



Charlottesville Albemarle Airport Authority Board Meeting  
Wednesday, July 15<sup>th</sup>, 2015 at 10:30am in the Airport 2<sup>nd</sup> Floor Conference Room

### Minutes

#### **Call to Order at 10:33 by Bill Kehoe**

**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, Stirling Williams; Director of Landside Operations, Ronnie Shifflett; Maintenance Supervisor, Jason Burch; Marketing Director, Connie Cook; Human Resources and Community Outreach, Kristin Birdzell; Executive Secretary, Jessie Shupe; Airport Police Chief, Chuck Boldt; Terminal Project Inspector.

**Others Present:** John Whitmer; Landmark Aviation, Lisa Robertson; Deputy City Attorney, Denise Horbaly and Rit Venerus; Walnut Hills residents

#### **Consent Agenda:**

1. Minutes – May 2015
2. Financial Statements –May 2015 (Unaudited)
  - a. Summation of revenues and budget shows the Airport produced \$341,580 in revenue and expenses came in under budget at \$50,000, generating a net operating income of \$391,000 YTD.
3. Airport Statistics
  - a. April and May passenger count was up

Motion to approve Consent Agenda made by Mr. Foley, seconded by Mr. Watts  
Unanimous approval by Board to accept Consent Agenda

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

Denise Horbaly, residing within the Walnut Hills community, expressed appreciation for allowing citizens to provide feedback regarding the Good Neighbor Policy.

John Whitmer provided an update on Landmark Aviation's improvement projects. They have upgraded their HVAC systems, and the final draft of their terminal design is expected to be complete soon.

**Presentations:** Aubrey Watts: Board member Service Recognition  
Steve Shifflett: Airport employee Service Recognition

#### **Action Items:**

1. FAA Grant and Award of Contract to M-B Companies for Purchase of Runway Snow Removal Equipment
  - a. **RECOMMENDATION:** The Board 1) approve the submission of an FAA grant application in the amount of \$592,000 for the purchase of Runway Snow Removal Equipment, 2) award a contract to M-B Companies, Inc. in the amount of \$592,000 for the purchase of a multi-tasking snow removal unit upon receipt of the FAA grant, and 3) authorize the Executive Director to execute the FAA grant when offered and to subsequently execute the equipment contract

- b. M&B Companies was lowest apparent bidder. Once the equipment is ordered, the Airport will have to wait up to 210 days for the equipment to arrive. This new equipment will allow one driver to operate both a broom and a plow at the same time, and this will maximize snow removal efficiency.
- c. Mr. Kehoe inquired about the airport's knowledge of M&B Companies. Bill Pahuta discussed their qualifications and their good standing reputation

Motion by Mr. Foley to approve recommendation as made by staff, seconded by Mr. Watts  
Unanimous approval by Board

2. Grounds Maintenance & Landscaping Services – Ratification of Contract Award
  - a. **RECOMMENDATION:** For the Board to ratify the award of the Grounds Maintenance & Landscaping Services contract to James River Grounds Management
  - b. James River Grounds Management was lowest and most apparent bidder. They will have a one-year contract with four (4) additional one (1) - year renewals. The Authority has issued the “Notice of Intent to Award” and will be moving forward with the execution of the contract.

Motion by Mr. Watts to approve Grounds Services contract with James River, seconded by Mr. Foley  
Unanimous approval by Board

3. FY15 Audit Engagement Letter
  - a. **RECOMMENDATION:** For the Board to review and approve the FY15 Audit Engagement Letter dated June 30, 2015.
  - b. The Audit Committee has reviewed letter and is agreeable on its terms. Robinson, Farmer, and Cox Associates were given a one (1) year contract with the option of renewing four (4) additional terms. The amount of the contract was specified as \$26,500.

Motion by Mr. Foley to approve Audit Engagement, second by Mr. Watts  
Unanimous approval by Board

4. Good Neighbor Policy
  - a. **RECOMMENDATION:** Board review CHO's “Good Neighbor Policy” along with public comments/suggestions and provide guidance for future actions.
  - b. Mrs. Crawford obtained public input on the policy, and presented the policy draft to Walnut Hills HOA and Earlysville Forest HOA. Authority staff received a letter from the Homeowners Association of Walnut Hills, and staff is asking the Board to review the comments. The HOA had inquired about additional surrounding neighborhoods and what the Authority intends on doing to inform them of impending construction.
  - c. Mr. Foley suggested that if other neighborhoods further from the Airport ask for information that we give it to them, but not to make it a requirement to inform them without their request. Mrs. Crawford explained that the policy states that residents who have signed up for notification on our website will receive information.
  - d. Mr. Foley inquired about staff's thoughts. Mrs. Crawford said she believed it would be beneficial to add the word “neighborhoods” to the document, and also does not see an issue with the 14 day, as opposed to the 30- day notification period of the approval of a construction contract. Mrs. Crawford also believes that the 1000 ft. notification/pre-blast assessment guarantee is reasonable. If there is any blasting at all, residents within 2,500 ft. will also have the opportunity to receive information about the blasting and any home assessment associated.
  - e. Mr. Foley suggested we give out notice directly before any blasting, so residents are more aware of timing. He had suggested a timeframe of 24 hours, however Mrs. Crawford stated that may not always be possible, but as soon as the Airport is knowledgeable of blasting a notice will be provided. Mr. Kehoe recommended staff add this and other language to the document and revisit it at the next meeting.

No action was taken on this item

5. Amendment to Certain Bond Financing Agreements with Virginia Resources Authority

- a. **RECOMMENDATION:** The Board 1) authorize amendments of the Authority's Series 2002 Bonds and the Series 2004 Bonds financing agreements with the Virginia Resources Authority (VRA) to decrease interest rates and 2) approve a Resolution which authorizes the amendments to the financing agreements for the Authority's Series 2002 Bonds and the Series 2004 Bonds and authorizes the execution of documents associated with the amendments of these financing agreements between the Authority and the Virginia Resources Authority
- b. Authority staff contacted VRA about refinancing our debt. VRA went back to the Virginia Aviation Board, and they approved the reduction of interest rates for the 2002 and 2004 debt series.

Motion by Mr. Foley to approve as proposed, seconded by Mr. Watts.  
Unanimous approval by Board

6. Amend Operating Budget
  - a. **RECOMMENDATION:** Approval to increase the operating budget \$37,199 for staffing needs.
  - b. The airport was notified that American Airlines' Chicago service will be adding another flight to CHO's services which is expected to deplane daily at approximately 1:00am. The Airport is in a position that it would be beneficial to add a third staff member to third shift to perform maintenance and firefighting procedures.

Motion to amend operating budget made by Mr. Watts, seconded by Mr. Foley  
Unanimous approval by Board

7. Approval of FY16 and FY15 Capital Plan Changes
  - a. **RECOMMENDATION:** For the Board to approve proposed changes to the FY16 and FY15 Capital Plans
  - b. The FY16 Capital Budget had included an amount of \$75,000 for Airfield painting equipment, which would have been funded by state entitlements and Airport funds. With the equipment coming in around at \$19,000, it leaves approximately \$56,000 to be used elsewhere. Staff has found that it is imperative to repave the driveway around the ARFF building and to also update the security camera equipment.
  - c. Staff is asking to amend budget to allow the Airport to use funds originally planned for an Admin vehicle replacement to be used for a Pedestrian Access Study to be performed by Talbert and Bright on the long-term parking stairs  
Staff is seeking permission to add \$160,000 worth of change orders for the parking expansion project in Capital Budget

Motion made by Mr. Foley to amend FY15 and FY16 capital budget, seconded by Mr. Watts

8. Work Order with Talbert & Bright –Pedestrian Access Study
  - a. **RECOMMENDATION:** Approval of Work Authorization for Talbert & Bright to perform a Pedestrian Access Study in the not-to-exceed amount of \$29,706 and authorization for the Executive Director to execute the work authorization.

Motion made by Mr. Foley to approve work order with Talbert and Bright, seconded by Mr. Watts

### **Informational Items**

- 1 Executive Director's Update
  - a. Personnel Update
  - b. Construction Update
  - c. Food and Beverage Concession Update
  - d. Insurance Incidents – Update

All items are to be read individually by the Board members

## **Closed Session**

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. Kehoe  
      Mr. Watts

Unanimous approval of closed session

## **Closed Session at 11:38 am**

### **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  
      Mr. Kehoe

Unanimous approval of certification of closed meeting

### **Back in session at 11:53**

Mr. Foley reported the Executive Director's annual leave will be increased from 2 weeks to 3 weeks and the Authority will contribute \$3,000 a year into Mrs. Crawford's 457 retirement.

**Next Meeting:** September 23, 2015, 10:30 a.m., Airport Conference Room

**Adjourn at 11:55am**