



Charlottesville Albemarle Airport Board Meeting Minutes
Tuesday, September 27, 2022, at 9:00 a.m. –County of Albemarle Office Building, Room 241

MINUTES

Members Present: Jeff Richardson, Michael Rogers

Members Absent: Donald Long

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

Others Present: Javier Gomez Jacome: City of Charlottesville Deputy City Attorney

Call to Order 9:00 a.m. by Mr. Richardson

Consent Agenda:

1. Minutes – June 23, 2022 meeting-discussed.
2. Financial Statements –June 30, 2022 (Unaudited) and July 31, 2022 (Unaudited) - Discussed.
3. Airport Statistics: May, June, and July 2022. Discussed.

Mr. Rogers made a motion to accept the consent agenda. Mr. Richardson seconded the motion, and the motion was unanimously accepted.

Matters from the Public: None

Awards and Recognition: Celebrating Jason Devilier’s 5-Year Anniversary in August and Melinda Crawford’s award for Virginia Airport Director of the Year.

Action Items:

1. Establishing the FY-2023 Employee Benefit Amounts
 - a. **Recommendation:** Approval of the FY-2023 Employee Benefit Amounts
 - b. At the March meeting the Board approved several revisions to the Authority’s Personnel policy specifically the benefits of Education Assistance, the Wellness Program, Snow/Ice Removal Pay, and Employee Separation Bonuses. It was decided the amounts for those items would be decided each year as part of the budget process. The following was proposed:
 1. Educational Assistance is \$2000 per year.
 2. Wellness Program is \$600 per year.
 3. Snow/Ice Removal Pay will remain time and ½ or \$25.00 /hr. whichever is higher.
 4. Employee Separation Bonus is recommended to be at tiered amounts based on years of service and not to exceed \$10,000.
 - c. Mr. Rogers made a motion to accept benefits 1, 2, and 3 as proposed within the FY-2023 Employee Benefit Amounts and tables benefit 4 regarding separation bonuses to the next meeting. Mr. Richardson seconded the motion. It was unanimously approved.
2. FY-2023 Operation Budget-Amendment#1
 - a. **Recommendation:** For the Board to Approve Amendment#1 to the Airport’s FY23 Operating Budget as proposed.
 - b. There are several adjustments being proposed to the Operating budget. These changes include payroll changes, increased Human Resource Expenses, increased Airfield Ground

- rent to include a tenant lease on the newly acquired property, and decreased maintenance expenses for the 800Mhz radio upgrade.
- c. Mr. Rogers made a motion to approve Amendment#1 to the Airport's FY23 Operating Budget as proposed. Mr. Richardson seconded the motion. It was unanimously accepted.
3. Resolution No. 2022-10 "CEO's Authorization to Submit PFC Application"
 - a. **Recommendation:** Board Authorizes the CEO to submit PFC Application 23-25-C-00-CHO to the Federal Aviation Administration (FAA)
 - b. The Airport is applying for a PFC Application that will reimburse State entitlements. The Passenger facility charge will remain at \$4.50 per enplaned passenger.
 - c. Mr. Rogers made a motion to authorize the CEO to submit PFC Application 23-25-C-00-CHO to the FAA. Mr. Richardson seconded the motion. It was unanimously approved.
 4. Resolution No. 2022-11 "CEO's Authorization to Award and Administer the FY-2023 HVAC Contract"
 - a. **Recommendation:** The Board approves Resolution 2022-10 which designates the Chief Executive Officer Authorization to Award and Administer the HVAC Full-Service and Preventative Maintenance Systems and Equipment Contract to Johnson Control.
 - b. An RFP was issued in July and two proposals were received. A committee concluded that Johnson Control made the best proposal with the best value.
 - c. Mr. Rogers made a motion to approve Resolution 2022-10" CEO Authorization to Award and Administer the HVAC Full-Service and Preventative Maintenance Systems and Equipment Contract to Johnson Control. Mr. Richardson seconded the motion. It was unanimously approved.
 5. Resolution No. 2022-12 "CEO's Authorization to Award and Administer the FY-2023 Creative Marketing Contract"
 - a. **Recommendation:** The Board approves Resolution 2022-11 Authorize the CEO to Award and Administer the Creative Marketing Services Contract to BFT International
 - b. An RFP was issued in August, and two proposals were received. Both of the firms that sent proposals were interviewed, and the selection committee decided BFT International made the best proposal and will provide the best value.
 - c. Mr. Rogers made a motion to approve Resolution No. 2022-12 "CEO's Authorization to Award and Administer the FY-2023 Creative Marketing Contract to BFT International. Mr. Richardson seconded the motion. It was unanimously approved.

Informational Items:

1. CEO and Staff's Update:
 - a. Personnel Update: We recently hired 2 Ambassadors and 1 landside operation agent. We are interviewing a custodial supervisor and still need to hire for one maintenance position.
 - b. Rental Car Concession and Website Design RFP Process: Due timing and additional questions we will be bringing the results of both RFP's back at the November meeting.
 - c. Construction and Capital Projects Update:
 - i. Escalator Replacement Project: Project is complete and grand reopening celebration will be held tomorrow.
 - ii. Elevators and Covered Walkways from the long-term lot: Project is in final phase and should be complete in 4 weeks.
 - iii. ARFF Building Rehab Project: Project is in design phase and will hopefully start soon.
 - iv. Gate 5 Rehab Project: Gate 5 Area has had a deep cleaning and been painted in preparation for the grand reopening.
 - v. ARFF and Snow Removal Equipment Purchase: The anticipated arrival of the fire truck is spring of 2023. The three pieces of snow equipment that have been ordered should be arriving soon.
 - vi. Terminal Area Plan Update: A presentation of the plan is anticipated at the November meeting.

- d. Marketing & Air Service Update- Mr. Burch explained that the current January schedule indicates the return of the Philadelphia service. He will be meeting with the airlines in October.

Ms. Crawford explained that we will be bringing an RFP to the Board soon for construction of new GA Hangars. She also talked about a commission member that inquired about the Airport taking fill dirt from City/County projects for construction projects at the Airport.

Ms. Crawford and Mr. Burch provided additional information on air service efforts and current events in the industry.

Next Scheduled Meeting: Tuesday, November 8, 2022, 8:30 a.m. Location: City Space

Adjourn: 9:58 a.m.

X

Donald Long