



Charlottesville Albemarle Airport Authority Board Meeting
Wednesday, September 23rd, 2015 at 10:30am in the Airport 2nd Floor Conference Room

Minutes

Call to Order at 10:38am by Bill Kehoe

Members Present: Bill Kehoe and Tom Foley
Maurice Jones arrived at approximately 10:40am

Members Absent: None

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

Others Present: Lisa Robertson; Chief Deputy City Attorney, Patsy Morkish; President of Walnut Hills Homeowner's Association, Rit Venerus; Walnut Hills Resident

Consent Agenda

1. Minutes- July 2015
2. Financial Statements- June 2015 (Unaudited)
3. Airport Statistics
 - a. Airport remains 7% up on passenger traffic and seats, due to the 717 service by Delta and LaGuardia service provided by American Airlines.
 - b. Tailwind management has been very pleased with their reception by consumers.
 - c. Two Public Safety officers have completed training and are able to serve their shifts independently.
4. Executive Director's updated contract with amendments
 - a. Ms. Robertson would like to see a format consistent with current Airport documents including a signature by the Board.

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

Matters from the Public

Patricia Morkish, President of Walnut Hills Homeowner's Association, thanked Mrs. Crawford and the Board members for accepting changes and working with the residents regarding ideas on the Good Neighbor Policy.

Action Items

1. FY16 Capital Budget Amendments
 - a. RECOMMENDATION: For the Board to approve proposed changes to the FY16 Capital Budget
 - b. Items came up that needed attention:
 - i. There was a drainage issue between the terminal and Public Safety building. Certain items need to be removed from budget to fund the \$17,000 cost of repair to the pavement. VDOA will fund \$7,000, and remaining cost will be funded by the Airport.
 - ii. The Airport camera system needs to be updated. Since there is currently not sufficient coverage for the funding of all the cameras needed in the Capital budget, staff will be modifying a Capital Project and move \$40,000 to the Security Camera project to fund it in its entirety.
 - iii. Gresham Smith will perform a structural analysis review of the observation deck prior to the bar being built for Tailwind.

Motion by Mr. Foley, seconded by Mr. Jones to approve the recommendation as made by Staff
Unanimous approval by Board

2. Gresham-Smith Work Orders
 - a. RECOMMENDATION: Authorize the Executive Director to negotiate the scope of work and fees in the combined not-to-exceed amounts of \$150,000 for (1) Observation Deck Area Analysis and Design of the Roof Rehab beneath the area, (2) Design of Expanded Work within the Business Center, Design of new reconfigured Rental Car Counters, Design of new reconfigured Airline Ticket Counters, Design of the Covered Walkways/Sidewalks to the Rental Car Return Lot. Authorization for the Executive Director to execute the work authorization upon successful negotiation, and direction to bring the work authorization back to the Board at the November meeting for ratification.

Motion by Mr. Foley to approve Gresham-Smith Work Orders, seconded by Mr. Jones
Unanimous approval by Board

3. Good Neighbor Policy
 - a. RECOMMENDATION: Board review CHO's Proposed "Good Neighbor Policy"
 - b. It had been noted that the word "neighborhoods" should be incorporated into policy instead of "residents". Changed 14 day notice of construction to a 30 day notice. Notification email process has been proposed in order to allow for 24 hour notice for any blasting related projects and a morning- of blasting notice to all neighborhoods.

Motion by Mr. Foley to approve Good Neighbor Policy, seconded by Mr. Kehoe
Unanimous approval by Board

4. Parking Ingress/Egress Alternatives

- a. **RECOMMENDATION:** Review the findings of the Pedestrian Access Study and provide staff with guidance of which alternatives to pursue. Also authorize the Executive Director to negotiate the scope of work and fee for the design of the selected alternatives with Talbert & Bright in an amount not to exceed \$100,000. Authorize the Executive Director to execute the work authorization and bring the work authorization back to the November meeting for ratification.
- b. The sets of stairs to the right and left of the center outdoor staircase failed and are considered to be unsafe. These staircases will be rehabilitated, covered, and possibly heated at the Board's approval. The Pedestrian Access Study provided 3 different ramp system design options for the center staircase. Mrs. Crawford recommended option #2 for the ramp system as well as the rehabilitation of two sets of stairs. Ramp is expected to come in at \$300,000 for any of the 3 designs, and there is an expected cost of \$100,000 for the rehabilitation of each set of stairs. The Airport has \$500,000 set aside in the budget for this Access Project, which will be funded 80% by VDOA and 20% will be at the cost of the Airport.
- c. Board has also opted for Option #2 as well as covered walkways with a brick base.

Motion by Mr. Jones to authorize the Executive Director to negotiate the scope of work and fee of selected alternative in an amount not to exceed \$100,000. Motion seconded by Mr. Foley.
Unanimous approval by Board

Informational Items

Executive Director's Update

1. Personnel Issues: None
2. Construction Update
 - a. Terminal renovations are on track. Parking construction is also on time, with the new employee lot opened and construction on the existing employee lot beginning soon. Runway 21 Extension Project is substantially complete, just waiting on the PAPI (Precision Approach Path Indicator) to be commissioned.
3. Food and Beverage Concession Update
 - a. Tailwind has been well received by passengers as well as employees
4. Insurance Incidents Update
 - a. Staff is moving forward with all incidents and they are being handled by VML.
5. 800 MHz Radio System
 - a. The radio system is scheduled for a complete upgrade in FY16. Funding details are still being discussed.

Presentations: CHO Parking 101

Closed Session at 11:25am. Moved by Mr. Foley, and seconded by Mr. Jones.

In accordance with VA Code 2.12-3712 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. Jones

Ayes: Mr. Foley Noes: None
 Mr. Kehoe
 Mr. Jones

Unanimous approval of closed session

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. Jones

Ayes: Mr. Foley Noes: None
 Mr. Jones
 Mr. Kehoe

Unanimous approval of certification of closed meeting

Back in session at 11:50am

Board approved the extension of Mrs. Crawford's contract from November, 2015 to December, 2018. If at this time, the Board chooses not to extend Mrs. Crawford's contract, there will be notification given by September 1st, 2018 as well as a severance package. The contract will be revised by legal and brought back to the Board for approval at the next meeting during the Consent agenda.

Next Meeting: Wednesday November 18, 2015, 10:30am

Adjourn at 11:52am

Approved Minutes 11/18/2015

Board Chairman/Acting Board Chairman