



Charlottesville Albemarle Airport Board Meeting Minutes
Thursday, June 23, 2022, at 10:30 a.m. --Gallery Room, Double Tree Hotel, Charlottesville, VA

MINUTES

Members Present: Donald Long, Jeff Richardson, Michael Rogers

Members Absent: none

Staff Present: Melinda Crawford: Chief Executive Officer; Jason Burch: Chief Operating Officer; Penny Shifflett: Chief Financial Officer; Jessica Conley: Administrative Assistant

Others Present: Katrina Callsen: City of Charlottesville Deputy City Attorney

Call to Order at 10:32 a.m. by Mr. Long

Consent Agenda:

1. Minutes – May 10, 2022 meeting-discussed.
2. Financial Statements –April 30, 2022 (Unaudited) discussed.
3. Airport Statistics: April 2022- discussed.

Mr. Rogers made a motion to accept the consent agenda. Mr. Long seconded the motion, and the motion was unanimously accepted.

Matters from the Public: None

Awards and Recognition: Ms. Crawford recognized Jessi Conley and Jmmy Bizzari for five years of service and Richard Wood for ten years of service.

Action Items:

1. FY-23 Operating Budget and 6-Year Capital Improvement Plan
 - a. **Recommendation:** For the Board to approve the FY-2023 Operating Budget and 6-Year Airport Capital Improvement Plan as presented.
 - b. An ARFF incentive and a 4% increase in employee compensation is being proposed. The Marketing and Advertising Budget is being increased to include an updated Airline Incentive Program. The Airline rates will remain the same as pre-pandemic rates, and the most significant capital projects in the budget include the Terminal Expansion, Covered Walkway System, Tower Replacement, and Parking Deck
 - c. Mr. Rogers motioned to accept the FY-23 Operating Budget and 6-Year Capital Budget. Mr. Richardson seconded the motion. It was unanimously approved.

Informational Items:

1. CEO and Staff's Update:
 - a. COVID-19 Update: The COVID Response team continues to sanitize and fog daily. The Parking Department is still assisting with the daily cleaning.
 - b. Personnel Update: We recently hired a public safety officer and two maintenance workers. They are currently in Lexington, Kentucky, for firefighting certification. We have one open position in the Parking Department, and we are beginning the hiring process for Lounge Ambassadors.

- c. Rental Car Concession RFP process: A RFP will go out soon and should be back to the Board for the award of contracts in September.
- d. Land Acquisition Update: We recently purchased 66 acres of land for \$800,000.00 at the northern end of the runway.
- e. Proposed Tenant Sublease: Beta Technologies wants to install an electric charging station at Signature for electric planes. To operate at CHO, they must enter into a sublease for leased space at Signature. This sublease would require us to amend the Airport Layout Plan and complete additional FAA requirements. The final sublease will be brought back to the Authority for approval.
- f. Construction and Capital Projects Update: Jason Burch provided the following update:
 - i. Escalator Replacement Project: This project is progressing faster than originally anticipated and should be complete in September.
 - ii. Elevators and Covered Walkways from the long-term lot: This project is underway, and the contractor is currently working on the trim phase. Completion should be in October.
 - iii. ARFF Building Rehab Project: The roof replacement is completed, and now work will begin on caulking and painting the building.
 - iv. Gate 5 Rehab Project: While the gate 5 area is closed down, we will be redoing the terrazzo flooring, cleaning the carpets, painting, and rehabbing the observation deck.
 - v. ARFF and Snow Removal Equipment Purchase: We expect to receive all equipment by spring of 2023.
 - vi. Terminal Area Plan Update: The draft Terminal Area Plan is being reviewed by the FAA. We anticipate having a presentation at the September meeting.
- g. Marketing & Air Service Update- To include CHO's Airlines Incentive Program Discussion: Mr. Burch recently returned from a conference with several Airlines. He discussed the meetings and the airline incentive plan.

Mr. Richardson recommended that Ms. Crawford give a 15-minute presentation to the County Board of Supervisors and the City Council to update the community on the Airport's progress. Mr. Long also suggested a presentation to the Chamber of Commerce. These presentations should be done in August.

Closed Session:

In accordance with VA Code 2.2-3712, the Airport Authority convened in a 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. Mr. Richardson seconded the motion, and it was unanimously approved.

Board entered closed session at 11:20 a.m.

Certification of Closed Meeting:

At 12:23 p.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.

Mr. Rogers seconded the motion, and the motion was unanimously approved.

- Mr. Long - Aye
- Mr. Richardson - Aye
- Mr. Rogers – Aye

Mr. Long motioned to adjust the CEO's base salary to \$220,000 and provide a one-time bonus of \$10,000 at the end of FY2022. Mr. Rogers seconded the motion and added that it was for Ms. Crawford's exemplary performance and the Board's overall satisfaction with her work. It was unanimously approved.

Mr. Long motioned to grant one-time bonuses of \$5,000 to Jason Burch and Penny Shifflett as recommended by Ms. Crawford for their exemplary performance and her overall satisfaction with their work. Mr. Rogers seconded the motion. It was unanimously approved.

Next Scheduled Meeting: To be Determined

Adjourn: 12:27 a.m.



X _____
Jeff Richardson