



**Charlottesville Albemarle Airport Authority Commission Meeting**  
**Monday, January 12th, 2015 at 4:00 p.m.**  
**2<sup>nd</sup> Floor Conference Room - Charlottesville Albemarle Airport Terminal Building**

**Minutes**

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

**Members Absent:** None

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

**Others Present:** John Whitmer; Landmark Aviation, Bill Schrader, Greg Edwards, Donald Long

**Call to Order at 4:00 by Mr. Kehoe**

Introductions were made by Airport staff and current and newly appointed Commission members

**Consent Agenda**

1. Minutes – November 2014
  - a. Motion by Mr. Post to approve November 2014 minutes, seconded by Mr. Benford. Unanimous approval by Commission
2. Financial Statements – November (Unaudited)
  - a. Passenger traffic was up resulting in higher parking revenue. FBO operations and airfield maintenance revenue were higher as well. The HVAC system repairs were an unplanned expense. However the Airport still generated a net income of \$243,000.
  - b. Motion by Mr. Benford to approve November financial statements, seconded by Mr. Post. Unanimous approval by Commission.
3. Airport Statistics
  - a. Passenger count and load factor were up, while military operations were down.
  - b. Motion by Mr. Post to approve Airport statistics, seconded by Mr. Benford. Unanimous approval by Commission.

**Matters from the Public - None**

**Presentations**

Landmark Aviation – Improvement plans

1. An additional 18,000 square foot hangar is to be built to accommodate passenger needs.
2. Lobby and bathrooms receiving miscellaneous improvements as well.

3. \$2.3 million total investment will be required to complete the project, which is expected to be finished by early spring of 2016.

#### **Action Item**

1. Action #1: Appoint a Chairman and a Vice-Chairman for 2015
  - a. Mr. Kehoe nominated Mr. Benford as the Airport Commission Chairman, who offered the nomination to Mr. Post, who accepted the nomination. Mr. Benford was nominated as Vice Chairman by Mr. Post. Mr. Kehoe then closed open nominations. The appointees were approved unanimously by the Commission. Mr. Post was elected Chairman and Mr. Benford was elected as Vice Chairman.
  - b. Mr. Post then took this time to honor Mr. Long, Mr. Schrader, and Mr. Edwards with recognition awards for their service as Airport Commission members.

#### **Information Items:**

2. FY14 Comprehensive Annual Financial Report
  - a. The report is completed and will be presented to the Audit Committee January 13<sup>th</sup> for evaluation.
  - b. Mr. Kehoe advised Commission members of specific pages to review for informational purposes.
3. Restaurant/General Retail/Vending Contract
  - a. The Market's lease expired, and the Authority received 3 proposals from vendors to obtain the new vending contract, including the existing Market, Tailwind L.L.C., and Faber International. According to the Airport's selection committee, Tailwind had the best offer and services to provide to Airport customers so they were to be awarded the contract. However, Faber protested the award stating there were irregularities with the Request for Proposal involving the negotiation process. The Authority decided Faber was correct in their protest and stayed the award. After working with legal, the Authority then amended the RFP and extended the bidding process. Only Tailwind and Faber remained in the running, as The Market had withdrawn from the process. The selection committee reviewed the original proposals and the supplemental material submitted. The selection committee again chose Tailwinds L.L.C. and recommended that they be awarded the concession contract. Mrs. Crawford contacted both companies to discuss various negotiation items and later informed them that it was in the Airport's best interest to proceed with Tailwind. Faber turned in another bid protest against the Authority stating they did not have adequate time to get the information they needed to make a bid protest. This protest has been rejected, and staff will still be bringing the intent to award to the Board with a recommendation to award the agreement to Tailwind L.L.C.
  - b. Timeliness in this matter is crucial, because the construction element of the terminal renovations is near. Coordination with tenants and employees needs to be solidified prior to beginning the project.
  - c. Motion to approve staff recommendation by Mr. Johnson, seconded by Mr. Post. Unanimous approval by Commission.
4. Contracts to Delta Engineering and Talbert & Bright Engineering firms
  - a. Staff will be recommending that the Board approve a 1 year contract with 4 (1) year renewables for the engineering services agreement with these firms.
5. Revision to the Snow Removal Compensation Plan, Vacation Leave Buy-Back, and In-House Engineering Services for Design-build

- a. Compensation plan for snow removal: Staff will be asking the Board to approve an amendment to the plan stating the Authority will offer an “Administrative Bonus” for snow removal in lieu of “comp time”.
  - b. Vacation Leave Buy-Back: By allowing employees to have the option to sell back up to 6 months’ worth of vacation time, the Authority will be able to offset overtime that is used for coverage of absent employees.
  - c. In-House Engineering Services for Design-Build: The Airport hired a local inspector for the position who will be serving as a seasonal employee to oversee projects.
6. Capital Budget Amendment
- a. Staff will be requesting that we change the \$500,000 funding of land acquisition for music school to a project that will allow for the construction of a triturator for the airlines. This will reduce their cost of operating at the Airport, and it will be a benefit to all the airlines.
  - b. Staff will be asking the Board to approve a work order with Delta Engineering for the triturator project. The Authority will seek reimbursement through PFC funding for this project.
7. Executive Director’s Update
- a. Personnel Issues- The Authority hired 2 new PSO personnel, and they will complete their training in the August-September 2015 timeframe. Parking and landside custodial service positions have not been filled as of yet.
  - b. Construction Update- VDOA is paying 89.5% for terminal renovation project. Airport will be responsible for approximately \$480,000 which will be eligible for PFC reimbursement. The runway extension is substantially complete. The localizer was turned on, and we are just waiting on the work associated with the PAPI to be completed.
  - c. Marketing Update- Updated CHO website to be launched soon, and the CHO 60<sup>th</sup> anniversary event is upcoming

**Next Meeting:** Monday, March 16th 2015 at 4pm in the Airport 2<sup>nd</sup> Floor Conference Room.

**Adjourn:** 5:16pm