



Charlottesville Albemarle Airport Authority Board Meeting  
Wednesday, November 18th, 2015 at 10:30am in the Airport 2<sup>nd</sup> Floor Conference Room

### MINUTES

**Call to Order** at 10:34am by Bill Kehoe

**Members Present:** Mr. Maurice Jones, Mr. Bill Kehoe, Mr. Tom Foley

**Staff Present:** Melinda Crawford; Executive Director, Bill Pahuta; Deputy Director, Penny Shifflett; Director of Finance, Stirling Williams; Director of Landside Operations, Brantley Ussery; Marketing Assistant, Arlene Forrest; Marketing Assistant, Jessie Shupe; Airport Police Chief, Kristin Birdzell; Executive Secretary, Jack Cross; CHO Maintenance, Ronnie Shifflett; Maintenance Supervisor, Connie Cook; HR and Community Outreach

**Others Present:** Lisa Robertson; Chief Deputy City Attorney, Andrew Gore; Assistant City Attorney, John Whitmer; Landmark Aviation, Bill Eschenfelder; Delta Airport Consultants, Susan Winslow; Delta Airport Consultants; Dean Johnson; Authority Commission, Karen Kehoe; Wife, accompanying Mr. Kehoe

### **Awards and Recognitions**

\* Jack Cross was recognized for serving 5 years in the maintenance department at CHO.

\* Mr. Bill Kehoe was presented with a 6-year recognition award for his service as the appointed Joint member of the Authority's Commission and Board.

### **Consent Agenda**

1. Minutes – September 2015
  - a. The September 2015 minutes will be amended to remove Mr. Watts' name and replace it with Mr. Jones'.
2. Financial Statements –September 2015 (Unaudited)
  - a. The Airport is under budget on expenses and over budget on overall revenue.
3. Airport Statistics
  - a. Operations are down, primarily in general aviation and military, however passenger traffic is up approximately 6%. Revenue from rental cars and parking is up as well.
  - b. Mr. Kehoe took this time to emphasize what role the Joint member plays and the importance of appropriate communication between the Airport's Commission and the Board
4. Ratification of Talbert & Bright Work Order
5. Executive Director updated Contract with Amendments

Motion by Mr. Foley to approve Consent Agenda, seconded by Mr. Jones  
Unanimous approval by Board

### **Matters from the Public**

Mr. Whitmer is asking for an extension to complete Landmark's hangar to December of 2016.

### **Action Items**

1. Tailwind Lease Amendment
  - a. RECOMMENDATION: Approve Amendment No. 1 to the Tailwind-MC LLC Restaurant/Retail/Vending Concession Agreement

- b. Turbo Grill's space will be expanded approximately 13 feet for additional passenger seating and charging stations. Airport staff will move United's gate position to accommodate. Tailwind has agreed to rent a closet behind the ticketing counter for their water heater and storage.

Motion by Mr. Jones to approve Tailwind's lease amendment, seconded by Mr. Foley  
Unanimous approval by Board

2. Amendment of FY16 Operating Budget
  - a. RECOMMENDATION: For the Board to approve proposed changes to the FY16 Operating Budget
  - b. Staff is asking for a position that will assist inside the terminal who will act as an ambassador to CHO and provide support to the Public Safety and maintenance teams

Motion by Mr. Foley to approve FY16 Operating Budget, seconded by Mr. Jones  
Unanimous approval by Board

### **Informational Items**

Susan Winslow with Delta Airport Consultants provided a brief presentation outlining the next steps involved in the Runway 3-21 Rehabilitation Project. Delta and staff met with FAA and plan on meeting with the airlines and potential contractors in the near future to determine how the construction will proceed. Bidding for a construction firm will begin in the spring of 2016.

#### **Executive Director's Update**

1. Personnel Issues- None
2. Construction Update-
  - a. Terminal Construction Project- Project is on schedule.
  - b. Parking Expansion Project- Project is substantially complete
  - c. Runway/Taxiway Rehab Design- This project remains on schedule. Delta Airport Consultants provided information regarding this matter, as noted above.
  - d. Runway 21 Extension Project- Remains on schedule
3. Food and Beverage Concession Update- The 2<sup>nd</sup> floor retail space is on schedule to be open in early December 2015
4. PFC Update- PFC Application #22 has been submitted to the FAA and is awaiting approval. This application is in the amount of \$3,009,078 and is for reimbursement of State Entitlements.
5. Board Appointment- Mr. Dean Johnson has been selected by the Charlottesville City Council and approved by the Albemarle Board of Supervisors as the Joint appointed member of the Authority. His term will begin on 12/1/2015, and will leave his current County position on the Airport Commission open. This position is now being advertised.

**Presentations** CHO 101--Relationship with the Federal Aviation Association and the Virginia Department of Aviation

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

**Adjourn at 12:00pm**