



Charlottesville Albemarle Airport Commission Meeting Minutes,
Monday, November 7, 2022, at 4:00 p.m.-Charlottesville Albemarle Airport, ARFF Training Room

MINUTES

Members Present: Steven Hiss (Chairman), John Mattern (Vice-Chairman), Donald Long, Roy Van Doorn, Brian Johnson, Eric Walden, Matthew Murray

Members Absent: None

Staff Present: Melinda Crawford: Chief Executive Officer; Jason Burch: Chief Operating Officer; Penny Shifflett: Chief Financial Officer; Jessica Conley: Administrative Assistant

Others Present: None

Call to Order at 4:02 p.m. by Mr. Hiss

Consent Agenda:

1. Minutes –September 26, 2022-discussed – Mr. Van Doorn motioned to accept the minutes. Mr. Johnson seconded the motion, and the motion was unanimously accepted.
2. Financial Statements –September 30, 2022 (Unaudited) - discussed.
3. Airport Statistics: August and September 2022-discussed.

Mr. Murray questioned the costs of airline tickets at CHO. Ms. Crawford explained how tickets are priced and how the airlines' yield management systems play a role in the pricing. She further explained that the Authority does not play a role in the pricing of airline tickets.

Matters from the Public: None

Awards and Recognition: None

Items:

1. Resolution No. 2022-12 “Authorization for the CEO to Award and Administer the On-Airport Rental Car Service Concessions Contracts”
 - a. **Recommendation:** For the Board to approve Resolution 2022-12, which authorizes the CEO to Award and Administer the On-Airport Rental Car Service Concessions Contracts.
 - b. An RFP was issued in July for the On-Airport Rental Car Service Concessions Contracts. Three bids were received, and the selection committee recommends that the three contracts be awarded to Avis Budget Car Rental, LLC., Enterprise Leasing Co of Norfolk/Richmond, LLC., and The Hertz Corporation.
2. FY-2023 Capital Improvement Budget-Amendment#1
 - a. **Recommendation:** For the Board to Approve Amendment#1 to the Airport’s FY23 Capital Budget as proposed.
 - b. This amendment includes increased costs for two projects and adds three new projects to the FY23 Capital Budget. The five projects, as outlined in Amendment#1, were discussed.
3. Resolution No. 2022-13 and 2022-14
 - a. **Recommendation:** The Board approves Resolutions 2022-13 and 2022-14, which Adopt policies for virtual meetings and electronic participation by Authority Members pursuant to VA. Code Sec 2.2-3708.3.

- b. The two resolutions and how they align with the requirements in the VA Code Sec 2.2-3708.3 were discussed. These resolutions will allow the Authority members to participate in meetings virtually within the limitations described in the Resolutions.
- 4. Resolution No. 2022-15 “ Authorization for the CEO to Award and Administer the Website Design and Support Services Contract”
 - a. **Recommendation:** The Board approves Resolution 2022-15, which authorizes the CEO to Award and Administer the Website Design and Support Services Contract to AIS Network.
 - b. An RFP was issued in August, and five proposals were received. The selection committee interviewed three proposers and deemed AIS Network to have the best value and proposal. This contract is for one year with four additional one-year options.

Informational Items:

- 1. CEO and Staff’s Update:
 - a. Personnel Update: We have hired one new parking employee, Kyle Cundiff. We also hired a Custodial Supervisor, Jessica Snow. The Retention incentive within the personnel policy will be further discussed with the Board.
 - b. Construction and Capital Projects Update:
 - i. Escalator Replacement Project: The escalator replacement project is complete. UV scrubbers will be installed within the next few months.
 - ii. Elevators and Covered Walkways from the long-term lot: The project is complete.
 - iii. ARFF Building Rehab Project: The roof replacement project was completed in the summer, and renovations to the interior spaces is set to begin in December. This project is anticipated to be completed by the end of spring or early summer.
 - iv. Gate 5 Rehab Project: The Gate 5 area has been painted, and a thorough upgrade of the area has been completed.
 - v. ARFF and Snow Removal Equipment Purchase: The ARFF vehicle will be delivered in March 2023. The deicing truck and snow plow should be delivered next spring or summer.
 - vi. Terminal Area Plan Update: We would like to have a joint presentation of the Terminal Area Plan for the Board and Commission in January.
 - c. Marketing & Air Service Update- Mr. Burch explained he met with several airlines at a recent air service conference. The airline schedules currently show the Philadelphia service returning in spring. Additional discussions with the airlines are planned for next year.

Ms. Crawford explained that an RFP was recently issued for Baggage Belt Replacements.

Next Scheduled Meeting: TBD

Adjournment at 5:04 p.m.