



Charlottesville- Albemarle Airport Authority Commission Meeting
Tuesday, January 19th, 2016 at 4:00p.m. in the Airport 2nd Floor Conference Room

Minutes

Call to Order at 4:05pm by Mr. Post

Members Present: George Benford, John Post, Victor Schiller, Addison Barnhardt

Members Absent: Brian Campbell, Chris Engel, Dean Johnson

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

Others Present: John Whitmer; Landmark Aviation

Consent Agenda

1. Minutes- November 2015
 - a. Motion to accept November 2015 minutes made by Mr. Post, seconded by Mr. Benford

Matters from the Public- None

Items

1. Election of CHO Commission Chairman
 - a. It was moved by Mr. Benford to appoint Mr. Post as Commission chair, seconded by Mr. Barnhardt. The motion was unanimously approved.
 - b. It was moved by Mr. Post to appoint Mr. Benford as Commission vice Chair, seconded by Mr. Barnhardt. The motion was unanimously approved.
2. Financial Statements-November 2015
 - a. The Airport had an increase in revenue due to the new Delta Mainline service and Tailwind restaurant sales. Expenses are under budget resulting in \$340,000 net income for November 2015.
3. Airport Statistics- November 2015
 - a. The Airline load factor is up, and enplaned passengers are up 10% from prior year.

Informational Items

Executive Director's Update

1. Airline Update
 - a. Staff is working on an Airline agreement and anticipates meeting in February. This will also allow for discussion of the Runway/Taxiway project.
 - b. Mr. Post inquired about what impact the airlines' opinions would have on the plans of this particular project. Ultimately, the Authority Board will decide what the best option will be in the timing of runway closure, while keeping any airline, community, and staff opinions in mind.
2. 139 Inspection
 - a. CHO's inspection took place earlier in the month; with only one discrepancy being identified regarding marking on the runway which will need to be modified.
3. Comprehensive Annual Financial Report (CAFR)
 - a. The CAFR and the Management's letter will be presented to the Board at the March meeting
4. Commission position on Audit Committee
 - a. Mr. Johnson resigned January 11th; therefore there is an open position that needs to be filled. Since there is now a Commission member position available to serve on the Audit Committee, an Airport Commission member is being requested to serve.
 - b. Mr. Schiller has expressed interest. This will be put before the Board at their next meeting.
5. Budget Timeline
 - a. Staff will present the Capital Plan to the Board in March. It will be reviewed and will be presented at the May 2016 meeting.
6. Personnel Update
 - a. Staff is still in the hiring process for vacant positions.
7. Construction Update
 - a. Parking Lot- Substantially complete
 - b. Runway/Taxiway- Planning on a meeting with the airlines to inquire what their thoughts are on the timing of runway closure.
 - c. Terminal Improvement- Project is moving along quickly, and contractors will open up most construction walls soon. Business center is currently being worked on.
8. Marketing Update
 - a. Staff is going out to speak with airlines and taking advantage of the time spent with them while promoting CHO.

Presentations: CHO 101- Organizational Structure

Next Meeting: March 14th, 2016, at 3pm in CHO's second floor conference room

Adjourn at 5:14 pm