



Charlottesville Albemarle Airport Commission Meeting
Monday, November 14th, 2016 at 3:00 p.m. in the Airport Terminal – Lower Level Conference Room

MINUTES

Members Present: Victor Schiller, Addison Barnhardt, Don Long, Chris Engel, John Post

Members Absent: George Benford, Brian Capmbell

Staff Present: Melinda Crawford, Executive Director; Penny Shifflett, Director of Finance; Stirling Williams, Director of Landside Operations; Kristin Birdzell, Executive Secretary

Others Present: None

Call to Order at 3:04 by Mr. Post

Consent Agenda

1. Minutes – August 2016
 - a. Mr. Engel made the motion to approve the minutes from August, 2016, seconded by Mr. Barnhardt
2. Financial Statements –September 2016 (Unaudited) discussed.
3. Airport Statistics - July 2016, August 2016, September 2016 discussed.
4. Construction Contract for Phase 1 – Step Replacement Project
 - a. The first set of steps is anticipated to be completed in December 2016, and the second set in February 2017 weather permitting.
 - b. Linco, Inc.'s bid in the amount of \$441,800 was determined to be the lowest responsive and responsible bidder. The contract has been executed.
5. FAA Grant for Runway/Taxiway Rehabilitation Project
 - a. On September 20, 2016, the FAA extended a grant offer in the amount of \$11,872,035 for “Rehabilitate Runway (Construction): Rehabilitate Taxiway (Construction)”. The grant was executed and contracts awarded
 - b. FAA will fund 90% of this project, and the remaining 10% will be funded with entitlement funds
 - c. At the Commissioners’ request, Mrs. Crawford explained the necessity for performing a runway pavement analysis on a routine basis.
 - d. Airport will start construction in the June 2017 timeframe

Matters from the Public - None

Items

1. Resolution No. 2016-11: Re-appointment of FY16 Audit Committee
 - a. An updated proposed resolution re-appointing the 2016 membership of the Audit Committee was presented. This was originally established at the March 2016 meeting, however, one of the members, Susan Perry Williams resigned. The Board decided at the August 2016 meeting to appoint Craig Lefanowicz as her replacement. This resolution simply updates the 2016 membership
2. Ratification for Work Orders for Delta Airport Consultants and Talbert & Bright for the Runway Taxiway Rehabilitation Project (Construction)
 - a. Staff is seeking ratification of Approval of Work Authorizations for Delta Airport Consultants to perform Engineering Construction Administration Services in the not-to-exceed amount of \$596,134 and Talbert & Bright to perform Resident Project Representative Services in the not-to-exceed amount of \$487,418 for the Runway/Taxiway Rehabilitation Project.

3. Approve Amendment to FY16 and FY17 Capital Budgets
 - a. In the previous FY16 and FY17 Capital Budget, the project for the Runway and Taxiway Rehabilitation was phased over the two fiscal years. The FAA was able to offer the airport a grant for the entire project in FY16. This means reprogramming FAA FY16 and FY17 entitlements as originally budgeted for the project. Now, only FY16 entitlements will be allocated to the project and the total project costs has been moved to FY16. An escalator project was also moved from FY16 to FY17, and other budgeted items were discussed.
4. Ratification for Work Order for Talbert & Bright for Engineering Construction Administration and Project Inspection Fees for Phase 1 – Step Replacement Project
 - a. Staff is seeking ratification of the work order for Talbert & Bright for construction administration in the not-to-exceed amount of \$63,529 and approval of project inspection fees to be performed by the airport's seasonal employee in an amount not to exceed \$7,500 as related to the approved Parking Step Project.
 - b. Mrs. Crawford presented the visuals of the Stair Project

Information Items

1. Executive Director's Update
 - a. Parking Feasibility Update/Rental Car Agreement Update was provided.
 - b. Personnel Update
 - a. Interview process for a Marketing Assistant is ongoing.
 - b. One maintenance department employee resigned last month.
 - c. Construction Update
 - a. Runway 3-21 Rehab construction project was reviewed.
 - b. Triturator Project- Project is completed, and training is being provided to the tenants.
 - c. Stair Rehabilitation Project- One set has been removed, and the other two sets are currently under construction.
 - d. Marketing and Air Service Update
 - a. Staff's meetings with Delta Air Lines and American Airlines at their headquarters' offices were discussed.

Next Scheduled Meeting: Tuesday, January 17th, 4:00 p.m., Airport Lower Level Conference Room

Adjourn at 4:17pm