air and rental car reservations for a total of \$376.00 in booking fees collected.



**Site Usage**

**14,631 Visits**

Previous: 12,301 (18.94%)

**36.57% Bounce Rate**

Previous: 36.88% (-0.82%)

**55,384 Pageviews**

Previous: 48,858 (13.36%)

**00:06:33 Avg. Time on Site**

Previous: 00:07:10 (-8.61%)

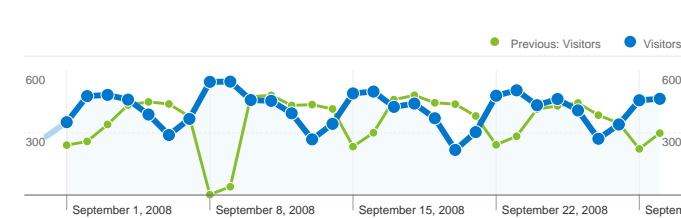
**3.79 Pages/Visit**

Previous: 3.97 (-4.70%)

**67.47% % New Visits**

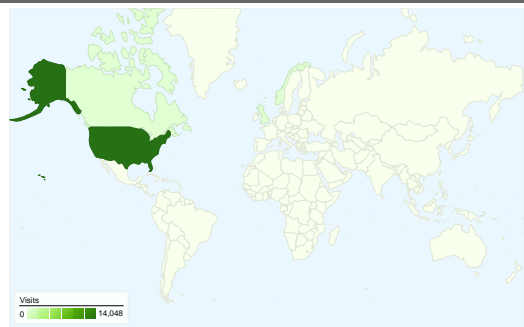
Previous: 69.61% (-3.08%)

**Visitors Overview**

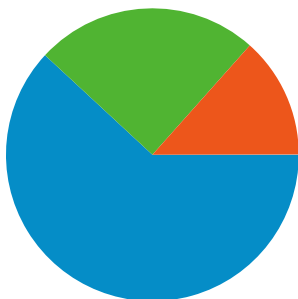


**Visitors**  
**10,855**

**Map Overlay world**

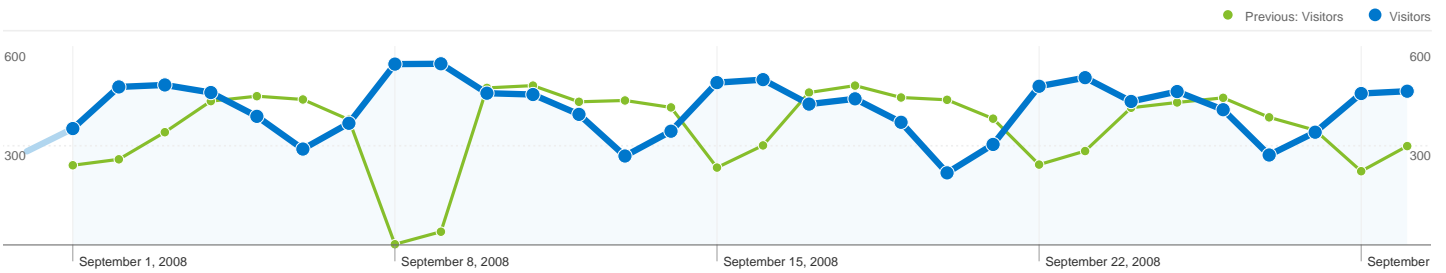


**Traffic Sources Overview**



- **Search Engines**  
9,056.00 (61.90%)
- **Direct Traffic**  
3,612.00 (24.69%)
- **Referring Sites**  
1,960.00 (13.40%)
- **Other**  
3 (0.02%)

Content Overview		
Pages	Pageviews	% Pageviews
/		
Sep 1, 2008 - Sep 30, 2008	16,855	30.43%
Sep 1, 2007 - Sep 30, 2007	17,166	35.13%
% Change	-1.81%	-1.81%
/flights/flight-view---real-time.html		
Sep 1, 2008 - Sep 30, 2008	6,815	12.30%
Sep 1, 2007 - Sep 30, 2007	3,806	7.79%
% Change	79.06%	79.06%
/flights/arrivals---real-time.html		
Sep 1, 2008 - Sep 30, 2008	2,092	3.78%
Sep 1, 2007 - Sep 30, 2007	1,546	3.16%
% Change	35.32%	35.32%
/rental-cars/		
Sep 1, 2008 - Sep 30, 2008	1,477	2.67%
Sep 1, 2007 - Sep 30, 2007	1,045	2.14%
% Change	41.34%	41.34%
/airport-administration/employment.html		
Sep 1, 2008 - Sep 30, 2008	1,380	2.49%
Sep 1, 2007 - Sep 30, 2007	733	1.50%
% Change	88.27%	88.27%



### 10,855 people visited this site

 **14,631 Visits**

Previous: 12,301 (18.94%)

 **10,855 Absolute Unique Visitors**


Previous: 9,378 (15.75%)

 **55,384 Pageviews**

Previous: 48,858 (13.36%)

 **3.79 Average Pageviews**

Previous: 3.97 (-4.70%)

 **00:06:33 Time on Site**

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Previous: 36.88% (-0.82%)

 **67.47% New Visits**

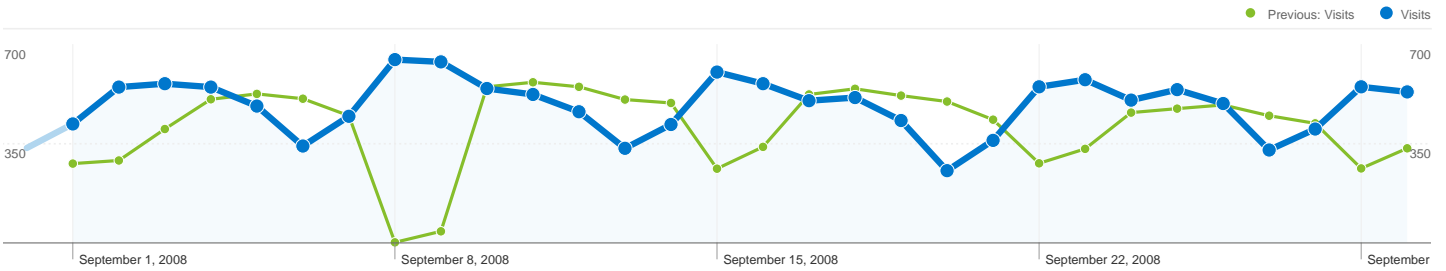
Previous: 69.61% (-3.08%)

### Technical Profile




Browser	Visits	% visits	Connection Speed	Visits	% visits
Internet Explorer			Cable		
Sep 1, 2008 - Sep 30, 2008	10,824	73.98%	Sep 1, 2008 - Sep 30, 2008	5,108	34.91%
Sep 1, 2007 - Sep 30, 2007	9,786	79.55%	Sep 1, 2007 - Sep 30, 2007	3,568	29.01%
% Change	10.61%	10.61%	% Change	43.16%	43.16%
Firefox			Unknown		
Sep 1, 2008 - Sep 30, 2008	2,621	17.91%	Sep 1, 2008 - Sep 30, 2008	3,704	25.32%
Sep 1, 2007 - Sep 30, 2007	1,847	15.02%	Sep 1, 2007 - Sep 30, 2007	3,394	27.59%
% Change	41.91%	41.91%	% Change	9.13%	9.13%

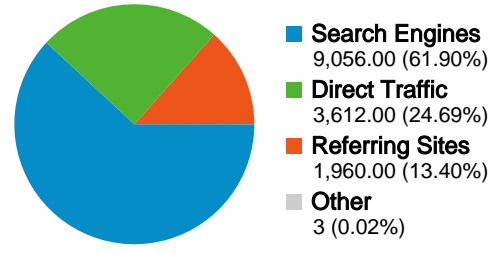
Safari		
Sep 1, 2008 - Sep 30, 2008	860	5.88%
Sep 1, 2007 - Sep 30, 2007	559	4.54%
% Change	53.85%	53.85%
Opera		
Sep 1, 2008 - Sep 30, 2008	129	0.88%
Sep 1, 2007 - Sep 30, 2007	18	0.15%
% Change	616.67%	616.67%
Mozilla Compatible Agent		
Sep 1, 2008 - Sep 30, 2008	72	0.49%
Sep 1, 2007 - Sep 30, 2007	5	0.04%
% Change	1,340.00%	1,340.00%

DSL		
Sep 1, 2008 - Sep 30, 2008	3,647	24.93%
Sep 1, 2007 - Sep 30, 2007	3,315	26.95%
% Change	10.02%	10.02%
T1		
Sep 1, 2008 - Sep 30, 2008	1,493	10.20%
Sep 1, 2007 - Sep 30, 2007	1,140	9.27%
% Change	30.96%	30.96%
Dialup		
Sep 1, 2008 - Sep 30, 2008	480	3.28%
Sep 1, 2007 - Sep 30, 2007	621	5.05%
% Change	-22.71%	-22.71%



## All traffic sources sent a total of 14,631 visits

-  **24.69% Direct Traffic**  
Previous: 19.84% (24.46%)
-  **13.40% Referring Sites**  
Previous: 18.80% (-28.76%)
-  **61.90% Search Engines**  
Previous: 61.36% (0.87%)



## Top Traffic Sources

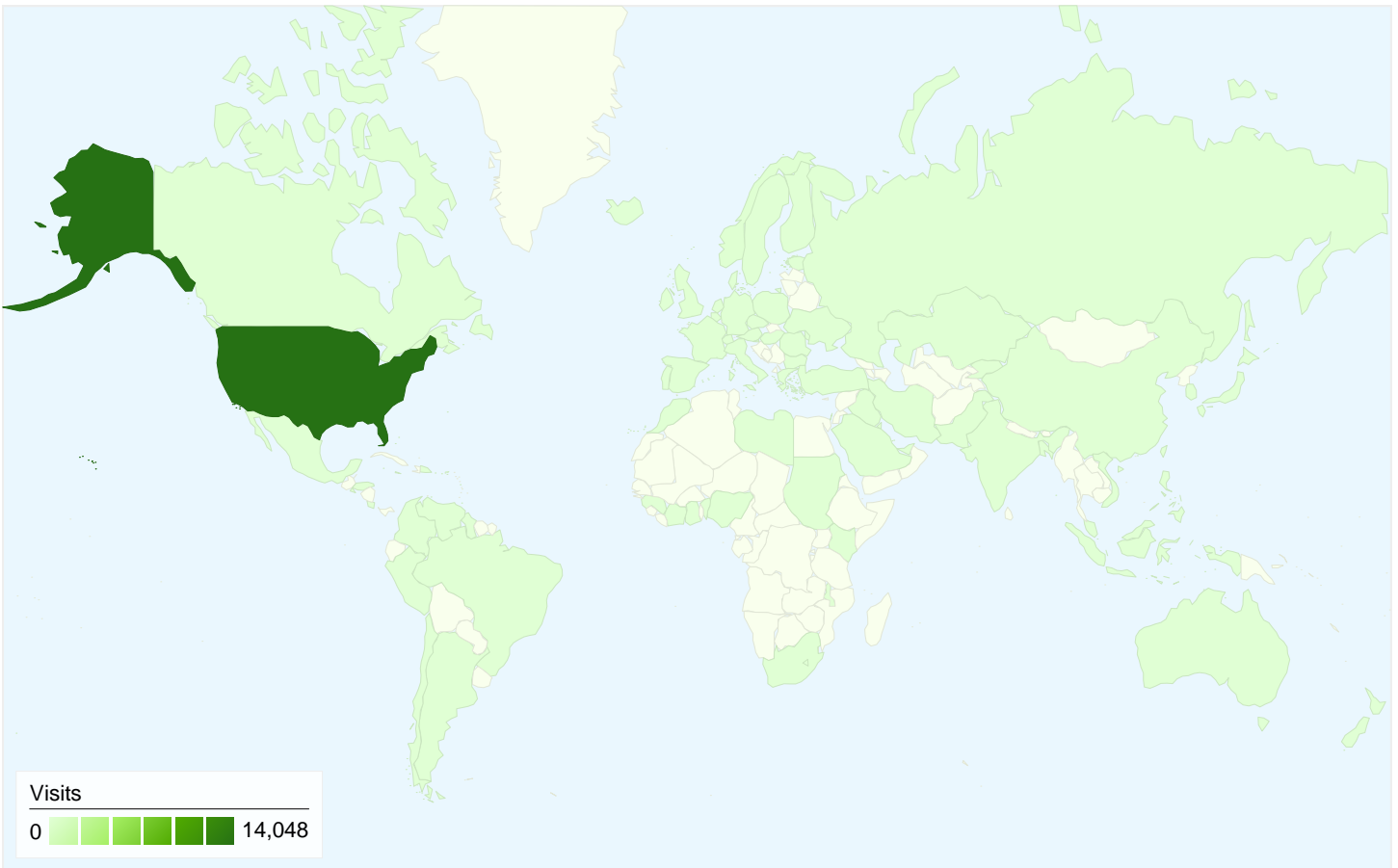
Sources	Visits	% visits
google (organic)		
Sep 1, 2008 - Sep 30, 2008	6,990	47.78%
Sep 1, 2007 - Sep 30, 2007	5,487	44.61%
% Change	27.39%	27.39%
(direct) ((none))		
Sep 1, 2008 - Sep 30, 2008	3,612	24.69%
Sep 1, 2007 - Sep 30, 2007	2,440	19.84%
% Change	48.03%	48.03%
yahoo (organic)		
Sep 1, 2008 - Sep 30, 2008	1,113	7.61%
Sep 1, 2007 - Sep 30, 2007	1,095	8.90%
% Change	1.64%	1.64%
msn (organic)		
Sep 1, 2008 - Sep 30, 2008	414	2.83%
Sep 1, 2007 - Sep 30, 2007	389	3.16%
% Change	6.43%	6.43%
aol (organic)		

Keywords	Visits	% visits
asheville airport		
Sep 1, 2008 - Sep 30, 2008	2,778	30.68%
Sep 1, 2007 - Sep 30, 2007	2,513	33.29%
% Change	10.55%	10.55%
asheville regional airport		
Sep 1, 2008 - Sep 30, 2008	866	9.56%
Sep 1, 2007 - Sep 30, 2007	785	10.40%
% Change	10.32%	10.32%
asheville nc airport		
Sep 1, 2008 - Sep 30, 2008	793	8.76%
Sep 1, 2007 - Sep 30, 2007	572	7.58%
% Change	38.64%	38.64%
avl		
Sep 1, 2008 - Sep 30, 2008	375	4.14%
Sep 1, 2007 - Sep 30, 2007	286	3.79%
% Change	31.12%	31.12%
asheville, nc airport		

Sep 1, 2008 - Sep 30, 2008	266	1.82%
Sep 1, 2007 - Sep 30, 2007	242	1.97%
% Change	9.92%	9.92%

Sep 1, 2008 - Sep 30, 2008	352	3.89%
Sep 1, 2007 - Sep 30, 2007	354	4.69%
% Change	-0.56%	-0.56%





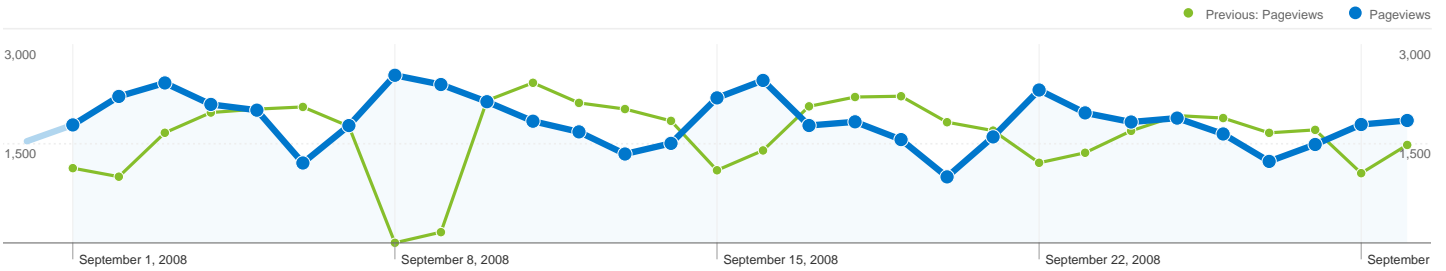
## 14,631 visits came from 91 countries/territories

### Site Usage


<b>Visits</b> <b>14,631</b> Previous: 12,301 (18.94%)	<b>Pages/Visit</b> <b>3.79</b> Previous: 3.97 (-4.70%)	<b>Avg. Time on Site</b> <b>00:06:33</b> Previous: 00:07:10 (-8.61%)	<b>% New Visits</b> <b>67.68%</b> Previous: 69.93% (-3.22%)	<b>Bounce Rate</b> <b>36.57%</b> Previous: 36.88% (-0.82%)	
Country/Territory	Visits	Pages/Visit	Avg. Time on Site	% New Visits	Bounce Rate
<b>United States</b>					
September 1, 2008 - September 30, 2008	14,048	3.82	00:06:42	67.79%	36.04%
September 1, 2007 - September 30, 2007	11,852	4.00	00:07:21	69.66%	36.58%
% Change	18.53%	-4.33%	-8.73%	-2.68%	-1.49%
<b>Norway</b>					
September 1, 2008 - September 30, 2008	110	1.58	00:05:29	1.82%	68.18%
September 1, 2007 - September 30, 2007	5	3.40	00:00:55	100.00%	60.00%
% Change	2,100.00%	-53.48%	499.49%	-98.18%	13.64%
<b>United Kingdom</b>					
September 1, 2008 - September 30, 2008	74	3.72	00:02:35	72.97%	28.38%


September 1, 2007 - September 30, 2007	60	3.95	00:02:52	73.33%	45.00%
% Change	23.33%	-5.92%	-9.72%	-0.49%	-36.94%
<b>Canada</b>					
September 1, 2008 - September 30, 2008	69	3.58	00:03:03	81.16%	46.38%
September 1, 2007 - September 30, 2007	79	3.51	00:03:13	67.09%	41.77%
% Change	-12.66%	2.09%	-5.14%	20.97%	11.02%
<b>(not set)</b>					
September 1, 2008 - September 30, 2008	41	3.07	00:01:30	58.54%	31.71%
September 1, 2007 - September 30, 2007	48	4.15	00:02:34	70.83%	33.33%
% Change	-14.58%	-25.87%	-41.80%	-17.36%	-4.88%
<b>Germany</b>					
September 1, 2008 - September 30, 2008	38	4.21	00:04:23	84.21%	26.32%
September 1, 2007 - September 30, 2007	22	3.45	00:02:19	81.82%	40.91%
% Change	72.73%	21.88%	88.62%	2.92%	-35.67%
<b>India</b>					
September 1, 2008 - September 30, 2008	21	2.43	00:01:06	85.71%	71.43%
September 1, 2007 - September 30, 2007	12	2.42	00:00:48	83.33%	41.67%
% Change	75.00%	0.49%	39.05%	2.86%	71.43%
<b>Japan</b>					
September 1, 2008 - September 30, 2008	17	2.00	00:01:15	88.24%	52.94%
September 1, 2007 - September 30, 2007	18	6.17	00:04:49	55.56%	11.11%
% Change	-5.56%	-67.57%	-74.16%	58.82%	376.47%
<b>Ireland</b>					
September 1, 2008 - September 30, 2008	14	2.71	00:03:45	100.00%	50.00%
September 1, 2007 - September 30, 2007	10	1.90	00:01:28	90.00%	50.00%
% Change	40.00%	42.86%	156.75%	11.11%	0.00%
<b>France</b>					
September 1, 2008 - September 30, 2008	14	1.93	00:01:44	71.43%	64.29%
September 1, 2007 - September 30, 2007	9	3.00	00:08:02	66.67%	44.44%
% Change	55.56%	-35.71%	-78.43%	7.14%	44.64%


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### Pages on this site were viewed a total of 55,384 times

 **55,384 Pageviews**  
Previous: 48,858 (13.36%)

 **36,679 Unique Views**  
Previous: 32,242 (13.76%)

 **36.57% Bounce Rate**  
Previous: 36.88% (-0.82%)

### Top Content

Pages	Pageviews	% Pageviews
/		
Sep 1, 2008 - Sep 30, 2008	16,855	30.43%
Sep 1, 2007 - Sep 30, 2007	17,166	35.13%
% Change	-1.81%	-1.81%
/flights/flight-view---real-time.html		
Sep 1, 2008 - Sep 30, 2008	6,815	12.30%
Sep 1, 2007 - Sep 30, 2007	3,806	7.79%
% Change	79.06%	79.06%
/flights/arrivals---real-time.html		
Sep 1, 2008 - Sep 30, 2008	2,092	3.78%
Sep 1, 2007 - Sep 30, 2007	1,546	3.16%
% Change	35.32%	35.32%
/rental-cars/		
Sep 1, 2008 - Sep 30, 2008	1,477	2.67%
Sep 1, 2007 - Sep 30, 2007	1,045	2.14%
% Change	41.34%	41.34%
/airport-administration/employment.html		

Sep 1, 2008 - Sep 30, 2008	1,380	2.49%
Sep 1, 2007 - Sep 30, 2007	733	1.50%
% Change	88.27%	88.27%