



Charlottesville Albemarle Airport Board Meeting Minutes
Tuesday, January 11, 2022, at 8:30 a.m. via ZOOM

MINUTES

Members Present: Donald Long, Jeff Richardson, Sam Sanders

Members Absent: none

Staff Present: Melinda Crawford: Executive Director; Jason Burch: Deputy Executive Director; Penny Shifflett: Director of Finance & Administration; Stirling Williams: Director of Landside Operations; Stewart Key: Marketing Manager

Others Present: Katrina Callsen: Deputy City Attorney, Jason Davis: Signature Flight Support, Jeannine Bouvier

Call to Order: 8:32 a.m. by Mr. Long

Consent Agenda:

1. Minutes – The July 13, 2021, regular meeting, September 14, 2021, special joint meeting, and November 29, 2021, special meeting minutes were discussed. Mr. Richardson made a motion to accept the minutes, and Mr. Sanders seconded the motion. The motion was unanimously accepted.
2. Financial Statements –November 30, 2021 (Unaudited) discussed.
3. Airport Statistics: November 2021- discussed.

Matters from the Public: None

Awards and Recognition: The following employees were recognized for their milestone years of service: Jason Burch-20 years, Nancy Kidd-20 Years, Jeff Henry-20 years, Travis Ratcliff-20 years, Troy Buttner-10 years, Harold Shifflett-10 years, and Stewart Key-5 years.

Action Items:

1. Annual Appointment of Chairman, a Vice-Chairman, and the Secretary/Treasurer
 - a. **Recommendation:** For the Board to select a Chairman, Vice-Chairman, and the Secretary/Treasurer per the Authority's enabling legislation.
 - b. Mr. Sanders made a motion to nominate Mr. Long as Chairman of the Board, and Mr. Richardson seconded the motion. The motion was unanimously accepted
 - c. Mr. Sanders made a motion to nominate Mr. Richardson as Vice-Chairman of the Board, and Mr. Richardson seconded the motion. Mr. Long made a motion to nominate Melinda Crawford as the Board's secretary/treasurer, and Mr. Richardson seconded the motion. The motion was unanimously accepted.
2. Amendment#1 to FY-22 Capital Budget
 - a. **Recommendation:** For the Board to approve Amendment#1 to the Airport's FY-22 6-Year Capital Budget.
 - b. CHO has been notified that it will be receiving approximately \$15 million over five years from the Bipartisan Infrastructure Bill that can be used for eligible Capital Projects. Five projects listed in FY-22 were adjusted to increase the FAA funding for the projects. Six projects were added to FY-22 to address other Authority needs. Proposed changes/additions are highlighted in green on Attachment #1, and these items were discussed.
 - c. Mr. Sanders made a motion to accept Amendment#1 to the FY-22 Capital Budget, and Mr. Richards seconded the motion. The motion was unanimously accepted.
3. Amendment #1 to the FY-22 Operating Budget

- a. **Recommendation:** For the Board to Approve Amendment #1 to the Airport's FY-22 Operating Budget as proposed
 - b. During the FY-22 budgeting process, some of the revenues were underestimated. As a result of this underestimation, certain accounts now have surpluses. This amendment will adjust those accounts and address several other revenue funding changes. A 6% inflation adjustment for all employees was also included in the amendment, along with a one-time \$3,500 bonus for employees. Ms. Shifflett explained several other line items that were adjusted.
 - c. Mr. Richardson made a motion to approve Amendment#1 to the FY-22 Operating Budget, and Mr. Sanders seconded the motion. The motion was unanimously accepted.
4. Ratification of Executive Director's Authorization to Award Contracts for F-21 Funded Construction Projects
 - a. **Recommendation:** For the Board to approve Resolution No. 2022-01; "Ratification of Executive Director Authorization to Award Contracts for FY-21 Funded Construction Projects"
 - b. During the May 2021 Board Meeting, the Board approved Amendment#5 to the FY-21 Capital Budget. Within this amendment, staff noted that it was necessary to increase the capital budget due to bids exceeding expectations for the Parking Lot Elevator and Stairs Project and the Escalator Replacement Projects. The cost of the actual bids was provided in the agenda item narrative, but the staff did not list the successful bidders or request authorization to award the contracts. This Resolution would allow the Executive Director to award and administer the Kenbridge Construction contract for the Parking Lot Elevator and Stairs Project. It would also allow the Executive Director to award and administer the Escalator Replacement Project to Schindler.
 - c. Mr. Richardson moved to approve Resolution No.2022-01, "Ratification of Executive Director's Authorization to Award Contracts for FY-21 Funded Construction Projects", and Mr. Sanders seconded the motion. The motion was unanimously accepted.
 5. Authorization for the Executive Director to Apply for and accept FAA Infrastructure and FY-22 Entitlements Grants
 - a. **Recommendation:** For the Board to approve Resolution No 2022-2. "Authorization for Executive Director to Apply for and Accept FAA Infrastructure and FAA FY-22 Entitlement Grants."
 - b. It is uncertain when FAA grants will be awarded from the Infrastructure Bill or the FY-22 Entitlement program. This Resolution will allow the Executive Director to apply for and receive those funds when they become available. It will allow the Executive Director to administer the projects associated with those grants.
 - c. Mr. Sanders moved to approve Resolution No.2022-2, "Authorization for Executive Director to Apply for and Accept FAA Infrastructure and FAA FY22 Entitlements Grants," and Mr. Richardson seconded the motion. The motion was unanimously accepted.
 6. Award and Administration of Contract for 2022 Banking and ATM Services
 - a. **Recommendation:** For the Board to authorize the award of the 2022 Banking and ATM Services Contract to the most responsive bidder, United Bank, and to authorize Resolution No. 2022-03 "The Executive Director Authorization to Administer the United Bank's Contract for Banking and ATM Services"
 - b. The Banking and ATM Services RFP was issued in November, and three proposals were received. The selection committee held interviews with two of the firms and recommended that the 2022 contract for Banking and ATM services be awarded to United Bank. It is a five-year contract. Mr. Richardson moved to award the contract and approve Resolution 2022-03, "Executive Director Authorization to Administer the United Bank for Banking and ATM Services," and Mr. Sanders seconded the motion. The motion passed with Mr. Long recusing himself from voting because he currently serves as United Bank's lawyer.
 7. Award and Administration of the Contract for 2022 General Engineering Services
 - a. **Recommendation:** For the Board to authorize the award of the 2022 General Engineering Services Contract to the most responsive bidder, RS&H, and to authorize Resolution No. 2022-04, "The Executive Director Authorization to Administer the RS&H Contract for General Engineering Series."
 - b. The Authority received six proposals for the Engineering RFP was issued in October 2021. The selection committee interviewed the four top proposals and is recommending that the 2022 General Engineering Service contract be awarded to RS&H.

- c. Mr. Sanders moved to award the contract and approve Resolution 2022-04, "Executive Director Authorization to Administer the RS&H Contract for General Engineering Services," and Mr. Richardson seconded the motion. The motion was unanimously accepted.
- 8. Award and Administration of Contract for 2022 Professional Architectural Services
 - a. **Recommendation:** For the Board to authorize the award of the 2022 Professional Architectural Services Contract to the most responsive bidder, Mimar/Campbell & Parris LLC, and to authorize Resolution No. 2022-05, "The Executive Director Authorization to Administer the Mimar/Campbell & Paris LLC Contract for Professional Architectural Services."
 - b. The Authority received two proposals for the Architectural Services RFP. The selection committee held interviews with both firms and recommends that the contract be awarded to Mimar/Campbell & Parris LLC.
 - c. Mr. Richardson made a motion to award the contract and approve Resolution No. 2022-05, "The Executive Director Authorization to Administer the Mimar/Campbell & Paris LLC Contract for 2022 Professional Architectural Services." Mr. Sanders seconded the motion. The motion was unanimously accepted.
- 9. Award and Administration of Contract for 2022 Commercial Multi-Trade Technician Services
 - a. **Recommendation:** For the Board to authorize the award of the 2022 Commercial Multi-Trade Technician Services Contract to the most responsive bidder, Home theater Install, Inc. (HTI), and to authorize Resolution No. 2022-06 "The Executive Director Authorization to Administer the HTI Contract for Commercial Multi-Trade Technician Services."
 - b. Several years ago, it was determined that a multi-tradesman was needed to perform smaller projects. A second RFP for a custom fabricator was issued at that time, but the staff has elected to combine these services. One proposal was received in response to the Multi-Trade Technician RFP, and it was determined HTI (Home Theater Install) met those qualifications.
 - c. Mr. Sanders made a motion to award the contract and approve Resolution No. 2022-06 "The Executive Director Authorization to Administer the Home Theater Install (HTI) Contract for Commercial Multi-Trade Technician Services." Mr. Richardson seconded the motion. The motion was unanimously accepted.

Informational Items:

- 1. Executive Director's Update: Mrs. Crawford presented the following items:
 - a. COVID-19 Update: Mr. Burch announced that the Authority had obtained gold star accreditation with GBAC (Global Biorisk Advisory Council). This accreditation has taken over a year and many hours to obtain.
 - b. Personnel Update: We have several vacancies that we are trying to fill.
 - c. Changes to Ground Transportation: In 2013, the Authority had multiple taxi cab firms operating at the Airport. An RFP for a single taxi cab company was issued. A clause was placed in the Rules and Regulations that allowed the Authority to go back to multi cabs if needed. Due to the pandemic, the cab provider, Yellow Cab, struggled to have adequate cabs at the Airport when passengers needed them. Staff met with Yellow Cab, and it was mutually agreed upon to go back to multiple cabs. The taxi cab area has been moved in front of ticketing instead of the baggage claim area to accommodate this change. Currently, 16 cabs are permitted to serve the Airport.
 - d. Construction Update:
 - i. Terminal Area Masterplan: After the September meeting, the staff did not receive many comments back from the Commission. We are moving forward with a one-story expansion to the north of the building. Parrish & Partners will be submitting a final proposal soon.
 - ii. Escalator Replacement Project: The Escalators have been ordered, and the modular building will arrive soon. All operations will be moved out of the Gate 5 area, and it will take about six months to complete the project once started.
 - iii. Elevators and Covered Walkways from the long-term lot: Kenbridge is the contractor for this project, and elevators will be built at the north and south side of the long-term parking lot. The elevators have been ordered, and this is a nine-month project. This project will impact the front roadway and every passenger at CHO, and the staff is working diligently to mitigate any inconvenience to the passengers.
 - e. Marketing & Air Service Update: Mr. Burch will be meeting with the airlines in 4 weeks. Passenger traffic is close to 70% recovered.

Closed Session:

In accordance with VA Code 2.2-3711, the Airport Authority convened in closed session for the following purposes:

-For discussion and consideration of the acquisition and/or disposition of publicly held real property (pursuant to VA Code 2.2-3711 (A) (3).

-For a discussion concerning a prospective business (pursuant to VA Code 2.2-3711 (A) (5)

Board entered the closed session at 9:57 a.m.

Certification of Closed Meeting:

At 10:26 a.m., Mr. Long made the following motion:

I move 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 closes session were heard, discussed or considered in the closed session. Mr. Sanders seconded the motion, and a voice vote ratified the unanimous acceptance of the motion.

Mr. Long made a motion to allow the Executive Director to negotiate an easement for the Virginia Department of Transportation for the proposed traffic circle on Town Centre Road and Dickerson Road. Mr. Long recused himself from this vote. Mr. Sanders seconded the motion. The motion was passed 2-0.

Mr. Long made a motion for the Executive Director to obtain an appraisal for tax Map and parcel number 31-27A. Mr. Richardson seconded it and the motion was passed. The motion was unanimously accepted.

Mr. Long made a motion to authorize the Executive Director to negotiate the purchase of land from Dr. Hurt on tax map and parcel number 32-8 Section Y at a maximum price of \$800,000 and allow the Executive Director to perform all necessary activities to close the transaction. Mr. Sanders seconded the motion. The motion was unanimously accepted.

Mr. Long made a motion to authorize the Executive Director to apply for a grant from the Federal Transportation Administration for innovation and mobility Grant. Mr. Sanders seconded the motion. The motion was unanimously accepted.

Mr. Long then suggested using a webinar with ZOOM instead of a regular meeting.

Next Scheduled Meeting: Tuesday, March 8, 2022, 8:30 a.m. Location ZOOM

Adjourn: 10:35 a.m.

X

DocuSigned by:

Donald D. Long

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Donald Long