



Charlottesville Albemarle Airport Board Meeting Minutes  
Tuesday, June 8, 2021, at 10:30 a.m. at the Airport in the ARFF Training Room

**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; Stewart Key: Marketing Manager; Timothy Kozma: Ramp Operations Manager; Steve Robinson: Landside Operations Agent; Stirling Williams: Director of Landside Operations; Jonathan Shenk: Chief of Public Safety

**Others Present:** Katrina Callsen: Assistant City Attorney; Peyton Townsend: Student

**Call to Order 10:31 a.m. by Mr. Long**

**Consent Agenda:**

1. Minutes – April 27, 2021, and May 3, 2021-discussed.
2. Financial Statements –April 30, 2021 (Unaudited) discussed.
3. Airport Statistics: April 2021- discussed.

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

**Matters from the Public:** None

**Awards and Recognition:** Jason Burch introduced Stewart Key, Timothy Kozma, and Steve Robinson and talked about their hard work and dedication to the Airport.

**Action Items:**

1. Amendment#6 to FY-21 Capital Budget
  - a. **Recommendation:** For the Board to approve Amendment #6 to the FY-21 Capital Budget.
  - b. This amendment includes the finalized project costs for the FAA grants. The bid for one snowplow was for \$397,000, so the project’s title is being changed to “the purchase of one snowplow.” The COVID19 Recovery Act allowed for 100% FAA funding of this year’s projects. The additional 10% in FAA funding equals \$583,000.
  - c. Mr. Boyles made a motion to accept Amendment#6 to the FY-21 Capital Budget. Mr. Richardson seconded the motion. It was unanimously approved.
2. FY-22 Operating and Capital Budget
  - a. **Recommendation:** For the Board to approve the FY-22 Operating Budget and 6-Year Airport Capital Improvement Plan
  - b. The most significant capital projects in the budget include Modular Gate for Escalator Replacement, Shuttle Tracking System, the Energy Modification project for the Pre-Screening Area, Gate 5 Ramp Entrance Modification, Rental Car QTA Repairs, and Fire Extinguisher purchase for Air Carrier Ramp. The essential item in the budget is employee salary adjustments. A \$15.00/hour minimum entry pay and a 2% increase are being proposed.

- c. Mr. Richardson suggested tabling the vote on the Operating Budget until after the closed session at the end of the meeting.
- d. Mr. Boyles made a motion to accept the FY-22 Capital Budget. Mr. Richardson seconded the motion. It was unanimously approved.

**Informational Items:**

- 1. Executive Director's Update: Mrs. Crawford presented the following items:
  - a. COVID-19 Update: The COVID Response team is continuing to sanitize and fog daily. Employee temperature checks and the COVID surveys continue to be required daily.
  - b. Personnel Update: We recently hired a public safety officer and three custodians. We have open positions in the Parking Department, Public Safety, and Airfield Maintenance. The new employee holiday schedule was discussed, and the Board was asked to grant the Juneteenth holiday to this year's approved holidays. A discussion of changing holidays for next year also ensued.

Mr. Boyles made a motion to add the Juneteenth holiday to the Board Agenda. Mr. Richardson seconded the motion. It was unanimously approved.

Mr. Richardson made a motion to add the Juneteenth holiday to the FY-21 Holiday calendar. Mr. Boyles seconded the motion. It was unanimously approved.

- c. Department of Criminal Justice Service (DCJS) Grant: Public Safety is working on a grant to pay for a new officer's salary at 75% for three years. The Airport would pay the fourth year's salary, and then a decision would be made whether to keep the new position for the fifth year.
- d. Guidance on the 2021 Audit Committee Membership: Don Long's term on the committee has expired. Mr. Long has found a possible candidate for the position and will report back to the Board in July.
- e. Construction and Capital Projects Update:
  - i. Terminal Area Masterplan: We are hopeful that we will be presenting the recommendations for the future roadway, rental car areas, parking, and other items development at the July meeting. We have requested a cost analysis for options that will be presented.
  - ii. Emergency Terminal Generator Project: This project is underway, and we are currently waiting on the generators to arrive.
  - iii. Valued Engineered-Entry Pavilion Project: This project still in talks and waiting for FAA to approve the grant. The project is approximately four million dollars.
  - iv. Relocation of Taxiway Echo (A4): The contract for this project is in place, and work will begin soon.
  - v. ARFF Building Roof Replacement: Bids came in around \$200,000, and this project will require communication with the tower representatives and our tenants.
  - vi. ARFF and Snow Removal Equipment Purchase: Bids for an ARFF fire truck, deicer, and loader have been received.
  - vii. Escalators Replacement Project: This project will be significant, and the replacement escalators will not be in for six months. We may have to close the Gate 5 area for 6-7 months. We are planning on installing a modular building behind the Tailwind area to make a temporary gate area for our American Airline passengers. This project will take about a year to complete.
- f. Marketing & Air Service Update: Mr. Burch introduced Stewart Key as the new Marketing Manager. Ms. Key explained that the terminal advertisement had picked back up from the pandemic. A passenger appreciation event was held last week to celebrate the return of American Airlines' Philadelphia flights. The current schedules show that the LaGuardia flight will return in September.

**Closed Session:**

In accordance with VA Code 2.2-3712, the Airport Authority convened in a closed session for discussion and consideration of the performance and salary of the Executive Director, pursuant to VA Code 2.2-3711 (A) (1). Mr. Long made the motion. Mr. Richardson seconded the motion, and it was unanimously approved.

Board entered closed session at: 11:39 a.m.

**Certification of Closed Meeting:**

At 11:53 a.m., Mr. Long made the following motion:

I move 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 closes session were heard, discussed or considered in the closed session.

Mr. Richardson seconded the motion, and the motion was unanimously approved.

Mr. Long - Aye

Mr. Richardson - Aye

Mr. Boyles - Aye

Mr. Boyles motioned to approve the FY-22 Operating Budget. Mr. Richardson seconded the motion. The motion was unanimously approved.

**Next Scheduled Meeting:** Tuesday, July 13, 2021, at 8:30 a.m. Location to be Determined

**Adjourn:** 11:58 a.m.

X

Donald Long