



Charlottesville Albemarle Airport Commission Meeting Minutes,
Wednesday, June 22, 2022, at 4:00 p.m.-Gallery Room, Double Tree Hotel, Charlottesville, VA

MINUTES

Members Present: Steven Hiss (Chairman), John Mattern (Vice-Chairman), Roy Van Doorn, Brian Johnson, Matthew Murray (arrived at 4:05 p.m.)

Members Absent: Donald Long, Eric Walden

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

Others Present: Jason Davis: Duty Manager at Signature Flight Support

Call to Order at 4:03 p.m. by Mr. Hiss

Consent Agenda:

1. Minutes –May 9, 2022-discussed –Mr. Mattern noted that the Chairman and Vice-Chairman were misidentified in the minutes. Mr. Van Doorn motioned to accept the corrected minutes, and Mr. Mattern seconded the motion. The motion was unanimously accepted.
2. Financial Statements –April 30, 2022 (Unaudited) discussed.
3. Airport Statistics: April 2022 discussed.

Mrs. Crawford reviewed the Checking in with CHO" Presentation, where she compared the Airline activity from FY19 through FY22.

Mr. Van Doorn inquired about rising fuel costs and how it affects the Airlines. Mr. Davis provided an update on how the fuel issue is impacting Signature's fueling operations.

Matters from the Public: None

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

Items:

1. FY-2023 Operating Budget and 6-Year Airport Capital Improvement Plan
 - a. **Recommendation:** For the Board to approve the FY-2023 Operating Budget and 6-Year Airport Capital Improvement Plan
 - b. This budget has been presented to our airline representatives, and they supported it as presented. We are proposing that the landing fee remains at \$2.07, and the terminal cost per enplaned passenger will remain at \$1.92, which is the same as in 2019. A 4% employee salary adjustment is included in this budget, and an ARFF incentive is proposed. The budget also includes increases for Marketing, Advertising, and Airline Incentives. The major capital projects in the budget include a Covered Walkway System, Terminal Expansion, and a Parking Deck.

Mr. Johnson questioned staffing benefits and salaries to ensure CHO retains employees. Mrs. Crawford provided a summary of the Authority's employee benefit plan.

Informational Items:

1. CEO and Staff's Update:
 - a. COVID-19 Update- Mr. Crawford explained the COVID response team continues to follow protocols to keep the Airport sanitized. TSA recently had to wear masks again due to the increased COVID counts in Albemarle County.
 - b. Personnel Update: We have hired a public safety officer and two maintenance employees. They are currently in Kentucky completing their Fire Fighting certification.
 - c. Rental Car Concession RFP process: This RFP should be issued soon, with the award of the agreements being presented at the September meeting.
 - d. Land Acquisition Update: We recently purchased 66 acres of land at the Airport's northern end for \$800,000. The Airport Property Map and the Airport Layout Plan will be updated to reflect the new land acquisition.
 - e. Proposed Tenant Sublease: Mr. Davis from Signature explained that Beta Technologies wants to install charging equipment for electric airplanes. Ms. Crawford will be sending out a PowerPoint presentation with more information on this.
 - f. Construction and Capital Projects Update:
 - i. Escalator Replacement Project: Project is ongoing, with completion expected in September.
 - ii. Elevators and Covered Walkways from the long-term lot: The project is ongoing and expected to be complete in October.
 - iii. ARFF Building Rehab Project: Roof Replacement is almost complete, and painting will be underway soon.
 - iv. Gate 5 Rehab Project: We will clean carpets, replace terrazzo, and paint in the Gate 5 Area. We will also be rehabbing the Observation Deck.
 - v. ARFF and Snow Removal Equipment Purchase: The ARFF vehicle will be six months before it arrives, and the Deicing truck will be in soon.
 - vi. Terminal Area Plan Update: Hoping to have a presentation in September for the Terminal Area Plan.
 - g. Marketing & Air Service Update- To include CHO's Airline Incentive Program Discussion: Mr. Burch explained that he had just returned from meetings with the Airlines. He discussed the meetings and the incentive program.

Next Scheduled Meeting: Monday, September 12, 2022, 4 p.m. Location to Be Determined

Adjournment at 5:37 p.m.