



Charlottesville Albemarle Airport Board Meeting Minutes
Tuesday, May 10, 2022, at 8:30 a.m. –Gallery Room, Double Tree Hotel, Charlottesville, VA

MINUTES

Members Present: Donald Long (Chairman) and Michael Rogers

Members Absent: Jeff Richardson

Staff Present: Melinda Crawford: Chief Executive Officer; Jason Burch: Chief Operating Officer;
Penny Shifflett: Chief Financial Officer; Jessica Conley: Administrative Assistant;

Others Present: Katrina Callsen: City of Charlottesville Deputy City Attorney

Call to Order: 8:33 a.m. by Mr. Long

Consent Agenda:

1. Minutes – March 8, 2022, Regular Meeting -discussed.
2. Financial Statements –March 31, 2022 (Unaudited) discussed.
3. Airport Statistics: February 2022 and March 2022- discussed.

Mr. Rogers made a motion to accept the consent agenda, and Mr. Long seconded the motion. The motion was unanimously approved.

Matters from the Public: None

Awards and Recognition: None

Action Items:

1. Resolution 2022-8: “Chief Executive Officer Clarification of Powers”
 - a. **Recommendation:** For the Board to ratify Resolution No. 2022-8
 - b. The Board discussed this resolution at the last meeting, and the staff was directed to bring the resolution back at the May meeting. This new resolution will clarify the CEO’s ability to approve contracts and work orders that have already been approved in the Capital budget. This resolution also addresses the new title change of the CEO.
 - c. Mr. Rogers motioned to ratify Resolution 2022-8, “Chief Executive Officer Clarification of Powers.” The motion was seconded by Mr. Long and unanimously approved.
2. Amendment#2 to FY-22 Capital Budget
 - a. **Recommendation:** For the Board to approve Amendment #2 to the Airport’s FY-22 Capital Budget as proposed.
 - b. The proposed Amendment#2 to the Airport’s Capital Budget was discussed.
 - c. Mr. Rogers motioned to approve Amendment #2 to the Airport’s Capital Budget, and Mr. Long seconded the motion. It was unanimously approved.
3. Resolution 2022-9 “Authorization for the CEO to Award the Professional Audit Services Contract”
 - a. **Recommendation:** For the Board to approve Resolution 2022-9.
 - b. An RFP for the Professional Audit Services Contract was issued in March 2022. Two firms responded to the RFP (Browns Edwards and Robinson, Farmer, Cox Associates (RFC)). The audit committee assigned a selection team, and the team deemed RFC to be the most qualified of the two firms. The audit committee has recommended that the contract be awarded to RFC.

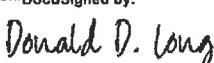
- c. Mr. Rogers motioned Resolution 2022-9, "Authorization for the CEO to Award the Professional Audit Contract," and Mr. Long seconded the motion. It was unanimously approved.

Informational Items:

1. **Executive Director's Update:** Mrs. Crawford presented the following items:
 - a. **COVID-19 Update:** Mr. Burch noted that the COVID response team is still following the same procedures. The mask mandate ended in April, and CHO's signage was changed. The new signage notes, "The use of masks is not required, but it is encouraged."
 - b. **Personnel Update:** Two maintenance positions, a janitorial position, and a public safety officer position have been filled. An increase to the ARFF allowance is proposed in the FY-23 Operating Budget.
 - c. **FY-23 Six-Year Airport Capital Plan and Operating Budget:** Ms. Crawford discussed the Six-Year Capital Plan and Operating Plan, and the CEO will also be meeting with each board member separately to review. The airline budget meeting will take place in June.
 - d. **Construction Update:**
 - i. **Terminal Area Masterplan:** Project is still ongoing, and we are currently responding to questions that the FAA has submitted.
 - ii. **Escalator Replacement Project:** The new modular building is in place for Gate 5. The contractor is now in the demolition phase of the project. The new escalators have arrived and are on site.
 - iii. **Elevators and Covered Walkways from the Long-term Parking Lot:** Roof work on the walkways is underway on this project, and the new elevators are slated to be built in July. This project should be completed in October.
 - e. **Marketing & Air Service Update:** Mr. Burch explained that he would be attending the Jumpstart Conference in June. We anticipate an 86% return of our passengers by June.
 - f. **Airline Incentive Update:** The Board approved an airline incentive plan several years ago. The CEO has modified this plan to make it more competitive.
- a. **Procurement update (proposed design/build projects):** Five projects have been identified for the possible use of the design/build construction method. Those projects are the Air Traffic Control Tower Replacement, Security Update, Terminal Building Expansion, and the Air Carrier Ramp Covered Walkway Installation. The next step in the process is that staff will contract with the engineers to develop a report/evaluation of each project to determine if pursuing the projects as design/build is the most beneficial for the Authority.

Next Scheduled Meeting: June 23, 2022, 10:30 a.m. Gallery Room at the Double Tree Hotel

Adjourn: 9:57 a.m.

X DocuSigned by:

00BFC74F492F4B4...

Donald Long