



Charlottesville-Albemarle Airport Authority Meeting  
Wednesday, March 16<sup>th</sup>, 2016 at 10:30 a.m. in the Airport 2<sup>nd</sup> Floor Conference Room

### Minutes

**Members Present:** Tom Foley, Maurice Jones

**Members Absent:** None (The third Board Member position will be vacant until the May 2016 meeting)

**Staff Present:** Melinda Crawford, Executive Director; Penny Shifflett, Director of Finance; Bill Pahuta, Deputy Director; Kristin Birdzell, Executive Secretary; Connie Cook, Human Resources and Community Outreach

**Others Present:** John Whitmer, Signature Flight Support; Robert Grant, Signature Flight Support; Lisa Robertson, Deputy City Attorney

#### **Call to Order at 10:35 by Tom Foley**

At the advice of legal counsel, a temporary chairman will be selected for this meeting until the next meeting when there will be 3 members present.

Mr. Jones made the motion to appoint Tom Foley as the temporary Chairman, seconded by Mr. Foley. Unanimous approval by Board.

#### **Consent Agenda**

1. Minutes- November 2015
2. Financial Statements-January 2016 (Unaudited)
  - a. \$373,000 net income year to date as of January.
  - b. January's passenger enplanements were up 2% over last year, even though we incurred several flight cancellations due to inclement weather. This increase in passenger traffic was mainly due to addition of the 717 aircraft and LaGuardia services.
  - c. Rental car revenue was up significantly.
3. Airport Statistics.

Mr. Jones motioned to accept the Consent Agenda, seconded by Mr. Foley. Unanimous approval by Board.

#### **Matters from the Public**

Mr. Whitmer introduced Mr. Robert Grant from Signature Flight Support.

**Introduction:** Signature Flight Support has acquired Landmark Aviation, and the FBO will be operating as Signature Flight Support.

### **Employee Recognition**

Mr. Bill Pahuta was recognized for his 40 years of service at CHO.

### **Action Items**

1. Annual Election of Authority's Chairman, Vice-Chairman, and Secretary/Treasurer
  - a. RECOMMENDATION: Elect an Authority Chairman, Vice-Chairman, and Secretary/Treasurer
  - b. As previously noted, Tom Foley was appointed as Temporary Chairman, and a decision was made to wait until the next meeting to address the matter of the election of the Authority Board's Chairman and Vice-Chairman.

Mr. Foley moved to re-elect Kristin Birdzell as CHO's Secretary/Treasurer, seconded by Mr. Jones. Unanimous approval by Board.

2. Annual Audit
  - a. RECOMMENDATION: For the Board to 1.) Accept the FY15 CAFR as presented; 2.) Approve the 4<sup>th</sup> annual renewal of the Audit Services contract; 3.) Appoint a Commission member to the Audit Committee; and 4.) To authorize the resolution establishing 2016 Membership of the Audit Committee.
  - b. Acceptance of FY15 Comprehensive Annual Financial Report
  - c. Renewal of Audit Services Contract Option
  - d. Appointment of a Commissioner to the Audit Committee
    - i. Mr. Victor Schiller from the Authority Commission was nominated by the Commission for this position.
  - e. Authorize Resolution Establishing 2016 Membership of the Audit Committee

Mr. Jones motioned to accept the recommendation as presented, seconded by Mr. Foley. Unanimous approval by Board.

3. Closure options for the upcoming Runway Rehabilitation Construction Project
  - a. RECOMMENDATION: For the Board to review and provide direction to Staff and Delta Airport Consultants on the preferred closure option for the Runway Rehabilitation Construction Project
  - b. Staff met with FAA; however they do not have a recommendation for a construction method or schedule.
  - c. Homeowners in the area have previously mentioned that they would prefer the weekend closure option or construction to be at a time when there will be a "tree barrier" to muffle any construction sound. Airlines prefer a "modified" night closure, with construction starting around 11pm and ending at 5 am for 40 nights.
  - d. Mrs. Crawford gave an overview of the pros and cons of the 6 different closure options. Discussion also ensued regarding the notification of construction to neighboring communities. Mrs. Crawford noted there are no residents within 1000ft of the possible construction site. However, Mrs. Crawford still plans on notifying the neighborhoods of the selected construction option.
  - e. The Board is in agreeance with Airport staff, and recommends going forward with Option #2, which was the Airline-recommended hybrid option.

Mr. Foley made the motion to approve Option # 2 as the closure selection for the Runway Rehabilitation Construction Project as recommended by staff, seconded by Mr. Jones.

Unanimous approval by Board

### **Informational Items**

1. Executive Director's Update
  - a. Airline Update- Staff is meeting with airlines and continues to work with negotiations on their Airline agreement as well keeping communications channels open about the runway construction project.
  - b. Parking Feasibility Update- Staff will be updating data for the feasibility study to determine the practicality to construct a parking deck in the long term lot area. The two sets of steps will be built first, then the ramp and the covered portion of the steps. If it is decided to build a deck, both sets of steps and the ramp should not be affected.
  - c. 139 Inspection- CHO was inspected by the FAA in January, and it was determined that some markings on the runway need to be adjusted.
  - d. PFC Update- PFC Application #22 was approved by the FAA.
  - e. Budget Timeline: Presentation of 6 year ACIP for review
  - f. Personnel Update- One employee retired and a part-time employee was converted to full time to fill that position. Two new employees have been hired.
  - g. Construction Update
    - i. The terminal project is expected to be completed by the end of the month with the exception of the Founders' Lounge. That portion of the project will be finished by staff. Escalator replacement and updating the PA and flight display systems will be the next terminal improvement projects.
    - ii. The triturator project should be complete in the next 3-4 months.
  - h. Marketing and Air Service Update was provided.

### **Closed Session**

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

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. Jones

Ayes: Mr. Foley

Noes: None

Mr. Jones

Unanimous approval by Board

Board went into closed session at 11:55am.

### **Certification of Closed Meeting:**

Mr. Jones 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. Jones

Second By: Mr. Foley

Ayes: Mr. Foley

Mr. Jones

Noes: None

Unanimous approval of certification of closed session.

Meeting back in session at 12:06pm

**Next Meeting:** Wednesday, May 18<sup>th</sup>, 10:30am, at the Airport Second Floor Conference Room

**Adjourn at 12:08pm**