



Commonwealth of Virginia
Department of Aviation
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Policy and Procedures Guidance Bulletin 9

Topic: purchase of terminal building furniture May 21, 2012

Issue: The Virginia Aviation Board had requested an appointed committee to prepare a proposed policy for the purchase of terminal building furniture that included sponsor funding participation in the purchase.

Guidance: On May 17, 2012 the board adopted a new funding policy for terminal furniture. The state will participate in the purchase of public-use furniture for any public-use space that the state originally funded at 100 percent, which excludes joint-use areas as defined in the *Airport Program Manual* section B.1.1 Joint-Use Space. For air carrier terminal buildings, the state's participation is 80 percent of a maximum of \$30,000 per 1,000 square feet of public-use space. For general aviation terminal buildings, the state's participation is 80 percent of a maximum of \$9,000 per 1,000 square feet of public-use space. The department reserves the right to limit the state's participation in the purchase of furniture based on the number of pieces of furniture, style, material requested, and other considerations. The department also reserves the right to limit the state's participation in the purchase of replacement furniture based on the age and condition of existing furniture.

Reference: *Airport Program Manual*
B.9 Terminal Building Furniture

Distribution: Airport Sponsors and Managers
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