



Charlottesville Albemarle Airport Commission Meeting Minutes
Monday, March 7, 2022, at 4:00 p.m.-ZOOM

MINUTES

Members Present: Steven Hiss, John Mattern, Donald Long, Bryan Johnson, Roy Van Doorn

Members Absent: Matthew Murray, Eric Walden

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

Others Present: Jason Davis: Signature Flight Support

Call to Order at 4:04p.m. by Mr. Hiss

Consent Agenda:

1. Minutes: January 10, 2022 meeting --discussed - Mr. Long made a motion to accept the minutes, and Mr. Van Doorn seconded the motion. The motion was unanimously accepted.
2. Financial Statements: January 31, 2022 (Unaudited) discussed.
3. Airport Statistics: December 2021 and January 2022 discussed.

Mr. Van Doorn questioned how Signature Flight Support was currently performing. Mr. Davis from Signature Flight Support explained they are seeing double-digit numbers compared to last year.

Matters from the Public: None

Awards and Recognition: None

Items:

1. FY-21 Annual Comprehensive Financial Report:
 - a. **Recommendation:** For the Board to Accept the FY21 Annual Comprehensive Financial Report (ACFR) as presented.
 - b. The ACFR was discussed. The auditing contract with Robinson Farmer Cox Associates was discussed. The two items noted in the Management Letter were presented, and the staff's responses to the items were noted. This year's audit was the final year of the contract for Robinson, Farmer, & Cox. An RFP will be issued in March 2022 for an audit firm. If Robinson, Farmer, & Cox Associates is determined to be the most responsive bidder during the RFP process, then the assignment of an alternate principle auditor within the firm will be recommended.
2. 2022 Audit Committee Membership:
 - a. **Recommendation:** For the Board to appoint the 2022 Audit Committee by approving Resolution No: 2022-7 "Appointment of the 2022 Membership of the Audit Committee."
 - b. The proposed appointees to the 2022 Audit Committee were discussed.
3. Revision of the Authority's Personnel Policy:
 - a. **Recommendation:** Revision of the Authority's Personnel Policy

- b. The Airport's Personnel Policy was last updated in 2014, but the Board has approved several stand-alone personnel-related policies in recent years. The proposed changes to the personnel policy were discussed.
4. Revision of the Authority's Purchasing Regulation:
 - a. **Recommendation:** For the Board to increase the Authority's capitalization limit from \$5000 to \$10,000.
 - b. The current limit for a capitalization expense is \$5000. Due to rising prices, the staff recommends increasing the limit to \$10,000.
5. Revision of the Authority's Purchasing Regulations:
 - a. **Recommendation:** For the Board to approve the revision to the Authority's Purchasing Regulations as proposed.
 - b. The proposed changes to the Authority's Purchasing Regulations were discussed.

Informational Items:

1. Executive Director's Update: Ms. Crawford presented the following items:
 - a. COVID-19 Update: The COVID response team is still following the same procedures as before.
 - b. Personnel Update: We currently have filled one maintenance position, but we still have one open additional maintenance position. We also have one open public safety position as well.
 - c. FY-23 Six-Year Airport Capital Plan: The timing of the distribution of the FY-23 Six-Year Airport Capital Plan was discussed,
 - d. Construction Update:
 - i. Terminal Area Masterplan: Our contractor, Parrish and Partners, recently met with the FAA to discuss the status of the plan.
 - ii. Escalators Replacement Project: A modular building will be placed behind the Tailwind area. This building is scheduled to arrive in 2 weeks, and it will serve as the temporary gate area for American Airlines passengers. This project is estimated to be completed in 6 months.
 - iii. Elevators and Covered Walkways from the long-term lot: The project is underway, and demolition has begun. Fencing is currently in place, and numerous parking spots and portions of sidewalks have been blocked off in preparation for this project. A "Construction Page" has been set up on CHO's website to keep everyone informed on the status of the projects.
 - e. Marketing & Air Service Update: Mr. Burch explained that he had just returned from meeting face to face with several airlines. Overall, he thought the meetings were successful. Currently, the airline schedules show that CHO's passenger traffic will be at a 90% recovery level from the pandemic by June. United Airlines recently announced it was making some changes to CHO's destinations. These changes were discussed.
 - f. Discussion of the Executive Director's Authority to Execute Contracts Associated with Capital Projects: The Staff is seeking clarification from the Board regarding the Executive Director's powers to approve engineering work orders and construction contracts related to the approved capital budget projects.
 - g. Discussion of the process for the annual review of the Executive Director's performance: The Executive Director's annual performance review was explained, and the Board will be asked to provide guidance on the timing of this review.

A discussion ensued about holding future meetings in person, and the majority of the members preferred to be in person at an off-site location. Mr. Van Doorn offered assistance with finding space at a hotel in the area.

Next Scheduled Meeting: Monday, May 9, 2022, 4 p.m. Location to Be Determined

Adjournment at 5:21 p.m.