



Charlottesville Albemarle Airport Authority Board Meeting
Wednesday, November 16th, 2016 at 10:30 p.m. in the Airport Terminal – Lower Level Conference Room

MINUTES

Members Present: Tom Foley, Maurice Jones, Donald Long

Members Absent: None

Staff Present: Melinda Crawford, Executive Director; Penny Shifflett, Director of Finance; Kristin Birdzell, Executive Secretary

Others Present: Lisa Robertson, Deputy City Attorney

Call to Order at 10:32 By. Mr. Long

Consent Agenda

1. Minutes – August 2016

Mr. Jones moved to approve the August 2016 minutes

Mr. Foley seconded motion

Unanimous approval by Board

2. Financial Statements –September 2016 (Unaudited) was reviewed
3. Airport Statistics - July 2016, August 2016, September 2016 was discussed
4. Construction Contract for Phase 1 – Step Replacement Project was discussed
5. FAA Grant for Runway/Taxiway Rehabilitation Project
 - a. During the August 12, 2016 Board Meeting, the Board passed Resolution 2016-9 that authorized the Executive Director to act on behalf of the Authority to accept the FAA Grant when offered.
 - b. In September, 2016, the FAA extended a grant offer in the amount of \$11,872,035 for “Rehabilitate Runway (Construction): Rehabilitate Taxiway (Construction). The grant was executed and awarded and will fund the construction costs and engineering fees for the project.
 - c. The FAA will fund 90% of this project, and the Authority will use VDOA entitlements to fund the remaining 10%.

Mr. Foley made the motion to approve the Consent Agenda

Motion was seconded by Mr. Jones

Unanimous approval by Board

Matters from the Public- None

Action Items

1. Resolution No. 2016-11: Re-appointment of 2016 Audit Committee; Resolution No. 2016-12: Establishment of 2017 Audit Committee
 - a. **RECOMMENDATION:** For the Board to approve the Resolution Re-appointment of the 2016 Membership of the Audit Committee and the Resolution appointing the 2017 Membership.
 - b. Ms. Susan Williams Perry has resigned from the committee and the Board appointed Mr. Craig Lafonowicz as her replacement in the August 2016 meeting.

Mr. Jones made the motion to approve Resolution No. 2016-11: Re-appointment of 2016 Audit Committee and Resolution No. 2016-12: Establishment of 2017 Audit Committee.

Motion was seconded by Mr. Foley

Unanimous approval by Board

2. Ratification for Work Orders for Delta Airport Consultants and Talbert & Bright for the Runway Taxiway Rehabilitation Project (Construction)
 - a. **RECOMMENDATION:** Ratification of Approval of Work Authorizations for Delta Airport Consultants to perform Engineering Construction Administration Services in the not-to-exceed amount of \$596,134 and Talbert & Bright to perform Resident Project Representative Services in the not-to-exceed amount of \$487,418 for the Runway/Taxiway Rehabilitation Project.
 - b. FAA will fund 90% of this project, and the Authority will use VDOA entitlements to fund the remaining 10%

Mr. Foley made the motion to approve the ratification for Work Orders for Delta Airport Consultants and Talbert & Bright for the Runway Taxiway Rehabilitation Project (Construction)

Motion was seconded by Mr. Jones

Unanimous approval by Board

3. Approve Amendment to FY16 and FY17 Capital Budgets
 - a. **RECOMMENDATION:** For the Board to approve the FY16 and FY17 Capital Budgets as amended.
 - b. FAA was able to award the Airport a grant for the entire Runway and Taxiway Rehabilitation project in FY16, allowing a shift in FAA entitlements. Now, only FY16 entitlements are allocated to the project and all project costs have been moved to FY16.
 - c. The escalator project was moved from FY16 to FY17. Additionally, a skid unit for the ARFF/EMS department was added to the FY17 budget.

Mr. Foley made the motion to approve the amendment to FY16 and FY17 Capital Budgets

Motion was seconded by Mr. Jones

Unanimous approval by Board

4. Ratification for Work Order for Talbert & Bright for Engineering Construction Administration and Project Inspection Fees for Phase 1 – Step Replacement Project
 - a. **RECOMMENDATION:** The Board ratifies the approval of the work order for Talbert & Bright for construction administration in the not-to-exceed amount of \$63,529 and approval of project inspection fees to be performed by the airport's seasonal employee in an amount not to exceed \$7,500 as related to the approved Parking Step Project.
 - b. This project and the engineering service fees have been approved and the construction contract has been awarded
 - c. The Authority will use a seasonal employee to perform project inspection.
 - d. This project will be funded 80% from State Entitlements and 20% Airport funds.

Mr. Foley made the motion to approve the ratification for Work Order for Talbert & Bright for Engineering Construction Administration and Project Inspection Fees for Phase 1 – Step Replacement Project

Motion was seconded by Mr. Jones

Unanimous approval by Board

Information Items

1. Executive Director's Update
 - a. Parking Feasibility Update/Rental Car Agreement Update
 - a. The status of the parking feasibility study and rental car RFP were discussed.

- b. Personnel Update
 - a. There is a job opening in the Marketing Department.
 - b. One of the Airport's maintenance staff has resigned, resulting in an opening.
- c. Construction Update
 - a. Runway 3-21 Rehabilitation Project- FAA has assisted with the funding of both the runway and taxiway system. The Board inquired about the noise level during the construction of this project, and Mrs. Crawford ensured the Board that she has notified and reached out to the local residents to prepare them for the work. Construction is expected to begin in the June 2017 timeframe and conclude between August to September 2017.
 - b. Triturator Project- This project has concluded and the airlines are currently being trained for its use.
 - c. Stair Rehabilitation Project- The South set of stairs has been removed and the work is currently being performed on the other two sets. Mrs. Crawford provided a visual presentation of the planned work.
- d. Marketing and Air Service Update
 - a. Airport staff recently met with Delta Air Lines and American Airlines at their headquarters.
 - b. TSA staffing issue was were discussed.
 - c. The introduction of VIA Airline at Shenandoah's Airport was discussed.
 - d. The Board discussed the possibility of having a joint meeting with the Commission members to establish future desired goals for the Airport.

Next Scheduled Meeting: Wednesday, January 18th, 10:30 a.m., at the Offices of Lenhart Pettit located at the Downtown Mall

Adjourn at 11:43 am