



Charlottesville Albemarle Airport Commission Meeting Minutes  
Monday, November 9, 2020 at 4:00 p.m.  
at the Airport in the ARFF Training Room and available via ZOOM.

### MINUTES

**Members Present:** Chris Engel, Steven Hiss, Donald Long, Addison Barnhardt, John Mattern, Eric Walden joined via ZOOM

**Members Absent:** Michael Prichard

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

**Others Present:** Adam Seid joined via ZOOM, Roy Van Doorn

**Call to Order at 4:05 p.m. by Mr. Engel**

#### **Consent Agenda:**

1. Minutes – September 14, 2020-discussed.
  - a. Mr. Hiss made a motion to accept the minutes and the motion was seconded by Mr. Barnhardt. Unanimously accepted.
2. Financial Statements –August 31, 2020 and September 30, 2020 (Unaudited) discussed.
3. Airport Statistics: August and September 2020 discussed.

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

**Matters from the Public:** Introduction of the new commission members, Adam Seid and Roy Van Doorn

**Awards and Recognition:** Addison Barnhardt and Chris Engel will be honored at the Board meeting tomorrow for their service on the Airport Joint Commission (2014-2020)

#### **Items:**

1. Amendment #2 of the Authority's FY21 Capital Budget:
  - a. **Recommendation:** For the Board to Approve Amendment#2 to the Airport's FY21 Capital Budget as proposed.  
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.

#### **Informational Items:**

1. Executive Director's Update: Mrs. Crawford presented the following items:
  - a. COVID-19 Update: The Department of Labor for the Commonwealth of Virginia requires that all employers who employ between 50 to 200 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. The new "CHO Is Ready to Soar Again" commercial was presented to the Commission.

- 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 Ramp Expansion Design: Project is nearing completion.
  - ii. MALSR Update: MALSR work has been completed, and we are waiting for the system to be flight checked by the FAA.
  - iii. Terminal Area Masterplan: Originally this project was to be 100% funded by PFCs, but the study will now be funded in part by VDOA entitlements. We will be meeting with the consultants in the near future to continue the project.
- f. Marketing & Air Service Update: Mr. Burch explained that he had recently 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 14<sup>th</sup>. This drill will be a 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.

**Next Scheduled Meeting:** Monday, January 11, 2021 at 4:00 pm at the Airport

**Adjournment at 4:55 p.m.**