



Charlottesville Albemarle Airport Authority Meeting
Wednesday, January 18th, 2017 at 10:30 a.m.
At the Office of Lenhart Pettit, 530 E. Main Street, Charlottesville, VA 22902

MINUTES

Members Present: Don Long, Tom Foley, Maurice Jones

Members Absent: None

Staff Present: Melinda Crawford; Executive Director, Bill Pahuta; Deputy Director, Kristin Birdzell;
Executive Secretary

Others Present: Lisa Robertson; Deputy City Attorney, Lee Catlin; Assistant County Executive

Call to Order at 10:32 a.m. by Don Long

Consent Agenda:

1. Minutes – November 2016
2. Financial Statements –November 30,2016 (Unaudited)
3. Airport Statistics

Mr. Jones moved to accept the Consent Agenda

Motion seconded by Mr. Foley

Unanimous approval by Board

Matters from the Public: None

Recognition of: Employees reaching milestone years of service were noted. Employees that have passed the AAAE Certified Manager test were identified, and Tom Foley was recognized for his service to the Authority. Mr. Foley introduced Lee Catlin as his replacement on the Board.

Items:

1. Annual Election of Chairman and Vice-Chairman, and Secretary/Treasurer
 - a. **RECOMMENDATION:** To select a Chairman, Vice-Chairman and a Secretary/Treasurer in accordance with the Authority's enabling legislation.

Mr. Foley moved to appoint Mr. Long as Chairman of the Board, Mr. Jones as Vice-Chairman of the Board, Mrs. Crawford as the Secretary/Treasurer, and Mrs. Shifflett as an alternate Secretary/Treasurer.

Motion seconded by Mr. Jones

Unanimous approval by Board

2. FY-2016 Comprehensive Annual Financial Report

- a. **RECOMMENDATION:** For the Board to Accept the FY-2016 Comprehensive Annual Financial Report as presented.

Mr. Long moved to accept the FY16 Comprehensive Annual Financial Report
Motion seconded by Mr. Foley
Unanimous approval by Board

3. Award of Commercial-Grade Custom Fabrication Services Contract

- a. **RECOMMENDATION:** For the Board to authorize the award of the Commercial-Grade Custom Fabrication Services Contract to the most responsive proposer, Home Theater Installs, Inc., and to authorize Resolution No. 2017-1 Administration of the Home Theater Installs, Inc., January 2017 Service Contract.
- b. Airport staff would like to hire a Commercial Grade Fabricator to install and furnish special projects within the terminal, such as cabinetry, charging stations, and custom/local furniture and materials.

Mr. Jones moved to approve the award of Commercial Grade Custom Fabrication Services Contract
Motion seconded by Mr. Foley
Unanimous approval by Board

4. Amend FY17 Capital Budget

- a. **RECOMMENDATION:** For the Board to approve the FY17 Capital Budgets as amended.
- b. Staff is requesting permission to amend four projects within the FY17 budget: The design phase of the Air Carrier Ramp Expansion Project, Step Replacement, the rehab of the North Center parking steps to construct ramp, and the replacement of an administration vehicle.

Mr. Foley moved to approve the amendment to the FY17 Capital Budget
Motion seconded by Mr. Jones
Unanimous approval by Board

5. Resolution 2017-2 "Executive Director Authorization to Approve Engineering Service Fees for the Design Phase - Air Carrier Ramp Expansion Project"

- a. **RECOMMENDATION:** The Board adopts Resolution No. 2017-2 "Executive Director Authorization to Approve Engineering Service Fees for the Design Phase - Air Carrier Ramp Expansion Project".
- b. This resolution will authorize the Executive Director to approve and execute the work order associated with the Design Phase of the Air Carrier Ramp Expansion Project

Mr. Foley moved to approve the Resolution 2017-2 "Executive Director Authorization to Approve Engineering Service Fees for the Design Phase - Air Carrier Ramp Expansion Project
Motion seconded by Mr. Jones
Unanimous approval by Board

Informational Items:

1. Executive Director's Update
 - a. CHO successfully passed the FAA Part 139 Annual Inspection with no discrepancies
 - b. Parking Update: Airport staff is looking at revising parking options for surface expansion in addition to a parking deck option.
 - c. Personnel Update: The vacant marketing position has been filled
 - d. Construction Update:
 - i. Runway 3-21 Rehabilitation Construction Project- Preliminary surveying is being done by the contractor.
 - ii. Triturator Project- Project is complete.
 - iii. Step Rehabilitation Project- the South set of stairs has been removed and work is proceeding on the two remaining sets.
 - e. Marketing and Air Service Update:
 - i. TSA is now offering Pre-Check in the morning and afternoon.
 - ii. Airport staff had meetings with American Airlines and Delta Air Lines.

Closed Session:

In accordance with VA Code 2.2-3712 the Airport Authority will convene in closed session for the following purpose:

For discussion and consideration of the acquisition of real property for a public purpose pursuant to VA Code 2.2-3711 (A) (3).

Motion by: Mr. Jones

Second by: Mr. Foley

Ayes: Mr. Foley

Noes: None

Mr. Jones

Mr. Long

Unanimous approval by Board

Board entered closed session at 11:33 a.m.

Certification of Closed Meeting:

Mr. Jones moved that this Board certify by a recorded vote that to the best of each Board member's knowledge only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the Motion convening the closed session were heard, discussed, or considered in the closed session.

Motion By: Mr. Jones

Second By: Mr. Foley

Ayes: Mr. Foley

Noes: None

Mr. Jones

Mr. Long

Unanimous approval of closed session

Back in session at 11:59 a.m.

Motion made by Mr. Long to add land item to amend the Capital Budget in the amount of \$2.2 million to acquire land for Airport use.

Motion seconded by Mr. Jones

Unanimous approval by Board

Next Scheduled Meeting: Wednesday, March 15, 2017, 10:30 a.m., Airport Lower Level Conference Room

Adjourn: 12:01 p.m.

Approved Minutes- 3/15/2017
