



Charlottesville Albemarle Airport Board Meeting Minutes
Tuesday, November 8, 2022, at 8:30 a.m. –City Space, 100 5th Street N.E. Charlottesville, VA

MINUTES

Members Present: Donald Long, Jeff Richardson, Michael Rogers

Members Absent: None

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 8:37 a.m. by Mr. Long

Consent Agenda:

1. Minutes –September 27, 2022, meeting minutes were discussed. Mr. Rogers made a motion to accept the minutes. Mr. Richardson seconded the motion, and the motion was unanimously accepted.
2. Financial Statements –September 30, 2022 (Unaudited) - Discussed.
3. Airport Statistics: August and September 2022. Discussed.

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

Matters from the Public: None

Awards and Recognition: None

Action Items:

1. Resolution No. 2022-12 “Authorization for the CEO to Award and Administer the On-Airport Rental Car Service Concessions Contracts”
 - a. **Recommendation:** The Board approves Resolution 2022-12, which authorizes the CEO to Award and Administer the On-Airport Rental Car Concessions Contracts.
 - b. An RFP was issued in July for the Rental Car Service Concessions, and three proposals were received. A selection committee reviewed the proposals and recommended that contracts be awarded to Avis Budget Car Rental, LLC, Enterprise Leasing Co of Norfolk/Richmond, LLC. , and the Hertz Corporation. The contracts are from December 1, 2022, through November 30, 2027.
 - c. Mr. Richardson motioned to approve Resolution No. 2022-12, “Authorization for the CEO to Award and Administer the On-Airport Rental Car Service Concessions Contracts.” Mr. Rogers seconded the motion. The motion was unanimously approved.
2. FY-2023 Capital Improvement Budget-Amendment#1
 - a. **Recommendation:** For the Board to Approve Amendment#1 to the Airport’s FY23 Operating Budget as proposed.
 - b. Amendment#1 reflects the following changes to the Capital Budget: Increased Cost to \$150K for “FY23 Unanticipated Eligible Repair & Maintenance”, increased Cost to \$250K for “FY23 HVAC Maintenance/Repairs,” added a \$75K project which is for “Attachments for Snow Removal & Airfield Equipment,” added a \$400K project for

“Airfield Storm Water Basin Maintenance (to include nutrient credit purchases) & Repairs,” and added a \$60K project for “Terminal Carpet Replacement.”

- c. Mr. Rogers motioned to approve Amendment#1 to the Airport’s FY23 Capital Budget as proposed. Mr. Richardson seconded the motion. It was unanimously accepted.
3. Resolution No. 2022-13 and Resolution No. 2022-14 “Adopt Policies for virtual meetings and for electronic participation by Authority Members pursuant to VA. Code Sec 2.2 -3708.3
 - a. **Recommendation:** The Board approves Resolutions 2022-13 and 2022-14, which Adopt policies for virtual meetings and for electronic participation by Authority Members pursuant to VA. Code Sec 2.2-3708.3.
 - b. The two resolutions presented will allow the Authority to adopt new policies regarding Virtual Meetings. These two resolutions align with the requirements pursuant to VA Code Sec 2.2-3708.3.
 - c. Mr. Rogers motioned to authorize Resolutions 2022-13 and 2022-14, which Adopt policies for virtual meetings and for electronic participation by Authority Members pursuant to VA. Code Sec 2.2-3708. Mr. Richardson seconded the motion. It was unanimously approved.
4. Resolution No. 2022-15 “Authorization for the CEO to Award and Administer the Website Design and Support Services Contract”
 - a. **Recommendation:** The Board approves Resolution 2022-15, which authorizes the CEO to Award and Administer a Website Design and Support Services Contract to AIS Network.
 - b. An RFP was issued in August, and five proposals were received. A selection committee concluded that AIS Network made the best proposal with the best value and recommended the award of the contract to AIS Network.
 - c. Mr. Richardson motioned to approve Resolution 2022-15,” Authorization for the CEO to Award and Administer the Website Design and Support Services Contract to AIS Network. Mr. Rogers seconded the motion. It was unanimously approved.

Informational Items:

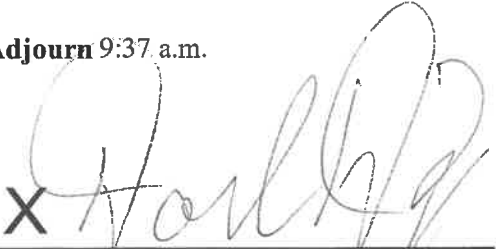
1. CEO and Staff’s Update:
 - a. Personnel Update: A parking attendant and a custodial supervisor was recently hired. The concept of a Retention Incentive was discussed, and this item will be brought back to the Board at the next meeting.
 - b. Construction and Capital Projects Update:
 - i. Escalator Replacement Project: The replacement project is complete, and UV scrubbers will be installed in the coming months.
 - ii. Elevators and Covered Walkways from the long-term lot: Project is complete.
 - iii. ARFF Building Rehab Project: The roof was replaced in the summer, and the refurbishment of the interior of the building should start in December.
 - iv. Gate 5 Rehab Project: The Gate 5 Area has been painted and updated. The rest of the terminal (post-screening) will be completed in the next few months.
 - v. ARFF and Snow Removal Equipment Purchase: The anticipated arrival of all the equipment is early spring to summer.
 - vi. Terminal Area Plan Update: The plan will be presented at the Joint Board/Commission meeting in January.
 - c. Marketing & Air Service Update- Mr. Burch noted that he met with several airlines at a recent conference. The discussions were positive.

Mr. Long inquired if the handicapped parking spaces would be moving to the Long Term lot in the future. Ms. Crawford indicated that it is anticipated that the spaces will be relocated when the terminal expansion project begins.

Mr. Long suggested using City Space for the upcoming Joint Board/Commission meeting in January. Mr. Rogers graciously agreed.

Next Scheduled Meeting: Tuesday, January 10, 2023, 8:30 a.m. Location: City Space

Adjourn 9:37 a.m.

X 

Donald Long