



Charlottesville Albemarle Airport Board Meeting Minutes
Tuesday, July 16, 2019 at 11:00 a.m. at City Hall – 2nd Floor Conference Room

MINUTES

Members Present: Mike Murphy, Donald Long, Jeff Richardson

Members Absent: none

Staff Present: Melinda Crawford: Executive Director; Jason Burch: Deputy Executive Director; Penny Shifflett: Director of Finance and Administration Jessica Conley: Administrative Assistant;

Others Present: Lisa Robertson- Chief Deputy City Attorney, City of Charlottesville; Sebastian Waisman- Assistant City Attorney, City of Charlottesville; Elizabeth McQueen-Kimley-Horn Associate; Steven Allhouse- Manager of Economic Analysis and Forecasting at the County of Albemarle; Addison Barnhardt- Vice-Chairman of the Airport Commission; Molly Conger-Citizen

Call to Order at 10:56 a.m. by Donald Long

Consent Agenda:

1. Minutes – May 14, 2019 meeting
2. Financial Statements –May 31, 2019 (Unaudited) discussed.
3. Airport Statistics: April 2019 and May 2019 discussed.

Mr. Richardson made a motion to accept Consent Agenda and motion was seconded by Mr. Murphy. Unanimously accepted.

Matters from the Public: Introduction of all the visitors to the meeting.

Items:

1. Award of 2019 Parking Expansion Construction Contract and Related Engineering Construction Administration Work Order and Approval of Resolution No. 2019-5 “Executive Director Authorization to Administer the 2019 Parking Expansion Construction Contract and Related Engineering Construction Administration Contracts”- Sargent Corporation was the low bid in the amount of \$1,122,565. Delta Airport Consultants will provide engineering not-to-exceed \$192,700. Mr. Richardson made a motion to award the Parking Construction Contract to Sargent Corporation and to approve Resolution No, 2019-5 “Executive Director Authorization to Administer the 2019 Parking Expansion Construction Contract and Related Engineering Work Authorization”. Mr. Murphy seconded the motion and it was unanimously approved.
2. Award of 2019 Air Carrier Ramp Expansion Construction Contract and Related Engineering Construction Administration Work Order and Approval of Resolution No. 2019-6 “Executive Director Authorization to Administer the 2019 Air Carrier Expansion Contract and Related Engineering Construction Administration Contracts.”-. Item tabled for the next meeting.
3. Award of 2019 On-Call Airport Business Consulting Services Contract and Approval of Resolution No. 2019-7 “Executive Director Authorization to administer the 2019 On-Call Airport Business Consulting Services Contract”- Five firms responded to the RFP, and selection committee which consisted of Melinda Crawford, Penny Shifflett, and Jason Burch reviewed the proposals and short listed 3 firms. Following interviews with the 3 firms, the selection committee

- recommended the firm of Newton and Associates as the firm best suited to provide the services. Mr. Richardson made a motion to award the 2019 On-Call Airport Consulting Services Contract to Newton and Associates and to approve Resolution No. 2019-7 "Executive Director Authorization to Administer the 2019 On-Call Airport Consulting Services Contract". Mr. Murphy seconded the motion and it was unanimously approved.
4. Award of 2019 Commercial Passenger Terminal Area Plan Contract and Approval of Resolution No. 2019-8 "Executive Director Authorization to Administer the 2019 Commercial Passenger Terminal Area Plan Contract. –Four firms responded to the RFP and the selection committee which consisted of Melinda Crawford, Penny Shifflett, and Jason Burch reviewed the proposals and short listed 2 firms. Following interviews with the 3 firms, the selection committee recommended the firm of Parrish & Partners as the firm best suited to provide the services. Mr. Richardson made a motion to award the 2019 Commercial Passenger Terminal Area Plan service contract to Parrish & Partners and to approve Resolution No. 2019-8 "Executive Director Authorization to administer the 2019 Commercial Passenger Terminal Plan Contract" Mr. Murphy seconded the motion and it was unanimously approved.
 5. Approval of Resolution No. 2019-9 "Executive Director Authorization to Award and Administer Project Management and Inspection Services Contracts". – Staff is in the process of issuing a RFP for On Call Project Management and Inspection Service for the several projects taking place over the next 2 years.-Mr. Richardson made a motion to approve Resolution No. 2019-9 "Executive Director Authorization to Award and Administer Project Management and Inspection Services Contracts." Mr. Murphy seconded the motion and it was unanimously approved.
 6. Rejection of bids received for the Entry Pavilion Construction Project.-The construction bids for the project came in significantly higher than originally budgeted. Staff deemed it financially prudent to reject the bids and re visit the project in summer of 2021. Mr. Richardson made a motion to reject bids received for the Entry Pavilion Construction project. Mr. Murphy seconded the motion and it was unanimously approved.
 7. Approval of Amendment#1 to Signature Support Lease Agreement.-Staff has been in discussion with Signature to adjust the leased premises which will include among other items the removal of the old hangar and adjacent ramp space from the total leased square footage. Mr. Murphy made a motion for the board to authorize the Executive Director to work with legal counsel to execute the lease amendment with the following guidance in place particularly with regards to area 3D (as identified in the agenda item) specifically identifying the vacant property as unimproved (thereby, correcting the identification of it as improved property in the agenda item) and (noting) how the additional 3600 square feet may be accessed by the party. Legal counsel will amend the language to restrict the usage to the purpose discussed. Mr. Richardson seconded the motion, and it was unanimously approved.
 8. Approval of Resolution No. 2019-10 "Executive Director Authorization to Award and Administer the 2019 Hangar Demolition Project Contracts".- The FAA approved the creation of a temporary parking lot on a portion of the ramp, and the project will require the demolition of an existing hangar. Mr. Richardson made a motion to approve Resolution No. 2019-10 "Executive Director Authorization to Award and Administer the 2019 Hangar Demolition Project Contracts." Mr. Murphy seconded the motion and it was unanimously approved.

Informational Items:

1. Executive Director's Update: Mrs. Crawford presented the following items:
 - a. Personnel Update: Three of the Authority's Public Safety Officers graduated from the Law Enforcement Academy. Two employees in the parking department, Janey Roads and Joshua Wright, recently celebrated their 5-Year anniversary with the Authority. One of the current Public Safety Sergeants is retiring, and PSO Mark Frazier has been promoted to Sergeant to fill that position. Three custodians have been hired to replace the three custodians that have recently left the Authority's employment.

- b. PFC Update: The last Passenger Facility Charge application has been approved by the FAA. This PFC authorization will provide funding for several of the pending projects.
- c. Construction Update:
 - i. Runway/Taxiway Rehab: The project has not been closed-out yet. Additional corrective work is required on the project's storm water retention areas.
 - ii. MALSR Update: The system remains out of commission with hopes of it being re-commissioned in the fall.
- d. Marketing & Air Service Update: Mr. Burch explained this was the 41st month of consecutive passenger growth for CHO. We currently have 27 daily departures, and we anticipate reaching 29 daily departures by December.
- e. Joint Board/Commission Fall Retreat- Invitation dates will be sent out soon for a fall retreat.

Next Scheduled Meeting: Monday, August 5th, 2019, 11:00 a.m., at City Hall Second Floor Conference Room

Adjournment at 12:26 p.m. Mr. Richardson motioned to adjourn the meeting, Mr. Long seconded, and it was unanimously approved.

X

Donald Long