



Charlottesville Albemarle Airport Authority Board Meeting  
Wednesday, May 18th, 2016 at 10:30 a.m. in the Airport 2<sup>nd</sup> Floor Conference Room

## MINUTES

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

**Members Absent:** None

**Staff Present:** Melinda Crawford, Executive Director; Penny Shifflett, Director of Finance; Kristin Birdzell, Executive Secretary; Jason Burch, Director of Marketing; Bill Pahuta, Deputy Director

**Others Present:** Lisa Robertson, Deputy City Attorney

**Call to Order** at 10:32am by Mr. Foley

### **Annual Election of Chairman and Vice-Chairman**

Mr. Jones moved to nominate Mr. Long as Chairman of the Board.

Motion was seconded by Mr. Foley.

Unanimous approval by Board.

Mr. Jones motioned to nominate Mr. Foley as Vice-Chairman of the Board.

Motion was seconded by Mr. Long.

Unanimous approval by Board.

### **Consent Agenda**

1. Minutes – March 2016
2. Financial Statements –March 2016 (Unaudited)
3. Airport Statistics - April 2016

Mr. Foley made the motion to approve the Consent Agenda.

Motion was seconded by Mr. Jones.

Unanimous approval by Board.

### **Matters from the Public- None**

### **Action Items**

1. Annual Election of Chairman and Vice-Chairman (Above)
  - a. **RECOMMENDATION:** Elect a Chairman, Vice-Chairman in accordance with the Authority's enabling legislation. Action taken as noted above.
2. Delta Engineering and Architectural Services Contract Renewal Option; Administration of Other Contracts
  - a. **RECOMMENDATIONS:** That the Board
    - 1) Adopt a Resolution (reference **attached Resolution 2016-2**) authorizing the Executive Director to act as the Authority's agent for contract administration, relative to the 2015 Term Contracts for Architectural and Engineering Services, including:

a. Ratification of two renewal options already executed by the Executive Director to exercise the Authority's renewal option (Year 2) for the Term professional services agreement with Delta Airport Consultants (dated April 22, 2015) and Talbert & Bright, Inc. (dated April 30, 2015), and  
b. Authorization to exercise the Year #2 renewal option with Gresham Smith & Partners (dated April 17, 2015).

2) Adopt a Resolution (reference **attached Resolution 2016-3**) authorizing the Executive Director to act as the Authority's contract administrator relative to all outstanding Authority contracts.

Mr. Foley made the motion to adopt Resolution 2016-2, ratify two renewal options for Delta Airport Consultants and Talbert and Bright, renewal of Gresham Smith contract, and to adopt Resolution 2016-3. Motion was seconded by Mr. Jones.  
Unanimous approval by Board.

3. Approve Resolution to Establish Two Additional Bank Accounts

- a. **RECOMMENDATION:** The Board approves the resolution establishing two additional bank accounts.
- b. The PFC State Entitlement Reimbursement account will segregate PFC and State Entitlement funds.

Mr. Jones made the motion to approve Resolution 2016-3 to establish two additional bank accounts. Motion was seconded by Mr. Foley.  
Unanimous approval by Board.

4. Award Contract for the Install Triturator Project

- a. **RECOMMENDATION:** The Board award a contract to Synchronized Construction Services in the amount of \$296,950 for the installation of a triturator and related work associated with the project.
- b. The installation of this piece will help accommodate larger aircrafts with laboratory services and make this airport more attractive to airlines in the future.

Mr. Foley made the motion to award contract to Synchronized Construction Services for the installation of a triturator and related work associated. Motion was seconded by Mr. Jones.  
Unanimous approval by Board.

After motion was made, Ms. Robertson suggested that the contract include authorization for Mrs. Crawford to execute the contract consistent with the terms that have been given to the Board subject to legal review.

Mr. Foley amended his motion to incorporate the above into the previous motion to award the contract for the Install Triturator project. Motion was seconded by Mr. Jones.  
Unanimous approval by Board.

5. Approve a Cost Saving Incentive Program

- a. **RECOMMENDATION:** For the Board to approve the Cost Savings Incentive Program effective with the FY-16 Amended Budget.
- b. Ms. Robertson recommended that if there is an increase in revenue, it needs to be taken case-by-case.
- c. Mrs. Crawford will amend the resolution to incorporate a regular reporting procedure.

Mr. Foley made the motion to approve the Cost Savings Incentive Program with the provision of amendment. Motion was seconded by Mr. Long.  
Unanimous approval by Board.

6. Approve FY 2017 Operating Budget and 6 Year ACIP
  - a. **RECOMMENDATION:** For the Board to approve the Operating Budget for FY17 and the 6-year Airport Capital Improvement Plan (ACIP)
  - b. Mrs. Shifflett provided additional clarification of CFC rates and allocations of revenues.

Mr. Jones made the motion to approve the FY17 Operating Budget and 6 Year ACIP.  
Motion was seconded by Mr. Foley.  
Unanimous approval by Board.

7. Approve Amendment to FY 2016 Budgets
  - a. **RECOMMENDATION:** For the Board to approve the FY16 Capital Budget as amended and to approve use of excess revenue for additional airport needs

Mr. Foley made the motion to approve the Amendment to the FY16 Budgets and to approve the use of excess revenue.  
Motion was seconded by Mr. Jones  
Unanimous approval by Board.

#### Information Items - Executive Director's Update

- a. Airline Agreement Update- Staff will update the Board at the July meeting.
- b. Parking Feasibility Update/Rental Car Agreement Update- Staff is working with 2 consultant firms to gather information on a potential parking deck and to determine how many spaces the rental car "ready-return" lot would require within this deck.
- c. Custodial Contract Update- Ragsdale Commercial Cleaning Services has mutually terminated their services with the Airport Authority.
- d. Personnel Update- One employee will transition from part time to full time
- e. Construction Update-
  - a. Runway/Taxiway- 100% of design has been submitted to FAA
  - b. Terminal Construction- There was plumbing issues within the baggage claim area that have been resolved.
  - c. Triturator Project- Synchronized Construction Services was awarded the installation contract.
  - d. Parking Ingress/Egress Project- Talbert and Bright has submitted a work authorization for labor and expenses to provide the bidding services for the second phase of the project.
- f. Marketing and Air Service Update- We will soon be celebrating a 5 year anniversary of the day that America Airlines initiated non-stop Chicago service at CHO.

#### 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

Mr. Long

Unanimous approval of Closed Session by Board

**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                      Noes: None  
Second By: Mr. Jones  
Ayes: Mr. Foley  
          Mr. Jones  
          Mr. Long

Unanimous approval of certification of closed session.  
The Board approved a 5% raise for the Executive Director's salary for the FY17 budget cycle.

**Next Scheduled Meeting:** Wednesday, July 20, 10:30 a.m., Airport Conference Room

**Adjourn**

**Approved minutes:** 8/12/2016

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Board Chairman