



Charlottesville Albemarle Airport Authority Board Meeting  
Thursday, March 26, 2015 at 3:30 p.m.  
2<sup>nd</sup> Floor Conference Room – City Hall

### **Minutes**

**Members Present:** Bill Kehoe, Aubrey Watts, Tom Foley

**Members Absent:** None

**Staff Present:** Melinda Crawford, Executive Director; Penny Shifflett, Director of Finance; Bill Pahuta, Deputy Director; Jessie Shupe, Airport Police Chief, Jason Burch, Director of Marketing; Kristin Birdzell, Executive Secretary

**Others Present:** Lisa Robertson, Deputy City Attorney; Dean Johnson, Airport Commission; John Whitmer, Landmark Aviation

**Call to Order** at 3:31 by Bill Kehoe

### **Consent Agenda**

1. Minutes-January 2015
2. Financial Statements - January 2015 (Unaudited)
  - a. Passenger traffic is up, resulting in parking revenues being increased.
3. Airport Statistics
  - a. Airport passenger traffic remains up. Year-to-date, enplanements are up 10% over last year.

Motion by Mr. Watts to approve Consent Agenda, second by Mr. Foley  
Unanimous approval by Board

### **Matters from the Public -None**

### **Action Items**

1. Award of Professional Engineering and Architectural Services Contracts
  - a. Staff requested that contracts be awarded to Delta Airport Consultants and Talbert and Bright for Professional Engineering services. Staff also requested that a contract be awarded to Gresham Smith& Partners for Professional Architectural services.
2. Passenger Facility Charge Application 15-21-C-00-CHO
  - a. Staff requested authorization to submit a Passenger Facility Charge Application that will fund portions of the Airport's share of the Terminal Improvement Project. Staff will submit a request to the FAA and start collections by the June 2015 timeframe.
3. Good Neighbor Policy as revised

- a. The policy has been amended to reflect the 1000ft blasting notification to nearby residents.
  - b. Mr. Kehoe suggested that staff seek input from the Neighborhood Associations adjacent to the Airport. The Board will then take action to approve the policy once it has been reviewed by the associations. Board members unanimously agreed on this matter.
4. Award of Contract to Purchase Aircraft Passenger Loading/Unloading Ramps
- a. Staff requested authorization to purchase 4 smaller aircraft loading ramps, and CHO's airlines are very supportive of this. The ramps will help service the handicapped and other disabled passengers and those with small children. The airlines requested the Airport use their 2013 settlement to fund this purchase. The ramps cost \$63,000 each; however the Authority is asking the Board to approve an amount not to exceed \$218,680.00.
  - b. The ramps are coming from England and would be expected to arrive within 3 months of purchase. They are the ramp of choice of DFW and other larger airports that are serving the smaller commuter aircrafts.
5. Appointment of Audit Committee Member
- a. Staff surveyed interest within the Commission for the position, and Mr. Johnson indicated a willingness to serve. Mr. Long said he would be pleased to stay on the Audit Committee if the Board does not wish to appoint a new Commission member at this time. The Commission asked that the Authority review and amend the charter to make a 4<sup>th</sup> position that would assign a Commission member to the committee. All members are in favor of revising the charter for this purpose.
  - b. Mr. Watts suggested they keep Mr. Long on the Audit Committee for another term to keep as much continuity as possible.
  - c. Ms. Robertson recommended the Board take action specifically to name both people taking over the terms of those that have ended.
  - d. This will be brought back to Board with suggested edit to charter at the Authority's next meeting.

Motion to approve actions 1, 2, and 4 by Mr. Watts, second by Mr. Foley  
 Unanimous approval by Board

### Informational Items

- 1. Executive Director's Update
  - a. Personnel Issues
    - i. Two Airport PSO's are in academy and will graduate in May
  - b. Construction Update
    - i. Various construction walls are up for the Terminal Renovations Project.
    - ii. A Pre-construction meeting took place regarding the parking expansion project, and it has been determined that construction will start in April.
    - iii. Staff is still in discussions on whether or not we will close one full weekend or work 45 nights to allow for construction for the Runway Rehabilitation Project. Design will be about a year long process, and staff is attempting to get into the 2016 FAA grant cycle. The FAA should be offering grants in July of 2017. Construction is not expected to begin until 2017.
    - iv. Runway extension project is substantially complete, with the exception of the PAPI which will be complete in mid-spring.
  - c. Marketing Update
    - i. CHO and Reagan International seem to be the only Virginia airports that haven't had any significant downfalls in passenger traffic

- ii. All of our current projects will be a significant investment in CHO's ability to grow.
- d. Follow up on the FY14 Audit Management letter
  - i. The letter addressed two issues: How VRS is handled within the payroll process and compliance with State unclaimed property requirements.
    - 1. Staff is working with the Airport's third party payroll company to handle tracking the calculation of the employee contribution, and staff has developed new forms for payroll. All payroll duties are also being shifted from HR as recommended.
    - 2. Unclaimed property will go to state if unclaimed within one year, and staff complied with the state's reporting requirements in 2014.
- e. Food and Beverage Concession Contract Update
  - i. In the process of executing the new lease with Tailwind.
- f. Landmark Aviation New Lease Update
  - i. The lease for Landmark is finished
- g. FY16 Capital Budget Review
  - i. The FY16 Capital Budget will be shared with the Board in the near future. Airlines have slight changes to make.

Mr. Kehoe asked before the Board was to go into closed session if there were any additional matters from the public. Mr. Whitmer came forward and thanked the Board for working with them on their agreement for Landmark Aviation.

In accordance with VA Code 2.2-3712 the Airport Authority will convene in closed session for the following purposes:

1. For discussion and consideration of the performance and salary of the Executive Director, pursuant to VA Code 2.2-3711 (A)(1).

Motion By: Mr. Foley

Second By: Mr. Watts

Ayes: Mr. Foley                      Noes: None

Mr. Watts

Dr. Kehoe

Unanimous approval of closed session

**Closed Session at 4:18pm**

**Certification of Closed Meeting:**

Mr. Foley moved 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 closed session were heard, discussed, or considered in the closed session.

Motion By: Mr. Foley

Second By: Mr. Watts

Ayes: Mr. Foley                      Noes: None

Mr. Watts

Dr. Kehoe

Unanimous approval of certification of closed meeting

Back in session at 4:39pm

**Next Meeting:** May 20, 2015, 10:30 a.m., Airport Conference Room

**Adjourn at 4:41pm**

**Approved minutes:** 3/26/20015

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Board Chairman/Acting Board Chairman