



Charlottesville Albemarle Airport Board Meeting Minutes
Tuesday, April 27, 2021, at 8:30 a.m. via ZOOM only

MINUTES

Members Present: Donald Long, Jeff Richardson, Charles “Chip” Boyles II

Members Absent: none

Staff Present: Melinda Crawford: Executive Director; Jason Burch: Deputy Executive Director; Penny Shifflett: Director of Finance & Administration; Jessica Conley: Administrative Assistant

Others Present: Katrina Callsen: Assistant City Attorney, Jeannine Bouvier

Call to Order 8:33 a.m. by Mr. Long

Consent Agenda:

1. Minutes – March 9, 2021-discussed.
2. Financial Statements –March 31, 2021 (Unaudited) discussed.
3. Airport Statistics: February and March 2021 discussed.

Mr. Richardson made a motion to accept the consent agenda, and the motion was seconded by Mr. Boyles Unanimously accepted.

Matters from the Public: Ms. Bouvier suggested using graphs for presenting budget information.

Awards and Recognition: None

Action Items:

1. Resolution No. 2021-3 Virginia Resource Authority (VRA) Bond Issuance
 - a. **Recommendation:** The Board to approve Resolution No. 2021-3 that authorizes the issuance of General Revenue Bonds through the Virginia Resource Authority (VRA) in the amount of \$1,949,031 for reimbursement of costs incurred with the 2019 Parking Expansion Project.
 - b. The VRA Bond was discussed. The original costs of the 2019 Parking Expansion Project were funded from the Discretionary Account. The Virginia Department of Aviation approved the issuance of the bond in March, which will reimburse the Authority for the construction and expansion costs of the economy parking lot project. The payments will be for ten years at an estimated cost of \$210,329 annually. We will not know the interest rate until closing, but it is not projected to be higher than 1.5%.
 - c. Mr. Richardson made a motion to accept Resolution No. 2021-3 “Virginia Resource Authority Bond Issuance.” Mr. Boyles seconded the motion. It was unanimously approved.
2. Resolution No. 2021-4 Executive Director Authorization to Amend the FY-21 Capital Budget
 - a. **Recommendation:** For the Board to approve Resolution No 2021-4 Authorizing the Executive Director to Amend the FY-21 Capital Budget.
 - b. This item was tabled until the next meeting

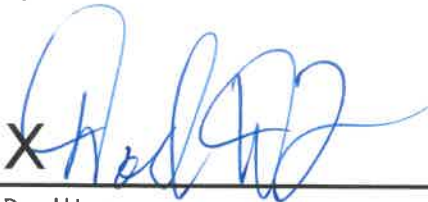
Informational Items:

1. Executive Director’s Update: Mrs. Crawford presented the following items:

- a. COVID-19 Update: The parking staff is now part of the COVID Response Team, and they are following the terminal schedule and providing additional cleaning. They can be seen wearing blue safety vests while performing this duty.
- b. Personnel Update: Sam Thomas is our new public safety officer. He was sworn in yesterday and will be going to Bluegrass Airport for fire training. We have two custodian positions that are currently being advertised. We will also be bringing a personnel issue back to the Board in June regarding the holiday schedule
- c. Department of Criminal Justice Service (DCJS) Grant: Chief Shenk and Officer Smith have been working hard to acquire a grant to help with maintenance costs for the body camera system. This grant will cover 50% of maintenance fees for the next three years.
- d. Guidance on the 2021 Audit Committee Membership: Don Long's term on the committee has expired. The item was tabled at the March meeting.
- e. FY-22 Operating and Capital Budget –Budget will be presented in May and approved at the June meeting.
- f. Construction Update:
 - i. Terminal Area Masterplan: We will be bringing back recommendations for the roadway, rental car areas, parking, and other items as soon as we receive them.
 - ii. Emergency Terminal Generator Project: Project is under contract, and a preconstruction meeting has taken place.
 - iii. Valued Engineered-Entry Pavilion Project: We had started this project, and the estimates came back twice the amount that was expected. The lack of funding required us to value-engineered this project, and a new design has been created. Pictures of the new project's design that the Architectural Review Board has approved were presented.
 - iv. Relocation of Taxiway Echo (A4): The contract for this project is in place.
 - v. ARFF Building Roof Replacement: Bids are out now for this project, and we expect them to come in within budget. If that is the case, we will be able to award a contract soon.
- g. Status of On-going Request for Proposals/Qualifications: We still have several RFP's and IFB's that will be released soon.
- h. Performance of Snow Team: Mr. Burch explained that out of 50 employees that 35 of those are a part of the snow team. This current season we had seven snow events with 124 hours worked. We experienced eleven delays and ten cancellations during those snow events, but those delays and cancellations resulted from airline operational decisions. The two biggest challenges with snow removal are communication and equipment issues.
- i. Marketing & Air Service Update: Mr. Burch explained the April 2 had been CHO's highest day of passenger traffic since COVID happened with 653 outbound passengers. We are expecting 14 daily departures in June when the second Chicago flight returns.

Next Scheduled Meeting: Monday, May 3, at 11:00 a.m. Location: Zoom

Adjourn: 9:45 a.m.



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Donald Long