



Charlottesville Albemarle Airport Board Meeting Minutes
Tuesday, March 8, 2022, at 8:30 a.m. via ZOOM

MINUTES

Members Present: Donald Long, Jeff Richardson, Michael Rogers

Members Absent: none

Staff Present: Melinda Crawford: Executive Director; Jason Burch: Deputy Executive Director; Penny Shifflett: Director of Finance & Administration; Jessica Conley: Administrative Assistant; Connie Cook: HR & Special Projects Manager

Others Present: Katrina Callsen: Deputy City Attorney, Allison Wrabel: Daily Progress

Call to Order: 8:36 a.m. by Mr. Long

Consent Agenda:

1. Minutes – January 11, 2022 - Mr. Long identified a correction to the minutes as presented.
2. Financial Statements –January 31, 2022 (Unaudited) discussed.
3. Airport Statistics: December 2021 and January 2022- discussed.

Mr. Richardson made a motion to accept the consent agenda with the correction to the minutes as noted, and Mr. Rogers seconded the motion. The motion was unanimously accepted.

Matters from the Public: None

Awards and Recognition: None

Action Items:

1. FY-21 Annual Comprehensive Financial Report
 - a. **Recommendation:** For the Board to accept the FY-21 Annual Comprehensive Financial Report (ACFR) as presented
 - b. The ACFR was discussed. The two items noted in the Management Letter were presented, and the staff's responses to the items were noted. This year's audit was the final year of the contract for Robinson, Farmer, & Cox. An RFP will be issued in March 2022 for an audit firm. If Robinson, Farmer, & Cox is determined to be the most responsive bidder during the RFP process, then the assignment of an alternate principle auditor within the firm will be recommended.
 - c. Mr. Richardson made a motion to accept the FY-2021 Annual Comprehensive Financial Report as presented. Mr. Rogers seconded the motion, and it was unanimously approved.
2. 2022 Audit Committee Membership
 - a. **Recommendation:** For the Board to appoint the 2022 Audit Committee by approving Resolution No: 2022-7 "Appointment of the 2022 Membership of the Audit Committee"
 - b. The proposed appointees to the Audit Committee were discussed.

- c. Mr. Rogers made a motion to approve Resolution No. 2022-7 "Appointment of the 2022 Membership of the Audit Committee. Mr. Richardson seconded the motion, and it was unanimously approved.
- 3. Revision of the Authority's Personnel Policy
 - a. **Recommendation:** Approval of the Revision of the Authority's Personnel Policy as presented.
 - b. The Personnel Policy was last updated in 2014, but the Board has approved numerous individual policies in recent years. The proposed changes to the personnel policy were discussed.
 - c. Mr. Rogers made a motion to approve the Authority's Personnel Policy revision. Mr. Richardson seconded the motion, and it was unanimously approved.
- 4. Adjust the Authority's Capitalization Limit
 - a. **Recommendation:** For the Board to raise the Authority's capitalization limit from \$5000 to \$10,000.
 - b. The current capitalization limit is \$5000. Staff recommends the capitalization limit be increased to \$10,000 due to rising prices.
 - c. Mr. Rogers moved to raise the capitalization limit from \$5000 to \$10,000. Mr. Richardson seconded the motion, and it was unanimously approved.
- 5. Revision of the Authority's Purchasing Regulations
 - a. **Recommendation:** For the Board to approve the revision to the Authority's Purchasing Regulations as proposed.
 - b. Three proposed revisions to the Purchasing Regulations were discussed. Those items are (1) Removing the procedural requirement of using eVA for small purchases, (2) increasing the small purchase threshold to \$200,000 to align with legislative changes, and (3) adding a small purchase procedure for Transportation-Related Construction.
 - c. Mr. Richardson moved to approve the revision to the Authority's Purchasing Regulations as proposed. Mr. Rogers seconded the motion, and it was unanimously approved.

Mr. Long suggested moving the last two informational items up to the beginning of the review. Ms. Crawford agreed.

Informational Items:

1. Executive Director's Update: Mrs. Crawford presented the following items:
 - a. Discussion of the Executive Director's Authority to Execute Contracts Associated with Capital Projects: The Staff is seeking clarification from the Board regarding the Executive Director's powers to approve engineering work orders and construction contracts related to the approved capital budget projects. This clarification will require an update to the Executive Director's Resolution (Resolution N. 2014-4 Delegating Certain Powers and Duties to the Executive Director). The Board would like the revision of this resolution to be brought back as an action item in the May 2022 meeting.
 - b. Discussion of the process for the annual review of the Executive Director's performance: The Executive Director's annual performance review process was discussed, and the Board decided on a 2-step process for these reviews. There will be a closed session to review the Executive Director's salary and performance on the May Board Meeting Agenda. There will be another closed session on the July Board Meeting Agenda. The Executive Director's goals for the next fiscal year will be established during this July closed session.
 - c. COVID-19 Update: The COVID response team is still following the same procedures as before.
 - d. Personnel Update: One maintenance position is close to being filled, but we still have one open maintenance position yet to be filled. We also have one open public safety position.

- e. FY-23 Six-Year Airport Capital Plan: The timing of when the FY-23 Six-Year Airport Capital Plan will be distributed was discussed.
- f. Construction Update:
 - i. Terminal Area Masterplan: Our contractor, Parrish & Partners, recently met with the FAA to discuss the status of the plan. It is anticipated that a final presentation will be given in May.
 - ii. Escalator Replacement Project: A modular building will be placed behind the Tailwind area. This building is expected to arrive in two weeks, and it will serve as a temporary gate area for American Airlines passengers. The project is scheduled to be completed in 6 months.
 - iii. Elevators and Covered Walkways: The project is underway, and demolition has begun. Fencing is currently in place, and numerous parking spots and portions of sidewalks have been blocked off in preparation for this project. A "Construction Page" has been set up on CHO's website to keep everyone informed on the status of the projects.
- g. Marketing & Air Service Update: Mr. Burch explained that he recently returned from face-to-face meetings with several airlines. He explained that he thought the meetings were overall successful. Currently, the airline schedules show that CHO will be at a 90% recovery level from the pandemic by June. United Airlines' recent announcement regarding changes to CHO's destinations was discussed. American Airlines' previous ORD service was also discussed.

Next Scheduled Meeting: Tuesday, May 10, 2022, 8:30 a.m. *Location TBD*

Adjourn: 10:08 a.m.


X _____
Donald Long