



Charlottesville Albemarle Airport Commission Meeting
Monday, November 16th, 2015 at 4:00p.m. in the Airport 2nd Floor Conference Room

MINUTES

Call to Order at 4:04pm by Mr. Post

Members Present: Dean Johnson, George Benford, Chris Engel, Brian Campbell

Members Absent: Bill Kehoe, John Post, Addison Barnhardt

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

Awards and Recognitions

Will be presented Wednesday at the Board meeting for the recognition of Mr. Bill Kehoe and Mr. Jack Cross

Consent Agenda

1. Minutes – September 2015
 - a. Motion to approve September 2015 minutes made by Mr. Johnson, seconded by Mr. Engel

Matters from the Public

None

Items

1. Financial Statements – September 2015
 - a. Airport remains under budget with expenses and over budget with revenue projection.
2. Airport Statistics – September 2015
 - a. Operations are down; however enplaned passenger counts are up. Parking, rental car, and Tailwind revenues remain up as well.
 - b. Discussion of parking capacity ensued. It was noted that the Commission members are in favor of increasing the parking rate by \$1.00.
3. Ratification of Talbert & Bright Work Order
 - a. The Board authorized Airport Staff to proceed with design incorporating a ramp to the north and the rehabilitation of 2 sets of covered stairs. Staff will be taking this back to the Board to ratify the agreement. This project will be funded 80% through the VDOA and the remaining 20% will be covered by the Authority's capital budget.
4. Executive Director updated Contract with Amendments
 - a. The Board approved the amendment of Mrs. Crawford's employment contract which extends it for another 3 years along with a severance package.
5. Tailwind Lease Amendment
 - a. United gate podium will be moved approximately 20-30 ft into the seating area next to Tailwind's restaurant area, and the newly created space will be used for charging stations and more seating for passengers in the future. Tailwind will lease a closet for a water heater and storage, which is located behind the airline ticketing area. This area will incur rent charges, and Tailwind has agreed to this.
 - b. Staff will be asking Board to approve this amendment, which will allow the Authority to collect this additional rent on the closet.
6. Amendment of FY16 Operating Budget

- a. Staff is asking for a position that will assist inside the terminal who will act as an ambassador to CHO and provide support to the Public Safety and maintenance teams

Informational Item

Executive Director's Update

1. Personnel Issues- None
2. Construction Update- Carpet has been installed, second half of upstairs restrooms almost complete, TSA checkpoint is expected to open within the next few weeks, family restroom is currently being worked on, finished retail area upstairs. Parking is substantially complete with the exception of minor landscaping. Runway rehab construction schedule is still being discussed with airlines as to when operations will be shut down to complete the work runway extension project is substantially complete, with the exception of the Navaid's, which are expected in the early spring.
3. Food and Beverage Update- Discussed in prior items
4. PFC Update- Airport collects \$4.50 from each enplaned passenger. We have an application (#22) under way which seeks reimbursement for state entitlements, which will amount to approximately \$3 million.
5. Board Appointment- Mr. Johnson has been appointed by the City Council and the Board of Supervisors as the Joint member of the Authority Commission and the Board. Mr. Johnson's term will begin December 1, 2015.
6. Marketing/Air Service Update- Hosted our first job fair, with over 120 applicants at the Hyatt Place in Charlottesville. Participated with UVA including the Film Festival. Road trips to various airline headquarters are being planned

Presentations CHO 101--Relationship with the Federal Aviation Association and the Virginia Department of Aviation

Next Meeting Tuesday, January 19, 2015, 4:00 p.m., Airport Conference Room

Adjourn at 5:26pm