



Charlottesville-Albemarle Airport Commission Meeting
Monday, March 14th, 2016 at 3:00 p.m. in the Airport 2nd Floor Conference Room

Minutes

Members Present: Victor Schiller, Brian Campbell, John Post, George Benford, Addison Barnhardt, Chris Engel

Members Absent: None (The Mr. Dean Johnson's Commission position will remain vacant until the May meeting)

Staff Present: Melinda Crawford, Executive Director; Penny Shifflett, Director of Finance; Bill Pahuta, Deputy Director; Kristin Birdzell, Executive Secretary

Others Present: John Whitmer, Landmark Aviation

Call to Order at 3:02pm

Consent Agenda

1. Minutes- January 2016
 - a. Mr. Barnhart moved to approve the January 2016 minutes, seconded by Mr. Schiller.

Matters from the Public

Items

1. Financial Statements-January 2016 (Unaudited)
 - a. Airport remains above budget on revenues and below budget on expenses.
 - b. The Airport generated \$373,000 net income year-to-date in January.
2. Airport Statistics
 - a. Operations continue to be reduced, associated with inclement weather.
 - b. There was a 2% increase in passenger enplanements.
 - c. Load factors were up, but parking revenue was flat in January.
 - d. Significant increased rental car activity.
3. Closure options for the upcoming Runway Rehabilitation Construction Project
 - a. CHO has been continually meeting with airlines about this project
 - b. Residents in the area would prefer a long weekend closure. Staff gave airlines 4 scheduling options, and they came back with a proposed hybrid option that closed the airfield from 11pm-5am for 40 nights. The airlines indicated that they would be willing to adjust the arrival times of their later flights to prevent any overlapping in construction scheduling if given enough notice.
 - c. Mrs. Crawford will inform the Board of individual Commission members' thoughts and opinions on the runway closure options.

Informational Items

1. Executive Director's Update
 - a. Airline Lease Update- Ongoing discussions, as previously stated.
 - b. Parking Feasibility Update- Architectural rendering of ramps and stairs. The engineers have taken portion of the project that contains the step replacement to Architectural Review Board for review. The remaining portion of this terminal ingress/egress project will include the ramp and canopy improvements, and the design of this portion will be submitted to the Review Board in the near future.
 - c. PFC Update- PFC Application #22 was approved by the FAA which will continue to allow CHO to collect at a rate of \$4.50 per enplaned passenger.
 - d. Budget Timeline: Presentation of 6 year ACIP for review-Staff will be presenting the Capital Budget to Board to review, with expected approval in May. Staff is working on the FY17 operating budget as well, and will be presenting it to the Board for review prior to the May meeting.
 - e. Personnel Update-One CHO employee retired, and two new employees were hired; one overnight maintenance and one morning customer service
 - f. Construction Update
 - i. The parking expansion project is substantially complete
 - ii. The terminal project is coming to a close. Airport staff is planning on finishing the remaining aspects of the Founder's Lounge.
 - iii. The triturator installation project will provide a location for lavatory dumping for airlines which will put the waste into the sewer system. Bid documents have been released and a pre-bid meeting has taken place.
 - g. Marketing and Air Service Update provided.

Presentations: CHO 101- Tenant Relations

Next Meeting: Monday, May 16th, 4pm, in the Airport Second Floor Conference Room

Adjourn at 4:32pm