



Charlottesville Albemarle Airport Authority Commission Meeting
Tuesday, March 24th, 2015 at 4:00 p.m.
2nd Floor Conference Room - Charlottesville Albemarle Airport Terminal Building

Minutes

Call to Order at 4:00pm

Members present: Dean Johnson, Brian Campbell, George Benford, Chris Engel, J. Addison Barnhardt, Bill Kehoe

Members Absent: John Post

Staff Present: Melinda Crawford, Executive Director; Penny Shifflett, Director of Finance; Bill Pahuta, Deputy Director; Jason Burch, Director of Marketing; Jessie Shupe, Chief of Police; Connie Cook, Human Resources and Community Outreach; Kristin Birdzell, Executive Secretary

Others Present: John Whitmer, Landmark Aviation; Bob Ross, Clear Sky Aviation

Consent Agenda

1. Minutes- January 2015
 - a. Approved by Commission
2. Financial Statements- January 2015 (unaudited)
 - a. The Airport generated approximately \$390,000 net income. However, revenues came in higher than projected due to parking and FBO.
 - b. Purchase of tractor was an expense, but the purchase was essential to working procedures. Insurance proceeds will be used for this expense, and the purchase was not in operational budget
 - c. Discussion ensued regarding the parking rates being too low in comparison with other VA Airports.
 - d. Moved by Mr. Johnson, second by Mr. Engel to approve financial statements.
3. Airport Statistics
 - a. Passenger traffic remains up. There is a 10% YTD passenger traffic increase.

Matters from the Public

Mr. Whitmer introduced Mr. Bob Ross, representing Clear Sky Aviation, to briefly discuss teaming up with Landmark in providing an avionics repair station. Clear Sky will perform transponder checks required by the FAA. Additionally, they currently operate a shop for equipment repair located in Pantops. Clear Sky will sublease work areas in a Landmark Aviation hangar instead of being required to contract independently with the Authority for lease space.

Board Action Items

1. Award of Professional Engineering and Architectural Services Contracts
 - a. Airport staff will be taking 3 contracts to the Board for approval this month: Talbert and Bright, Delta Airport Consultants, and one architectural contract. With the Board's approval, this will allow for staff to contract directly with an architectural firm. Moved by Mr. Engel, second by Mr. Johnson to approve the recommendation to award the 3 contracts. Unanimous approval by the Commission.

2. Passenger Facility Charge Application 15-21-C-00-CHO
 - a. Authorization for an application will be brought to the Board for a new project. Airlines are not in favor of new rate, which has not been raised in 13 years. The Airport is asking to remain at the \$4.50 level. Airports use that money to fund projects and debt service due to projects. The Airport generates \$1 million per year on average in PFC revenue which will help pay a portion of the Airport's 10.5% funding share of the Terminal Expansion Project.
 - b. Motion by Mr. Kehoe, second by Mr. Johnson to support the PFC application. Unanimous approval by the Commission.
3. Good Neighbor Policy as Revised
 - a. A draft of the Good Neighbor Policy was presented.
 - b. Motion by Mr. Campbell, second by Mr. Barnhardt to approve the policy. Unanimous approval by the Commission.
 - c. Further discussion ensued on this matter
4. Award of Contract to Purchase Aircraft Passenger Loading/Unloading Ramps
 - a. Delta utilizes the current loading bridge. If the Airport is allowed to purchase 3-4 additional ramp systems, wheelchair and other disabled passengers would be able to board aircrafts without worrying about stairs. If desired, a walkway system could be supplied to connect to the ramps so passengers wouldn't need to walk through rain. The airlines elected not to have profits returned in accordance with the current airline agreement, but they have agreed to purchase the loading ramps instead.
 - b. Motion by Mr. Engel, second by Mr. Campbell to support purchase of loading ramps. Unanimous approval by the Commission.
5. Appointment of Audit Committee Member
 - a. Airport staff will survey Commission members to see if any are interested in serving on the Audit Committee. The Board decided 2 years ago that it was in good favor to have a member from the commission (Mr. Long) serve on Audit Committee. Mr. Johnson expressed he is interested becoming Mr. Long's replacement.
 - b. The Commission voiced that they also feel at least one Airport Commission member should be appointed to the Audit Committee.
 - c. Motion by Mr. Engel and second by Mr. Johnson to recommend the Board amend charter so the Commission will have a member appointed to serve on the Audit Committee. Unanimous approval by the Commission.
 - d. Further discussion then ensued on this matter

Informational Items:

1. Executive Director's Update
 - a. Personnel Issues
 - i. Two PSO's are currently in the academy, and they are expected to graduate in May. They will not be released to perform a scheduled work shift until September 2015.
 - ii. Mr. Campbell asked what the objective is in hiring 8 PSO's. Mrs. Crawford explained there is a need for a 24/7 perimeter check to ensure customer safety at all times. It also adds a level of professionalism and care to the Airport.
 - b. Construction Update
 - i. The terminal expansion is well underway. The breezeway and PSO office entrances are currently blocked for construction and the old badging office has been fashioned to accommodate for Market deliveries. A temporary wall has been built near the Gate 5 area in order for workers to build-out behind it, as to not create a disturbance to passengers. Staff met with designers and made a slight modification in the color of the carpet.
 - ii. A preconstruction meeting has been held for the Parking Expansion Project that is scheduled to begin in April. The project is expected to be an 85-day project.
 - iii. Extension Runway 21 is substantially complete with the exception of the PAPI.

- iv. The Board authorized the triturator project, and the Airport is moving forward with the project. Discussion then ensued on this matter
- c. Marketing Update
 - i. Mr. Benford suggested we visit this agenda item after the Budget Review; Commission members were in agreement.
- d. Follow-up on the FY14 Audit Management Letter
 - i. Payroll: VRS requested that deductions should be shifted to a percentage rather than a dollar amount. Internal forms have been made to track changes.
 - ii. Unclaimed property: Funds need to be sent to the commonwealth if they are not claimed within a year. Staff is reviewing dates of outstanding checks during the bank statement reconciliation process to ensure due diligence.
- e. Food and Beverage Concession Contract Update
 - i. The Authority did not receive additional protests so the Board was able to award the contract for the Food and Beverage Concession to Tailwind. That agreement is in the final steps of execution. The FAA would not allow a lease of more than 5 years if there is not a disadvantaged business enterprise component offered by the vendor. They have DBE's that are certified, so FAA compliance has approved the lease. Tailwind has a 10- year lease with a 5- year renewal option.
- f. Landmark Aviation New Lease Update
 - i. The agreement has been finalized and it will be executed. This will be a 25-year lease with 2 5- year renewal options. The FAA has verified there is no issue with a long-term lease of this property.
- g. FY 2016 Capital Budget Review
 - i. The capital plan indicates how we will fund projects; however the Airport will need to acquire FAA and state discretionary funds before any projects begin.
 - ii. The Capital budget is being presented before the operating budget
 - iii. Discussion then ensued on this matter
- h. Survey of interest on serving on the Authority's Audit Committee
 - i. Discussion ensued prior with Mr. Johnson expressing interest in the appointment.
- i. Presentation- Marketing Update that included review of VA Commercial Enplanements CY-2004-CY2013
 - i. Discussion then ensued on this matter

Next Meeting: May 18, 2015, 4:00 p.m., Airport Conference Room

Adjourn at 6:15pm