



Charlottesville Albemarle Airport Board Meeting Minutes
Tuesday, September 15, 2020 at 8:30 a.m. at the Airport in the ARFF Training Room
MINUTES

Members Present: Donald Long, Jeff Richardson, Dr. Tarron Richardson

Members Absent: none

Staff Present: Melinda Crawford: Executive Director; Penny Shifflett: Director of Finance and Administration; Stirling Williams: Director of Landside Operations; Jessica Conley: Administrative Assistant

Others Present: Katrina Callsen, Deputy City Attorney; Andrew Farthing, Kimley-Horn

Call to Order at 8:45 a.m. by Donald Long.

Consent Agenda:

1. Minutes – June 25, 2020- Dr. Richardson made a motion to accept the minutes, and the motion was seconded by Mr. Richardson. The motion was unanimously approved.
2. Financial Statements –July 31, 2020 (Unaudited) discussed.
3. Airport Statistics: June and July 2020 discussed.

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

Matters from the Public: None

Awards & Recognition: Jack Cross the terminal maintenance manager celebrated his 10 year anniversary with CHO. Arlene Forrest the Air-Service specialist celebrated her 5 year anniversary with CHO.

Action Items:

1. Amendment#1 of the Authority's FY21 Capital Budget:
 - a. **Recommendation:** Approval of Amendment#1 to the Airport's FY21 Capital Budget as proposed
 - b. The FAA was not able to approve 100% of \$734,882 project cost to reimburse payment of the bridge loans to the Virginia Department of Aviation so this project will now be funded with a combination of FAA entitlements, state entitlements and local funding in the FY21 capital budget. Also during the annual review of the Entitlement Utilization Report it was found that four projects were deemed ineligible for VDOA funding. The four projects are: Purchase Cable and Utility Locator Equipment, Purchase Industrial Pressure Washer Equipment, Rehab Bricks & Concrete on Long Term Lot., and Purchase Janitorial Equipment. These projects will now be 100% funded by the Authority. There were various other projects identified in this FY21 Capital Budget Amendment #1 that had either changes to their project title, costs or funding allocations. The proposed amendment was reviewed and discussed.
 - c. Dr. Richardson made a motion to approve Amendment#1 to the Airport's FY21 Capital Budget. The motion was seconded by Mr. Richardson, and the motion was unanimously approved.

Informational Items:

1. Executive Director's Update: Mrs. Crawford presented the following items:
 - a. COVID-19 Response: Staff's efforts to secure additional for CHO's COVID 19 Recovery were discussed. It was noted that Hertz will discontinue service at CHO as of Thursday September 17th, 2020, but their representative has made assurances regarding limited customer impact. The Department of Labor for the Commonwealth of Virginia has required that all employers who employed more than 50 staff create a COVID19 action plan and provide response training. The

- action plan covers the symptoms of the virus, when to stay home, requirements for returning to work, and prohibits discrimination.
- b. Personnel Update: We have received resignations from four employees which serve in the Public Safety, Airfield Maintenance, Custodian, and Parking Divisions. Each supervisor has been asked to provide justification to fill those positions. Three of the positions have been approved for rehire.
 - c. Construction Update:
 - i. Air Carrier Apron Expansion Project: This project is moving along on schedule and should be complete in the next couple of months. Hoping to be able to move right into the relocation Taxiway Echo.
 - ii. MALSR Update: Construction for the MALSR adjustments will start soon and is scheduled to be complete in 30-60 days. Some of the work will be done at night, and we have hopes that the system will be flight checked in November.
 - iii. Terminal Area Masterplan: Project is slowing down due to COVID19 and we changed the funding from 100% PFC to 50% State and 50% PFC.
 - d. Marketing & Air Service Update: Mrs. Crawford provided an update on air service and marketing including discussing the "Ready to Soar Again" Commercial that is almost complete. A snow training conference is set to occur in October so that staff will gain more familiarity with each piece of equipment. Shuttle stops have all been marked and the new shuttle is being marked in the near future. During the months of September and October, scheduled flights will be reduced on Tuesday's and Wednesday's and the La Guardia flight remains off the schedule.

Closed Session:

In accordance with VA Code 2.2-3712 the Airport Authority convened in closed session for discussion and consideration of the performance and salary of the Executive Director, pursuant to VA Code 2.2-3711 (A) (1). Mr. Long made the motion. Dr. Richardson seconded the motion, and it was unanimously approved.

Board entered closed session at 9:45 a.m.

Certification of Closed Meeting:

A 10:08 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.

Dr. Richardson seconded the motion, and the motion was unanimously approved.

Mr. Long noted that all salary and benefits remain the same from FY20. The board commended Mrs. Crawford for the exceptional job she has been doing before COVID19 as well as after.

Next Scheduled Meeting: November10, 2020 at 8:30 am at the Airport

Adjourn: 10:13 a.m.

X

Donald Long