



Charlottesville Albemarle Airport Board Meeting Minutes
Tuesday, November 10, 2020 at 8:30 a.m. at the Airport in the ARFF Training Room
MINUTES

Members Present: Donald Long, Jeff Richardson, John Blair

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: Katrina Callsen: Deputy City Attorney; Chris Engel: Commissioner; Addison Barnhardt: Commissioner

Call to Order at 8:35 a.m. by Donald Long.

Consent Agenda:

1. Minutes – September 15, 2020-
2. Financial Statements –August 31, 2020 and September 30, 2020 (Unaudited) discussed.
3. Airport Statistics: August and September 2020 discussed.

Mr. Blair made a motion to accept the Consent Agenda, and the motion was seconded by Mr. Richardson. The motion was unanimously approved.

Matters from the Public: None

Awards & Recognition: Don Long presented service awards to Addison Barnhardt and Chris Engel for their service on the Airport Joint Commission (2014-2020)

Action Items:

1. Amendment#2 of the Authority's FY21 Capital Budget:
 - a. **Recommendation:** Approval of Amendment#2 to the Airport's FY21 Capital Budget as proposed
 - b. Funding amounts and/or title changes for six capital projects are being proposed, and each of these changes were outlined in Attachment #1. These changes and the financial impact of this amendment were discussed.
 - c. Mr. Richardson made a motion to approve Amendment#2 to the Airport's FY21 Capital Budget as proposed. The motion was seconded by Mr. Blair, and the motion was unanimously approved.

Informational Items:

1. Executive Director's Update: Mrs. Crawford presented the following items:
 - a. **COVID-19 Response:** The Department of Labor for the Commonwealth of Virginia required that all employers who employ 50-500 staff members must create a COVID19 action plan and provide training. The Authority's plan requires that the entire staff must perform temperature checks and complete a wellness survey before beginning each shift. Recently, Plexiglas was installed in the ques at TSA. We are also using a fogger in the terminal each night, and it is works for 30 days to eliminate germs. The new "CHO Is Ready to Soar Again" commercial was presented to the Board.
 - b. **Virginia Resource Authority Application for Parking Bond Issuance:** The Authority will be seeking a bond issuance from the Virginia Resource Authority in January for parking improvements. This issuance was then discussed.
 - c. **Department of Criminal Justice Service COVID 19 and TSA Law Enforcement Officer Grant Agreements:** The Chief of Public Safety was able to secure a COVID 19 grant in the amount of

\$34,815. It will fund any items related to COVID 19 response. Chief Shenk also secured a TSA law officer reimbursements grant for \$64,000 that allows us to be reimbursed for an officer that will be responsive to the TSA checkpoints when they are opened.

- d. Personnel Update: We are currently interviewing for the following vacant positions: Public Safety Officer, Airfield Maintenance, and Custodian. We are currently not hiring for the vacant parking position.
- e. Construction Update:
 - i. Air Carrier Apron Expansion Project: Projected is just about completed.
 - ii. MALSR Update: There were 8 lights adjusted on the MALSR system, and work is now complete. Flight check will happen soon and the MALSR will be operational in the next two weeks.
 - iii. Terminal Area Masterplan: This study was originally funded with PFC's, but due to low passenger counts the study and the related PFC Revenues the project will now be funded in part with VDOA Entitlements. The project will resume soon.
- f. Marketing & Air Service Update: Mr. Burch explained that he met with Airlines during a conference in Denver a few weeks ago. All the airline meetings were positive. The Authority's Tri-Annual drill will take place Saturday, November 14th. This drill will be modified due to COVID 19. The board and commission members are invited to observe the drill.
- g. Proposed CY2021 Commission & Authority Meeting Schedule- A proposed schedule was presented for CY2021, and staff also discussed an upcoming meeting with the FAA.

Next Scheduled Meeting: Tuesday, January 12, 2021 at 8:30 am at the Airport

Adjourn: 9:38 a.m.

X

Donald Long