



Charlottesville Albemarle Airport Board Meeting Minutes
Wednesday, April 10, 2019 at 9:00 a.m. at the City of Charlottesville's Basement Conference Room

MINUTES

Members Present: Donald Long, Mike Murphy, Jeff Richardson

Members Absent: none

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

Others Present: Lisa Robertson: Chief Deputy City Attorney; Alison Wrabel: Daily Progress

Call to Order at 9:07 a.m. by Donald Long.

Consent Agenda:

1. Minutes – March 12, 2019: Mr. Murphy motioned to approve the Minutes. Mr. Richardson seconded the motion, and it was unanimously approved.

Matters from the Public: None

Action Items:

1. Revision of Authority's Purchasing Regulations- Item Discussed. Mr. Murphy made a motion to amend the recommendation as prepared to accept the changes to the single quotation limit for purchase of goods in the \$1-\$10,000.00 range. The 3 solicitations standard for purchase of goods would be \$10,000-\$30,000.00 instead of \$10,000.00-\$60,000.00 as proposed and 4 written solicitations would be required for the purchase of goods in the \$30,000.00-\$100,000.00 range. For non-professional services the threshold for single quotations will be \$1-\$30,000.00, and there will be no tier for 3 solicitations which was at the level of \$15,000.00-\$30,000.00. The 4 written solicitations level will remain as it is today which is \$30,000.00-\$100,000.00. Language will also be added to the attached resolution that will require the Board to review amendment #1 of the Purchasing Regulations prior to it being implemented. Mr. Richardson seconded the motion, and it was unanimously approved.
2. Design-Build Construction Method for Parking Deck Project-Item Discussed. Mr. Long moved to approve the Design-Build Method for Parking Deck development, and the motion was seconded by Mr. Richardson. The motion was unanimously approved.
3. Resolution Making Certain Declarations and Providing Certain Approvals in Connection with a Proposed Bond Issue- Mr. Richardson moved to approve the Resolution Making Certain Declarations and Providing Certain "Approvals in Connection with a Proposed Bond Issue", and the motion was seconded by Mr. Long. The motion was unanimously approved.

Discussion Item:

1. Executive Director's Annual Evaluation Process- Mr. Long discussed possible changes to the evaluation process for the executive director's evaluation beginning with FY20's evaluation process.

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. Murphy made the motion. Mr. Richardson seconded the motion, and it was unanimously approved.

Board entered closed session at 9:39 a.m.

Certification of Closed Meeting:

A 10:20 a.m. Mr. Murphy 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. Richardson seconded the motion, and the motion was unanimously approved.

Mr. Long reported the Executive Director's base salary will be increased 3% for FY20 and the contribution toward retirement will increase to 5% based on salary per year. Other benefits will remain the same, and the new salary will have an effective date of 07/01/19.

Mr. Long moved the salary increase for the executive director and to amend the executive director's contract to change the deferred compensation to 5% annually. Mr. Richardson seconded the motion. The motion was unanimously approved.

Adjourn: 10:25 a.m. Mr. Long motioned the closing of the meeting, Mr. Murphy seconded, and it was unanimously approved

Next Scheduled Meeting: Tuesday, May 14, 2019, 10:00 a.m. at the Charlottesville Albemarle Airport conference room


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Donald Long