



Charlottesville Albemarle Airport Commission Meeting Minutes
Monday, January 10, 2022, at 4:00 p.m.-ZOOM

MINUTES

Members Present: Donald Long, Steven Hiss, John Mattern (Left at 4:36 p.m.), Eric Walden, Matthew Murray, Bryan Johnson

Members Absent: Roy Van Doorn

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

Others Present: Mike Mancuso: Area General Manager of Signature Flight Support; Jason Davis: Signature Flight Support; Jeannine Bouvier

Mr. Hiss and other Commissioners welcomed the new Commission Member, Bryan Johnson. Staff introductions were made as well.

Call to Order at 4:10 p.m. by Mr. Hiss

Consent Agenda:

1. Minutes: The minutes of the July 12, 2021 - Regular Meeting and the September 14, 2021 -Special Joint Meeting were discussed. Mr. Walden made a motion to accept the minutes, and the motion was seconded by Mr. Long. The motion was unanimously accepted.
2. Financial Statements: November 30, 2021 (Unaudited) discussed.
3. Airport Statistics: November 2021 discussed.

Matters from the Public: Mike Mancuso from Signature Support announced his return to Charlottesville as the new Area Manager for Charlottesville and Roanoke.

Awards and Recognition: The following staff members 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.

Items:

1. Annual Appointment of a Chairman and Vice-Chairman:
 - a. Mr. Long made a motion to nominate Mr. Hiss as Chairman of the Commission, and Mr. Johnson seconded the motion. The motion was unanimously accepted.
 - b. Mr. Long made a motion to nominate Mr. Mattern as Vice-Chairman of the Commission, and Mr. Johnson seconded the motion. The motion was unanimously accepted.
2. Amendment #1 to FY22 6-Year Capital Budget
 - a. **Recommendation:** For the Board to approve Amendment#1 to the Airport's FY22 6-Year Capital Budget as proposed
 - 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. These items were discussed.

3. Amendment #1 to the FY-22 Operating Budget:
 - a. **Recommendation:** For the Board to Approve Ammedment#1 to the Airport's FY22 Operating Budget as proposed.
 - b. Discussed funding amount changes to eight items in the Operating Budget as outlined in Attachment#1. 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.
4. Ratification of Executive Director Authorization to Award Contracts for FY21 Funded Construction Projects
 - a. **Recommendation:** For the Board to approve Resolution No. 2022-1, "Ratification of Executive Director Authorization to Award Contracts for FY21 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.
5. Approval of Resolution No 2022-2 "Authorization for Executive Director to Apply for and Accept FAA Infrastructure and FAA FY22 Entitlement 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 FY22 Entitlement Grants."
 - b. The Infrastructure Law provides \$15 billion for airport-related projects, and the FAA has allocated \$3,048,736 to CHO. This funding is in addition to the FY22 Entitlement Grant funds (typically around \$2.6 million per year). The Executive Director will be required to apply to the FAA for these funds and to accept the grants when offered.
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 Authority received three proposals for the Banking & ATM Services RFP. The selection committee conducted two interviews with the selected firms, and the selection committee is recommending the award of the contract to United Bank.
7. Award and Administration of 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. The selection committee interviewed the four top proposals and is recommending the award of the contract to RS&H.
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 is recommending the award of the contract to Mimar/Campbell & Parris LLC.
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. The Authority often has multi-trade service projects that must be quickly completed once they are identified, and due to the limiting staffing, a multi-trade technician is needed. One proposal was submitted for the Multi-Trade Technician RFP, and the staff is recommending the award of the contract to HTI.

Informational Items:

1. Executive Director’s Update: Ms. Crawford presented the following items:
 - a. COVID-19 Update: The COVID response was discussed
 - b. Personnel Update: There are currently several job vacancies, and the staff is having a hard time filling those positions.
 - 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, 14 cabs are permitted to serve the Airport.
 - d. Construction Update:
 - i. Terminal Area Masterplan: After the September joint 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 explained his excitement about having face-to-face meetings with Airlines in four weeks. CHO is trending in the right direction, with enplanements recovering at 70% of the pre-pandemic activity.

Next Scheduled Meeting: Monday, March 8, 2022, 4 p.m. Location to Be Determined

Adjournment at 5:21 p.m.