

ADDENDUM ONE  
Susquehanna Area Regional Airport Authority  
Harrisburg International Airport

REQUEST FOR QUALIFICATIONS/PROPOSALS  
MANAGEMENT AND OPERATIONS SERVICES  
FOR PARKING FACILITIES

Due Wednesday, March 22, 2017

IS AMENDED AS FOLLOWS:

I. PRE-SUBMISSION MEETING MINUTES

Minutes from the Pre-Submission Meeting on Thursday, March 9, 2017 are attached, along with the sign-in sheet. Questions discussed during the meeting are summarized in this section

II. QUESTIONS AND ANSWERS

Questions received in writing by 4 pm on Monday, March 13, 2017 are listed along with SARAA's responses.

NOTICE

*It is the sole responsibility of the Respondent to ensure that he/she has received any and all addenda and SARAA may, in its sole discretion, reject any Statement for which all addenda have not been executed and returned*

Please sign, date and return this addendum with your bid, as it now becomes part of the proposal.

Firm Name (Type or Print): \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Title: \_\_\_\_\_

Name (Type or Print): \_\_\_\_\_ Date: \_\_\_\_\_

PRE-SUBMISSION MEETING  
MINUTES

Thursday, March 9, 2017, 10:00 am

The following items were discussed during the meeting:

I. Welcome/Introductions

The following staff members from SARAA were present:

Marshall Stevens	Deputy Executive Director
Tom Peiffer	Deputy Director, Finance and Administration
Marie Byers	Manager, Parking and Business Relations
Tom Rotondo	Purchasing Agent

The attached sign-in sheet details other attendees of the meeting.

II. Other projects

Marshall Stevens discussed other ongoing projects at the airport that would occur/start in 2017 including the following:

Rehabilitation of the runway  
Construction of new corporate hangar  
Construction of new Fixed Base Operator office and hangar  
Construction of on-airport hotel adjacent to parking garage

III. Qualifications Statement

Marshall Stevens summarized the qualifications by reviewing the process and the schedule found in the RFQ/RFP. All information related to the process can be found on SARAA's web site, [www.flyhia.com](http://www.flyhia.com) in the Section titled, "Business and Advertising Opportunities, Airport Projects/RFQ/RFP."

IV. Parking Operation

Marshall Stevens summarized the roles and responsibilities of the Authority and the Parking Operator. He also discussed the current Parking Revenue Control System which is a Federal APD system supported by Richard N. Best Associates. SARAA desires to keep the current system operational for at least a few more years.

## V. Uber Operations

Marshall Stevens mentioned that Uber has been operating at Harrisburg International Airport under an agreement with SARAA since July of 2016. Uber currently pulls a ticket and meets the passengers on the 3<sup>rd</sup> floor of the garage. An Uber driver has 30 minutes to exit the garage without being assessed additional parking fees. Uber pays a per-trip fee for pick-ups directly to SARAA.

## VI. Payment Schedule

Tom Peiffer described the payment schedule for the existing agreement. Reimbursements for payroll expenses are made the same day as payroll for the parking management contractor. All other expenses are paid monthly in arrears.

## VII. Purchasing

Tom Rotondo discussed the purchasing process. SARAA is responsible for purchasing supplies for the parking operation, and the Parking Management Contractor works directly with the SARAA Purchasing Agent.

## VIII. Employee Parking

Marie Byers mentioned that the Parking Management Contractor is responsible for issuing access cards to tenant employees at the airport for access to the employee parking. SARAA provides the cards to the Parking Management Contractor.

## IX. Questions/Answers

The following questions were discussed during the meeting:

Question: Did the airport implement nested parking on the 4<sup>th</sup> floor of the garage?

Response: **The airport added the ability to have nested parking on the 4<sup>th</sup> floor; however it has not been implemented.**

Question: Where is the Parking Management office located?

Response: **The Parking Management Office is located on the first floor of the garage in the northwest corner. There is an additional office located in the building in the long-term parking lot.**

Question: Who orders and stores the tickets used in the Parking Revenue Control System?

Response: **SARAA approves orders for the tickets, and either SARAA or the Parking Management Contractor can order them. The Parking Management Contractor stores them.**

Question: Is the current Parking Management Contractor unionized?

Response: **No.**

Question: Does the Authority require Pollution Legal Liability insurance coverage for this agreement?

Response: **No.**

Question: Who owns and receives the revenue for the luggage carts?

Response: **The Parking Management Operator currently owns and receives the revenue for the luggage carts.**

Question: Is the Parking Revenue Control System PCI compliant, and is the Authority responsible for this compliance?

Response: **The system is PCI compliant. The Authority is responsible for PCI compliance within the system. The Parking Management Operator is responsible for PCI-compliance practices within their own staff.**

Question: Is fuel for the shuttle buses available at the airport?

Response: **Yes. The Authority provides the fuel for the buses.**

Question: Is there a specific DBE goal for the agreement?

Response: **No. DBE participation is encouraged.**

Question: Can a Respondent submit financial statements in a separate envelope as part of the RFQ process?

Response: **Yes as long as they submit at least 5 copies of the financial statements. SARAA will attempt to keep financial information confidential as part of the selection process, and SARAA will notify Respondents of any Right to Know request that would include the financial information. SARAA will comply with Pennsylvania Right to Know laws.**

Question: Is a Performance Bond required as part of the RFP process?

Response: **No.**

Question: Where are the shuttle pick-up locations?

Response: **The terminal pick-up/drop-off location is in the middle of the curb. The pick-up/drop-off locations in the long-term parking lot are located in shelters throughout the lot.**

Question: Exhibit 8 requests a budget . If a Respondent is selected for the short list to prepare a budget, should that budget cover one year or the anticipated five-year term of the initial agreement?

Response: **The budget should be for one year only; however, the management fee for all five years should be proposed.**

Question: The RFQ requests a list of parking facilities operated by the Respondent in the last 10 years. Can this list be limited to facilities at airports if that list is too large?

Response: **Yes.**

Question: What information in the RFQ shall fall under the 30-page limit specified in Section 3.05 (2)?

Response: **The following requested information is included in the 30 page limit:**

**Section 3.05 (2)  
Exhibit 7, pages 6, 8, and 9**

**The following requested information is not included in the 30 page limit:**

**Section 3.05 (1)  
Section 3.05 (3)  
Exhibit 7, pages 1-5 and 7**

X. Written Questions and Answers

The following questions were submitted in writing prior to 4 pm on Monday, March 13:

Question: Page 8, section 3.08 encourages SBE/DBE's to participate in the RFP process. Does the current operator subcontract or joint venture with any SBE/DBE or ACDBE? If so, in what percent and will the Authority provide a copy of the annual ACDBE compliance report?

Response: **SARAA is not aware of any SBE/DBE subcontracting by the current operator. The Authority is currently updating the plan/reports for 2015 and 2016 and will provide the information when it is available.**

Question: Please provide a three year maintenance history including costs on the FAPD PARCS.

Response: **2014: \$28,245.88  
2015: \$56,978.51  
2016: \$24,462.06**

**These costs include preventive maintenance agreements, remote and on-site service calls, and custom report request preparation. SARAA pays all costs for the PRCS maintenance directly to Richard N. Best Associates.**

Question: Please provide a three year maintenance history including costs on the luggage rack system.

Response: **We are assuming that this question refers to the luggage carts. SARAA does not maintain these records. Estimates of these costs will be provided to the firms on the short list if necessary to prepare the proposal.**

Question: Who is the manufacturer and maintenance representative for the luggage rack system?

Response: **We are again assuming this question refers to the luggage carts. The carts are wholly-owned by the current Operator. They appear to have been manufactured by Wanzl.**

Question: Please provide a three-year history of costs of snow and ice removal by outside contractors (paid by current parking/shuttle operator and reimbursed by SARAA).

Response: **The attached expense budget line for Snow Removal includes only the work performed by outside contractors.**

Question: Please provide a three-year history of costs of grounds and landscape work by outside contractors (paid by current parking/shuttle operator and reimbursed by SARAA).

Response: **The current operator does not contract any grounds maintenance.**

- Question: 5.02 and 6.03 of the draft agreement seem to conflict with RFP on Operator's responsibilities to maintain PARCS. Please clarify.
- Response: **We are not sure what specific items of the two paragraphs conflict. The draft agreement is subject to negotiation between the successful Respondent and the Authority.**
- Question: What type of auditing is required by the Operator or third party?
- The Operator must have internal auditing procedures and other proper controls. The agreement provides for external audits by the Authority.**
- Question: Please provide a three-year history of the operating budget and actual expense performance.
- Response: **A three-year expense history is attached.**
- Question: I see no requirements for bid or performance bond. However, page 27, Section 13.02. Remedies states you will forfeit the bond as liquidated damages. Please clarify the bonding situation.
- Response: **The reference to the bond in the agreement is incorrect. No bond is required. The agreement will be corrected prior to execution.**
- Question: Please provide the actual staffing schedule currently in place by the parking operator.
- Response: **The current operator's staffing schedule is irrelevant to the RFQ. The selected Respondent will be responsible for developing a schedule to provide appropriate coverage 24 hours a day that meets the demands of the passenger traffic.**
- Question: Exhibit 7 requires respondents to list all parking facilities managed and/or operated for the past ten years. This list could include hundreds of properties. Can the list be shortened to just airport properties? Additionally, does the Airport want respondents to list current clients it has served in the past ten years or all clients to include those terminated within the past ten years?
- Response: **Listing only airport clients is acceptable. The list should include all clients in the past ten years, including those terminated in that period.**
- Question: Please confirm we are only to submit the information requested in Exhibit 7 for the initial submittal on March 22nd.
- Response: **Please see the final question in Section IX of this document for the response to this question.**
- Question: Do the forms in the pages 1 – 5 and page 7 of Exhibit 7 count in the page limit to be submitted on March 22nd as well?
- Response: **Please see the final question in Section IX of this document for the response to this question.**

Question: Please confirm we should not submit a budget on March 22nd.

Response: **No budget should be submitted on March 22<sup>nd</sup>.**

Question: Please confirm the 3 years of financial statements requested do not count in the page limit?

Response: **Please see the final question in Section IX of this document for the response to this question.**

Question: In regards to Exhibit 7, Qualifications Questionnaire, you are asking for a listing of our locations under our management. We manage thousands of properties across the U.S so it would not be possible to list them all. Can this request be modified? And does this count in the 30 page limit?

Response: **The list can include only airport clients, but must include all airport clients managed in that period of time, including any clients with agreements that have terminated in the 10-year period.**

Question: Please confirm the executive summary limit of 3 pages is outside of the 30 page limit.

Response: **The executive summary is separate from the 30-page limit.**

Question: Exhibit 7 requests a narrative of our qualifications, management plan including revenue control and record keeping, customer service summary and financial ability. This section is limited to 30 pages. This is a substantial amount of information to provide. We request this page limitation please be increased.

Response: **We believe that 30 pages is adequate to summarize the information requested.**

Question: Section 3.0.5 statement structure has a different outline than Exhibit 7. While there are some similarities to both there are also distinctive differences so should we answer both?

Response: **Yes.**

Question: Page 9 of Exhibit 7 has requested a considerable amount of information that is not mentioned on page 7 section 3.0.5, #2 of the RFQ. Please confirm these are also outside of the 30 page limit.

Response: **Please see the final question in Section IX of this document for the response to this question.**

Question: May we add a Table of Contents outside the page limits?

Response: **Yes.**

Question: Will there be a separate Q&A process for the RFP bid process (the 2nd stage of this process) for those short listed? If not the following are questions we are including in preparation of that second step.

Response: **Yes. SARA will attempt to answer these questions in this document; however, some answers may be deferred to the RFP process.**

Question: Please confirm this is a fully reimbursable management contract.

Response: **The proposed agreement is a reimbursable management contract; however, there are items that are not reimbursable as defined in the RFQ/RFP and sample agreement.**

Question: To have an apples to apples financial bid are you requiring everyone to replace all the carts and stations? If so please provide the exact specifications for budgeting purposes if this is to be included in the cost proposal.

Response: **If necessary, further detail on the luggage carts will be provided for the RFP process.**

Question: Please provide a detailed staffing schedule, by position including hourly and salaried personnel, for the current Parking and Shuttle operations, including subcontractors.

Response: **The current operator's staffing schedule is irrelevant to the RFQ. The selected Respondent will be responsible for developing a schedule to provide appropriate coverage 24 hours a day that meets the demands of the passenger traffic.**

Question: What is the lease cost per bus for budgeting purposes?

Response: **\$1 per bus.**

Question: Do employees park for free while working? If not what do they pay?

Response: **Employees park for free, though they have the option to park in the garage for a fee (currently \$30 per month plus tax). Employees without an airport-issued badge are required to pay a refundable deposit to get an access card.**

Question: Please provide specs for snow removal for budgeting purposes.

Response: **The Parking Management Operator (or subcontractor) is responsible for keeping the garage, long-term lot, and employee lot (but not the Administrative Lot) operational during a snowstorm and cleared of snow after the storm. Snow may be piled in surface lots if sufficient space is available; otherwise, snow must be removed from the lot. The Operator/subcontractor may use salt/cinders provided by SARA in surface lots but must use only approved chemicals provided by SARA in the parking garage. The Operator/subcontractor is currently not permitted to plow/remove snow on the 4<sup>th</sup> floor of the garage, which is closed during the winter season.**

Question: What company is currently providing the snow removal services for the parking operations?

Response: **Waggoner Construction**

Question: Please provide the last 2 years of operating expenses line item by line item.

Response: **A three-year expense history is attached.**

Question: What is the amount of fines paid by the operator for the past 3 years broken down by year?

Response: **No fines have been assessed to the operator in this period.**

Question: Please confirm what, if any, routine or non-routine maintenance functions Proposer is responsible for providing directly or with subcontractor and should budget for including but not limited to power washing, power sweeping, drain maintenance, concrete repair, landscaping, light bulb/ballast replacement, electrical, elevator/escalator service, life safety systems, HVAC, etc. and frequency of service for budgeting purposes.

Response: **From the list proposed in this question, the Parking Management Operator is currently responsible for the following services:**

**Power washing of non-rented areas in the garage**

**Power sweeping all managed lots**

**Trash removal in all lots**

**Minor maintenance in all lots**

**Other services, including electrical, HVAC, elevator/escalator, life safety systems, concrete repair, and drain maintenance are handled by SARAA outside of this agreement.**

Question: Should we budget for PARCS maintenance costs? If so please provide the past 2 years cost of PARCS repair and maintenance costs.

Response: **PARCS maintenance is contracted directly with SARAA. The Parking Management Operator may contact the PARCS maintenance contractor to troubleshoot problems but should get SARAA approval before proceeding with any repairs for which a charge will be incurred.**

Question: How is the license plate inventory being performed?

Response: **Employees from the Parking Management Operator manually enter the license plates into handheld devices which are then downloaded into the PRCS.**

Question: Please provide a copy of the current Agreement for the parking and shuttle operations management and any addendums.

Response: **The sample agreement is the current agreement.**

- Question: Please confirm what, if any, performance bond will be required of Proposer as part of any agreement.
- Response: **No bond will be required as part of the agreement.**
- Question: Is there currently a financial incentive program in place with the current operator? If so please provide the details of the programs and how much the operator has been paid from the program for the past 2 years.
- Response: **No incentive program is currently in place. SARAA is amenable to discussing incentive programs with the short-list firms.**
- Question: Is there a money count room provided for the operator to count money in? If so is the equipment provided by the Airport or does the operator need to provide?
- Response: **Money counts are performed in a room that is shared with the payroll clerk. The Authority provides the counting equipment.**
- Question: Is there an armored car service for revenue pickup used currently? If so what company currently provides that services and what is the frequency of pickups required?
- Response: **Dunbar currently provides the armored car service. Pick-ups are made once daily Monday-Saturday.**
- Question: Section 11.11. b) Is the Authority willing to accept that our carriers will provide the 30 days' notice but will not agree to send it by certified mail, return receipt? Our GL and GKL carrier will only send notice via email.
- Response: **E-mail notice is acceptable.**
- Question: Section 11.11. a) You require the additional insureds on "all liability policies." Please note that additional insureds can't technically be added to the Umbrella Liability and Excess Liability policies. However, they will be written to follow form so if the primary policy is exhausted, the Umbrella drops down and the additional insured status continues because the Umbrella policy is following the form of the primary policy. Additional insureds also cannot be added to WC/Employer's Liability and Crime/Employee Dishonesty Liability. Please confirm if this is acceptable.
- Response: **The language in the agreement is standard across our contracts. We will work with the selected Respondent and our insurance broker to ensure proper coverage.**
- Question: Please clarify what we submit with the Statement. At the meeting, you indicated that it was Exhibit 7. On page 5, paragraph 2.01 definitions, it says the Statement shall include Exhibit 7 and a separate sealed envelope for the management price and investment plans/ cost. The management fee is included in Exhibit 8 which is part of the Proposal by definition.
- Response: **The information request in Exhibit 8 is only to be submitted by firms selected for the short list.**

Question: RFP – Section 3.05: Please confirm that the 30 page limit applies only to the Management Plan portion of the Proposal, as discussed at the Pre-proposal meeting.

Response: **Please see the final question in Section IX of this document for the response to this question.**

Question: Exhibit 7 – Qualifications Questionnaire: Other Facilities Managed (page 7) – for most qualified parking firms, a listing of all parking facilities managed for the past 10 years would be hundreds and in some cases thousands of locations. Would the Authority consider requiring a listing of all Airport parking facilities, and allowing additional locations at the Proposers option? Additionally, would the Authority consider reducing the required period covered to 5 years?

Response: **A listing of airport parking facilities managed for the past 10 years is acceptable.**

Question: Exhibit 8 – Proposal: Please confirm that Exhibit 8 is to be provided only by those Respondents selected for the Short List, in the Request for Proposal phase of the process.

Response: **Exhibit 8 is only required from Respondents on the Short List.**

Question: Exhibit 9 – Sample Agreement: Will the successful Respondent be required to provide a Performance/Surety Bond? If so, what amount and will it be a reimbursable expense?

Response: **No bond is required.**

**SIGN-IN SHEET  
PARKING MANAGEMENT RFQ PRESUBMISSION  
HARRISBURG INTERNATIONAL AIRPORT**

**March 9, 2017**

<i>NAME</i>	<i>Company/Address</i>	<i>E-Mail</i>
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# PARKING ACTUAL VS BUDGETED COMPARISONS

	DECEMBER 2016		JAN '16 - DEC '16			
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DIFF</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DIFF</u>
<b>GROSS REVENUES(NO TAX)</b>	\$ 506,404.90	\$ 500,000.00	\$ 6,404.90	\$ 7,450,206.78	\$ 7,355,000.00	\$ 95,206.78
<b><u>PAYROLL &amp; BENEFIT EXPENSES</u></b>						
PAYROLL	\$ 168,016.63	\$ 170,000.00	\$ 1,983.37	\$ 1,426,607.30	\$ 1,455,000.00	\$ 28,392.70
PAYROLL TAXES	\$ 14,958.00	\$ 17,527.00	\$ 2,569.00	\$ 153,107.47	\$ 150,010.50	\$ (3,096.97)
WORKERS COMPENSATION	\$ 14,910.38	\$ 14,943.00	\$ 32.62	\$ 126,547.40	\$ 127,894.50	\$ 1,347.10
GROUP INSURANCE	\$ 13,232.60	\$ 13,500.00	\$ 267.40	\$ 163,901.80	\$ 162,000.00	\$ (1,901.80)
RETIREMENT	\$ 4,200.40	\$ 4,250.00	\$ 49.60	\$ 35,665.04	\$ 36,375.00	\$ 709.96
<b>TOTAL PAYROLL EXPENSES</b>	<b>\$ 215,318.01</b>	<b>\$ 220,220.00</b>	<b>\$ 4,901.99</b>	<b>\$ 1,905,829.01</b>	<b>\$ 1,931,280.00</b>	<b>\$ 25,450.99</b>
<b><u>OPERATING EXPENSES</u></b>						
Uniforms & Laundry	\$ 1,394.53	\$ 2,000.00	\$ 605.47	\$ 17,850.25	\$ 19,000.00	\$ 1,149.75
Professional Fees	\$ (95.00)	\$ 508.00	\$ 603.00	\$ 878.07	\$ 6,096.00	\$ 5,217.93
Recruiting Expenses	\$ 1,510.42	\$ 242.00	\$ (1,268.42)	\$ 5,611.23	\$ 2,904.00	\$ (2,707.23)
Armored Car Service	\$ 875.94	\$ 725.00	\$ (150.94)	\$ 9,568.56	\$ 8,700.00	\$ (868.56)
Snow Removal	\$ 735.00	\$ 10,000.00	\$ 9,265.00	\$ 114,842.50	\$ 40,000.00	\$ (74,842.50)
Utilities-Natural Gas	\$ 635.17	\$ 700.00	\$ 64.83	\$ 4,352.81	\$ 8,050.00	\$ 3,697.19
Telephone Expenses	\$ 132.36	\$ 140.00	\$ 7.64	\$ 1,600.15	\$ 1,680.00	\$ 79.85
General Supplies	\$ -	\$ 100.00	\$ 100.00	\$ 573.59	\$ 1,200.00	\$ 626.41
Liability Insurance	\$ 10,866.12	\$ 10,200.00	\$ (666.12)	\$ 133,338.92	\$ 122,400.00	\$ (10,938.92)
Auto Mileage Expenses	\$ 469.26	\$ 300.00	\$ (169.26)	\$ 4,826.01	\$ 3,600.00	\$ (1,226.01)
Miscellaneous Expenses	\$ 134.41	\$ 25.00	\$ (109.41)	\$ 1,691.68	\$ 300.00	\$ (1,391.68)
Bank service Fees	\$ 137.18	\$ 125.00	\$ (12.18)	\$ 1,674.37	\$ 1,500.00	\$ (174.37)
Office Supplies	\$ -	\$ 100.00	\$ 100.00	\$ 13.84	\$ 300.00	\$ 286.16
Power Sweeper Rental	\$ -	\$ -	\$ -	\$ -	\$ 6,000.00	\$ 6,000.00
Repairs & Maintenance - Trucks/Mowers	\$ -	\$ -	\$ -	\$ -	\$ 250.00	\$ 250.00
Repairs & Maintenance - Shuttle Buses	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
Management Fee	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 60,000.00	\$ 60,000.00	\$ -
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 21,795.39</b>	<b>\$ 30,165.00</b>	<b>\$ 8,369.61</b>	<b>\$ 356,821.98</b>	<b>\$ 282,980.00</b>	<b>\$ (73,841.98)</b>
<b>TOTAL EXPENSES</b>	<b>\$ 237,113.40</b>	<b>\$ 250,385.00</b>	<b>\$ 13,271.60</b>	<b>\$ 2,262,650.99</b>	<b>\$ 2,214,260.00</b>	<b>\$ (48,390.99)</b>

# HARRISBURG INTERNATIONAL AIRPORT PARKING ACTUAL VS BUDGETED COMPARISONS

	DECEMBER 2015		JAN '15 - DEC '15		DIFF
	ACTUAL	BUDGET	ACTUAL	BUDGET	
<b>GROSS PARKING REVENUES(NO TAX)</b>	\$ 470,731.14	\$ 525,000.00	\$ 7,577,130.03	\$ 7,558,000.00	\$ 19,130.03
<b><u>PAYROLL &amp; BENEFIT EXPENSES</u></b>					
PAYROLL	\$ 165,270.60	\$ 111,461.52	\$ 1,460,015.09	\$ 1,449,000.00	\$ (11,015.09)
PAYROLL TAXES	\$ 13,874.21	\$ 14,423.04	\$ 150,507.73	\$ 187,500.00	\$ 36,992.27
WORKERS COMPENSATION	\$ 13,707.82	\$ 8,146.08	\$ 121,042.22	\$ 105,900.00	\$ (15,142.22)
GROUP INSURANCE	\$ 12,390.91	\$ 13,500.00	\$ 150,225.61	\$ 162,000.00	\$ 11,774.39
RETIREMENT	\$ 4,131.75	\$ 2,865.20	\$ 36,500.28	\$ 37,250.00	\$ 749.72
<b>TOTAL PAYROLL EXPENSES</b>	\$ <b>209,375.29</b>	\$ <b>150,395.84</b>	\$ <b>1,918,290.93</b>	\$ <b>1,941,650.00</b>	\$ <b>23,359.07</b>
<b><u>OPERATING EXPENSES</u></b>					
Uniforms & Laundry	\$ 1,997.12	\$ 2,000.00	\$ 19,140.94	\$ 19,000.00	\$ (140.94)
Audit & Professional Fees	\$ 1,774.60	\$ 1,077.00	\$ 5,163.92	\$ 18,300.00	\$ 13,136.08
Armored Car Service	\$ 773.59	\$ 690.00	\$ 9,700.34	\$ 8,280.00	\$ (1,420.34)
Snow Removal	\$ -	\$ 10,000.00	\$ 31,605.00	\$ 35,000.00	\$ 3,395.00
Utilities-Natural Gas	\$ 898.91	\$ 700.00	\$ 7,338.70	\$ 8,050.00	\$ 711.30
Telephone Expenses	\$ 131.88	\$ 140.00	\$ 1,701.04	\$ 1,680.00	\$ (21.04)
General Supplies	\$ 33.89	\$ 220.00	\$ 457.04	\$ 2,640.00	\$ 2,182.96
Liability Insurance	\$ 10,178.91	\$ 8,600.00	\$ 119,385.92	\$ 103,200.00	\$ (16,185.92)
Miscellaneous Expenses	\$ 896.96	\$ 250.00	\$ 6,100.31	\$ 3,000.00	\$ (3,100.31)
Office Supplies	\$ -	\$ 100.00	\$ -	\$ 300.00	\$ 300.00
Repairs & Maintenance - Trucks/Mowers	\$ -	\$ -	\$ -	\$ 250.00	\$ 250.00
Repairs & Maintenance - Shuttle Buses	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00
Lawn Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Management Fee	\$ 5,000.00	\$ 5,000.00	\$ 60,000.00	\$ 60,000.00	\$ -
<b>TOTAL OPERATING EXPENSES</b>	\$ <b>21,685.86</b>	\$ <b>28,777.00</b>	\$ <b>260,593.21</b>	\$ <b>262,700.00</b>	\$ <b>2,106.79</b>
<b>TOTAL EXPENSES</b>	\$ <b>231,061.15</b>	\$ <b>179,172.84</b>	\$ <b>2,178,884.14</b>	\$ <b>2,204,350.00</b>	\$ <b>25,465.86</b>

# HARRISBURG INTERNATIONAL AIRPORT PARKING ACTUAL VS BUDGETED COMPARISONS

	DECEMBER 2014			JAN '14 - DEC '14		
	ACTUAL	BUDGET	DIFF	ACTUAL	BUDGET	DIFF
<b>GROSS PARKING REVENUES(NO TAX)</b>	\$ 508,330.10	\$ 505,000.00	\$ 3,330.10	\$ 7,629,976.33	\$ 7,390,000.00	\$ 239,976.33
<b><u>PAYROLL &amp; BENEFIT EXPENSES</u></b>						
PAYROLL	\$ 109,729.49	\$ 105,226.00	\$ (4,503.49)	\$ 1,374,013.09	\$ 1,339,940.00	\$ (34,073.09)
PAYROLL TAXES	\$ 8,648.58	\$ 14,732.00	\$ 6,083.42	\$ 139,773.15	\$ 187,596.00	\$ 47,822.85
WORKERS COMPENSATION	\$ 8,499.01	\$ 6,734.00	\$ (1,765.01)	\$ 102,271.61	\$ 85,752.00	\$ (16,519.61)
GROUP INSURANCE	\$ 13,426.14	\$ 20,000.00	\$ 6,573.86	\$ 248,824.16	\$ 240,000.00	\$ (8,824.16)
RETIREMENT	\$ 2,743.22	\$ 2,105.00	\$ (638.22)	\$ 34,989.88	\$ 26,804.00	\$ (8,185.88)
<b>TOTAL PAYROLL EXPENSES</b>	<b>\$ 143,046.44</b>	<b>\$ 148,797.00</b>	<b>\$ 5,750.56</b>	<b>\$ 1,899,871.89</b>	<b>\$ 1,880,092.00</b>	<b>\$ (19,779.89)</b>
<b><u>OPERATING EXPENSES</u></b>						
Uniforms & Laundry	\$ 1,801.42	\$ 1,500.00	\$ (301.42)	\$ 20,505.42	\$ 18,000.00	\$ (2,505.42)
Audit & Professional Fees	-	\$ 1,077.00	\$ 1,077.00	\$ 11,842.33	\$ 18,300.00	\$ 6,457.67
Armored Car Service	-	\$ 616.00	\$ 616.00	\$ 8,269.88	\$ 7,400.00	\$ (869.88)
Snow Removal	\$ 2,942.50	\$ 10,000.00	\$ 7,057.50	\$ 81,612.50	\$ 65,000.00	\$ (16,612.50)
Utilities-Natural Gas	-	\$ 700.00	\$ 700.00	\$ 6,244.90	\$ 8,050.00	\$ 1,805.10
Telephone Expenses	\$ 129.90	\$ 135.00	\$ 5.10	\$ 1,554.00	\$ 1,620.00	\$ 66.00
General Supplies	-	\$ 250.00	\$ 250.00	\$ 1,648.13	\$ 3,000.00	\$ 1,351.87
Liability Insurance	\$ 8,213.13	\$ 8,030.00	\$ (183.13)	\$ 98,561.80	\$ 96,360.00	\$ (2,201.80)
Miscellaneous Expenses	\$ 321.53	\$ 250.00	\$ (71.53)	\$ 2,847.66	\$ 3,000.00	\$ 152.34
Office Supplies	\$ 13.52	\$ 100.00	\$ 86.48	\$ 436.53	\$ 300.00	\$ (136.53)
Repairs & Maintenance - Trucks/Mowers	-	-	-	\$ 498.28	\$ 250.00	\$ (248.28)
Repairs & Maintenance - Shuttle Buses	-	-	-	-	-	-
Lawn Equipment	-	-	-	-	-	-
Management Fee	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 60,000.00	\$ 60,000.00	\$ -
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 18,422.00</b>	<b>\$ 27,658.00</b>	<b>\$ 9,236.00</b>	<b>\$ 294,021.43</b>	<b>\$ 284,280.00</b>	<b>\$ (9,741.43)</b>
<b>TOTAL EXPENSES</b>	<b>\$ 161,468.44</b>	<b>\$ 176,455.00</b>	<b>\$ 14,986.56</b>	<b>\$ 2,193,893.32</b>	<b>\$ 2,164,372.00</b>	<b>\$ (29,521.32)</b>