



Charlottesville Albemarle Airport Commission Meeting Minutes  
Monday, March 11, 2019, at 4:00 p.m. in the Airport Terminal – Lower Level Conference Room

### MINUTES

**Members Present:** Addison Barnhardt, Chris Engel, Steven Hiss, Donald Long

**Members Absent:** Michael Prichard, Eric Walden, Brian Campbell

**Staff Present:** Melinda Crawford: Executive Director; Penny Shifflett: Director of Finance and Administration; Jessica Conley: Administrative Assistant; Jonathan Shenk: Chief of Public Safety

**Others Present:** Mike Mancuso Jr, General Manager of Signature Flight Support; Jorge Gonzalez, RS&H Inc. representative

#### **Call to Order at 4:19 p.m. by Addison Barnhardt**

#### **Consent Agenda:**

1. Minutes – December 3, 2018 meeting
  - a. Mr. Engel made a motion to accept the minutes, and the motion was seconded by Mr. Long. Unanimously accepted.
2. Financial Statements –January 31, 2019(Unaudited) discussed.
3. Airport Statistics: November 2018, December 2018, and January 2019 discussed.

Mr. Engel made a motion to accept Consent Agenda and motion was seconded by Mr. Long. Unanimously accepted.

**Matters from the Public:** None

**Awards and Recognition:** Presentation of service award to Dr. John Post for his service on the Airport Joint Commission (2012-2018)

#### **Items:**

1. Annual Election of Chairman, Vice-Chairman, and Secretary/Treasurer:
  - a. Mr. Barnhardt made a motion to nominate Mr. Engel as Chairman of the Commission and the motion was seconded by Mr. Long. Unanimously accepted.
  - b. Mr. Engle made a motion to nominate Mr. Barnhardt as Vice-Chairman of the Commission and the motion was seconded by Mr. Long. Unanimously accepted.
2. FY-2018 Comprehensive Annual Financial Report: The report was discussed; the four items noted in the Management Letter were identified as well as staff's responses to the items.
3. 2019 Audit Committee Membership: The proposed appointees to the Audit Committee were discussed.
4. Revision of Authority's Purchasing Regulations: The revisions of the Authority's purchasing regulations were discussed.
5. Design-Build Construction Method for Parking Deck Project: The Executive Director discussed the different construction delivery methods.
6. Resolution Making Certain Declarations and Providing Certain Approvals in Connection with a Proposed Bond Issue- Discussed the change in the previous resolution to reflect that the Authority

would be pursuing a parking deck project instead of the previously discussed expansion of the long-term parking lot. This required that the amount reflected in the resolution be increased from \$8.5 million to \$25 million.

7. Ratification of Transportation Network Company Agreement Fees: Discussed that the TNC agreements would include a \$2.00 charge per pickup/drop-off.

**Informational Items:**

1. Executive Director's Update: Mrs. Crawford presented the following items:
  - a. Personnel Update: The Public Safety will be fully staffed by end of March.
  - b. FY2020- 6 Year Airport Capital Improvement Plan: Overview of plan coming in May.
  - c. Construction Update:
    - i. Parking Improvements Design: Planning process on task.
    - ii. Runway/Taxiway Rehab Construction: Still in discussion with contractors.
    - iii. Air Carrier Ramp Expansion Design: Design will add 3-4 more spaces for aircraft to park.
    - iv. Entry Pavilion Design: Architectural review board has approved design submission.
    - v. Terminal Energy Modification: Project to fortify and modify the post-screening windows should be complete by the end of March.
    - vi. Terminal Area Master Plan: Plan will focus on parking and other terminal area projects.
    - vii. MALSR Update: A report identifying the existing condition of the MALSR and proposed corrective actions has been submitted to the FAA.
    - viii. Charging Stations Installation- The installation of this project has been completed for all gate areas.
  - d. Marketing & Air Service Update: The executive director provided an update of recent air service efforts and upcoming changes to CHO's air service.

**Next Scheduled Meeting:** Monday, May 13, 2019, 4:00 p.m., Airport Lower Level Conference Room

**Adjournment at 5:26 pm**