



Charlottesville Albemarle Airport Authority Board Meeting
Friday, August 12th, 2016 at 3:00 p.m. in the Charlottesville City Hall - Basement Conference Room

MINUTES

Members Present: Donald Long, Maurice Jones, 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; Kristin Birdzell, Executive Secretary

**Others Present: Lisa Robertson, Deputy City Attorney, Jorge Gonzales and Allen McDonald from RS&H
Call to Order at 3:03pm by Mr. Long**

Consent Agenda

1. Minutes – May 2016

Mr. Foley moved to approve May 2016 Minutes, Mr. Long seconded.

Unanimous approval by Board

2. Financial Statements –June 2016 (Unaudited)

- a. Mrs. Crawford explained the balance sheet Airport Staff uses as requested by the Board.
- b. Mrs. Crawford cited CHO Commission member Brian Campbell's previous inquiry about not including depreciation information as an operating expense. She explained that they were items that were not included in the airline settlement, but they are included in the financial statements and audited. Mrs. Crawford also brought attention to the topic of bringing on a financial advisor for the Airport's higher dollar investments. Staff will bring this back to the Board for discussion at a future date.

3. Airport Statistics - June 2016

- a. Overall statistics were significantly up

4. Updated Executive Director Employment Contract with Amendments

Motion to approve Consent Agenda made by Mr. Jones

Seconded by Mr. Foley

Unanimous approval by Board

Matters from the Public- Jorge Gonzales and Allen McDonald at RS&H shared interest in CHO's upcoming parking lot construction

Employee Recognition-

Penny Shifflett and Kevin Sullivan are celebrating 5 years at CHO.

Mr. Stirling Williams and Mrs. Penny Shifflett have received C.M. accreditation (Certified Member) from the AAAE.

Action Items

1. RECOMMENDATION: Award of Custodial and Window Cleaning Services Contact and Authorization of Resolution No. 2016-6 "Administration of Buzy Bee's 2016 Contract"
 - a. Buzy Bee was deemed the best value for the Airport. The first year's cost for services came in at \$151,000. Staff agreed their contract will be evaluated every year in lieu of automatically increasing their annual fee by 5%, which was stated in their original proposal.

Motion to Award of Custodial and Window Cleaning Services Contact and Authorization of Resolution No.

2016-6 "Administration of Buzy Bee's 2016 Contract" made by Mr. Foley

Seconded by Mr. Jones

Unanimous approval by Board

2. RECOMMENDATION: Award of Multi-Trade Technician Contract and Authorization of Resolution No. 2016-7 “Administration of VIP Customs’ 2016 Service Contract”
 - a. The maintenance employees at CHO are primarily in the airfield due to CHO being a PART 139 airport, and a need to outsource for a multi-trade technician has arisen. VIP Customs was the lowest responsive and responsible bidder after an RFP process.

Motion to Award of Multi-Trade Technician Contract and Authorization of Resolution No. 2016-7 “Administration of VIP Customs’ 2016 Service Contract” made by Mr. Jones

Seconded by Mr. Foley

Unanimous approval by Board

3. RECOMMENDATION: Resolution No. 2016-8 CHO’s 2016 Air Service Incentive Program
 - a. This is essentially a renewal of the expired program, and it serves as a great marketing tool to acquire new or expanded air services

Motion to Approve Resolution No. 2016-8 CHO’s 2016 Air Service Incentive Program made by Mr. Foley

Seconded by Mr. Jones

Unanimous approval by Board

4. RECOMMENDATION: Amend Employee Cost Saving Incentive Program
 - a. At the last Board meeting, it was suggested by legal counsel that any cost-savings suggestions made by an employee would be considered on a case-by-case basis. It was also recommended that staff maintain an annual report of all bonuses distributed.

Motion to Amend Employee Cost Saving Incentive Program made by Mr. Foley

Seconded by Mr. Jones

Unanimous approval by Board

5. RECOMMENDATION: Resolution No. 2016-9 Authorizing the Executive Director to Accept the Federal Aviation Administration Grant and to Award the Construction Contract for Runway 3-21 Rehabilitation Project
 - a. This resolution will allow Mrs. Crawford to accept the FAA grant when it comes in, as well as execute the construction contract with Chemung associated with the project.

Motion to approve Resolution No. 2016-9 Authorizing the Executive Director to Accept the Federal Aviation Administration Grant and to Award the Construction Contract for Runway 3-21 Rehabilitation Project made by Mr. Jones

Seconded by Mr. Foley

Unanimous approval by Board

6. RECOMMENDATION: Resolution No. 2016-10 Authorizing the Executive Director to Award the Construction Contract and Approve the Engineering Service Fees for Phase 1 - Step Replacement Project
 - a. This project will be taking place in phases; Phase 1 has been made public.
 - b. This resolution will allow Mrs. Crawford to award and execute construction and engineering contracts when bids are vetted for the project.

Motion to approve Resolution No. 2016-10 Authorizing the Executive Director to Award the Construction Contract and Approve the Engineering Service Fees for Phase 1 - Step Replacement Project made by Mr. Jones

Seconded by Mr. Foley

Unanimous approval by Board

7. RECOMMENDATION: Approve Amendment to FY 2017 Operating Budget
 - a. At the last meeting, Staff did not have the final numbers reflected concerning the insurance program, and the funding for the grounds-keeping position was not in the budget.

Motion to Approve Amendment to FY 2017 Operating Budget made by Mr. Foley

Seconded by Mr. Jones

Unanimous approval by Board

Information Items

1. Discussion of 2016 Audit Committee Membership
 - a. CHO staff has been notified that an Audit Committee member has retired. Mr. Bill Kehoe, former CHO Board Chairman, has suggested Craig Lefanowicz as a replacement.

Motion to appoint Craig Lefanowicz to serve the balance of the term of the retired Audit Committee member made by Mr. Foley

Seconded by Mr. Jones

Unanimous approval by Board

2. Executive Director's Update
 - a. Parking Feasibility Update/Rental Car Agreement Update
 - a. The rental car agreement is on hold until Staff has more information on the parking feasibility study
 - b. Personnel Update
 - a. Mr. Brantley Ussery left the marketing department, leaving the position open until filled.
 - c. Construction Update
 - a. Air Carrier Ramp at Gate 5 has been completed and will allow American Airlines to push back
 - b. Triturator Project- A notice-to-proceed has been issued and the equipment has been ordered
 - d. Marketing and Air Service Update
 - a. Delta is adding another flight to Atlanta

Next Scheduled Meeting: TBD- Airport Lower Level Conference Room

Adjourn at 3:48pm

Approved Minutes- 8/12/2016
