



OFFICIAL MEETING NOTICE

To: All Interested Parties
From: Lew Bleiweis, A.A.E., Airport Director
Date: August 17, 2011
Subject: AUTHORITY SPECIAL MEETING

This document serves as official notice of a Special Meeting of the Asheville Regional Airport Authority. The meeting will be held on Friday, August 19, 2011 at 9:30 a.m. in the Airport Authority's Board Room, on the second floor of the terminal building.

The purpose of the meeting:

- Approve Selection of Consultant and Contract for Airport Master Plan Update ([document](#))



MEMORANDUM

TO: Members of the Airport Authority

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

DATE: August 19, 2011

ITEM DESCRIPTION – New Business

Approve Selection of Consultant and Contract for Airport Master Plan Update

BACKGROUND

The Airport Master Plan is an airport's road map for development over a 20 year planning period. Airports typically update these documents approximately every 10 years. The update and maintenance of the Airport Master Plan is of substantial significance since inclusion of projects within the document is necessary in order to ensure eligibility for federal funding from the FAA for those projects. The Asheville Regional Airport last conducted an Airport Master Plan update in 2001, although many of the components of that plan quickly became obsolete after 9/11. A Terminal Area Plan (TAP) study was completed in 2005 to augment the Airport Master Plan.

In conjunction with the FAA's qualifications based selection requirements, a Request for Qualifications (RFQ) was advertised for the selection of a consultant to perform the Airport Master Plan Update. Eight firms submitted proposals in response to the RFQ. The Selection Committee short-listed four firms and ranked each of them. The ranking is attached. Under FAA procedures, fee negotiations then take place with the firm identified as the most qualified to perform these services.

ISSUES

None.

New Business



ALTERNATIVES

The Airport Authority is required by the FAA to maintain an up to date Airport Master Plan as a condition of compliance with its Federal Grant Assurances. While the Airport Board can elect not to undertake this project right now, it will have direct negative impacts on the airport's ability to gain approval and grant funding from the FAA for projects deemed critical to the airport's future.

FISCAL IMPACT

The conduct of the Airport Master Plan is included in the 2011 fiscal year budget, with 95% of the cost of the project coming from FAA Airport Improvement Program Entitlement Funds. The total cost of the project is \$832,500.00 with a 95/5 share requirement between FAA and ARAA (\$790,875 FAA and \$41,625 ARAA).

The total project amount is \$82,500 over the amount programmed within the FY 11/12 budget, which requires a budget amendment. The budgeted amount was based upon an estimate after the FAA directed that the project include newly required enhancements, the cost of which were difficult to predict because of their newness to the FAA program.

The budget amendment will increase FY11/12's budgeted Capital Improvement expenditures by \$82,500, increase budgeted Federal Grants-AIP Entitlements revenue by \$78,375 and increase budgeted Transfers from ARRA Cash revenue by \$4,125.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) Approve the selection of Delta Airport Consultants, Inc. for the conduct of the Airport Master Plan, at a cost of \$832,500.00; (2) authorize the Airport Director to execute the necessary documents; and (3) amend the FY11/12 budget by adopting the following budget ordinance amendment:

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



Section 1. To amend the appropriations as follows:

EXPENDITURES:

	<u>Decrease</u>	<u>Increase</u>
Capital Improvement		\$82,500
Totals	\$0	\$82,500

This will result in a net increase of \$82,500 in the appropriations. To provide the additional revenue for the above, revenues will be revised as follows:

REVENUES:

	<u>Decrease</u>	<u>Increase</u>
Federal Grants – AIP Entitlements		\$78,375
Transfer from ARAA Cash/Investments		\$4,125
Totals	\$0	\$82,500

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

Adopted this 19th day of August, 2011.

 David Hillier, Chairman

Attested by:

 Jeffrey A. Piccirillo, Secretary-Treasurer

