



Charlottesville Albemarle Airport Joint Commission Meeting  
Monday, May 18, 2015 at 4:00 p.m.  
2<sup>nd</sup> Floor Conference Room-Airport Terminal

### Minutes

**Members present:** John Post, Dean Johnson, Addison Barnhardt, Bill Kehoe, Brian Campbell, George Benford, Chris Engel

**Staff present:** Melinda Crawford; Executive Director, Penny Shifflett; Director of Finance, Bill Pahuta; Deputy Director, Stirling Williams; Director of Landside Operations, Jason Burch; Director of Marketing and Air Service, Kristin Birdzell; Executive Secretary

**Others Present:** Rit Venerus

#### **Call to Order at 4pm by Mr. Post**

#### **Consent Agenda**

1. Minutes
  - a. Mr. Benford made the motion and Mr. Johnson seconded to accept the March 2015 minutes
2. Financial statements
3. Airport statistics
  - a. An in-depth discussion of the financial statements and airport statistics took place  
Motion by Mr. Post to approve Airport financials, seconded by Mr. Benford.  
Unanimous approval by Commission.

#### **Matters from the Public- None**

#### **Items**

1. Audit Committee Resolution and Charter/Appoint member(s)
  - a. Staff presented an update of the events that took place at the last Board meeting and noted that the issue had been tabled for further discussion. The changes to the Audit Committee that would be presented to the Board at their next meeting were discussed.
  - b. Mr. Johnson expressed his opinion that an experienced lawyer on the committee would be best
  - c. Commission was unanimously in favor of 5 members on the Audit Committee
2. Grounds maintenance Landscaping Services Contract
  - a. A briefing on the status of the Authority's ground maintenance service contract was provided. The Airport currently outsources ground maintenance

services. That contract expires in June 2015. An RFP for the services will be released in late spring and the Board will be asked to allow Airport staff to accept proposals and award a contract to the lowest apparent bidder and execute all necessary contract documents. The contract will be brought back to the Board at their July, 2015 meeting for ratification.

3. Clear Sky Aviation
  - a. Staff is asking the Board to approve an airport use agreement with Clear Sky Aviation, who is using subleased space from Landmark Aviation to operate an avionics shop. The proposed five-year agreement is dependent upon maintaining the Airport's Minimum Standards. The Authority will receive 2% of Clear Sky's gross revenues upon execution of the agreement
4. Amended FY15 Capital and Non-Capital Budget
  - a. Staff is asking the Board to approve the FY15 Capital Budget as amended.
5. FY16 Operating Budget and 6 year Airport Capital improvement Plan (ACIP)
  - a. The ACIP was presented in March to the Board and the airline representatives for their preliminary review. The airlines did not have any objections with the budget.
  - b. Presentation was given

### **Informational Items**

1. Executive Director's Update
  - a. Personnel Update
  - b. Construction Update
    - i. Terminal Improvements
    - ii. Parking Expansion Project.
    - iii. Runway/taxi rehab design.
    - iv. Runway Extension 21 Project
  - c. Food and Beverage Concession Update
    - i. The Market will discontinue their service on May 31, 2015 and the Airport will not have a concession retailer until September, 2015. The airport will be offering enhanced vending with hot items and complimentary coffee until Tailwind, LLC comes begins operations.
  - d. Landmark Aviation Update
    - i. Lease has been executed
  - e. 800MHz Radio System Agreement with Albemarle County
    - i. The Authority will be called on to fund a portion of this upgrade as we are part of the E911 region-wide 800MHz emergency communication system..

**Next Meeting:** July 13, 2015, 4:00 p.m., in the Airport Conference Room

**Adjourn at 5:30pm**