



Charlottesville Albemarle Airport Authority Commission Meeting
Monday, July 13th, 2015 at 4:00pm in the Airport 2nd Floor Conference Room

Minutes

Members Present: John Post, Dean Johnson, Addison Barnhardt, Chris Engel, Brian Campbell

Members Absent: George Benford, Bill Kehoe

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

Others Present: Bill Schrader; Former Commission member, John Whitmer; Landmark Aviation

Call to Order at 4pm by Mr. Post

Consent Agenda

1. Minutes – May 2015
 - a. Motion by Mr. Engel and second by Mr. Johnson to approve May, 2015 minutes
 - b. Unanimous approval by Commission
2. Financial Statements –May 2015 (Unaudited)
 - a. Expenses to date are \$50,000 lower than budgeted, and the Airport generated a net income of \$391,000.
 - b. Mr. Johnson inquired about “extra money” being given back to the airlines (the annual airline settlement). Mrs. Crawford explained elements of the Authority’s current agreement with the airlines and a discussion ensued. .
3. Airport Statistics
 - a. Concession fees, rental car fees, and FBO revenue were discussed. .
 - b. Passenger traffic was up 8% over last April, and May traffic was up by 24%. Seat capacity was up due to Delta placing the 717 aircraft in use.

Matters from the Public

Mr. Whitmer explained the new hangar is in the design phase. Mr. Whitmer is expecting design on the lobby improvement project to be able to be presented to Airport staff within the next week.

Items

1. FAA Grant and award of contract for Snow Removal Equipment
 - a. The FAA sets aside an amount of funds for the Airport to use for eligible projects. This fiscal year, \$1.8 million is available. They will pay 90% (\$532,800) of this project and VDOA will fund the remaining 10%.
 - b. Staff will be asking Board to award a contract to M & B Companies for the purchase of a multi-tasking snow removal unit and to allow Mrs. Crawford to execute the associated grant.

2. Grounds and Maintenance Landscaping Services Contract
 - a. The current landscaping contract was expiring. 5 companies submitted bids for the new landscaping contract. James River Grounds Management was the lowest most apparent bidder. Staff will be taking their contract back to Board for ratification.
3. Audit Engagement
 - a. The Audit Engagement Letter will be presented to Board. The Audit Committee reviewed the letter, and all members are in agreement.
4. Good Neighbor Policy
 - a. Mrs. Crawford presented this policy several times to the Board, and they provided Airport staff with several ideas for modifications to be made to the draft policy. Surrounding neighbors within Walnut Hills and Earlysville Forest made asked to make suggestions as well. The policy will be taken to the Board for approval.
5. Amendment to Certain Bond Financing Agreements with Virginia Resources Authority
 - a. VRA is a funding pool for airports throughout the state, and the Virginia Aviation Board oversees all allocations of these funds. Authority staff asked VRA to review the Airport's debt, and they took it to the VA Aviation Board. After review, staff will be moving forward with refinancing to reduce interest. There will be a total interest savings of approximately \$38,000 to \$48,500.
6. Amend Operating Budget
 - a. In order to cover firefighting requirements, maintenance personnel stay longer during the overnight shift. Airport staff will be asking Board to approve the hiring of an additional maintenance employee to assist with shift coverage.
7. Amend Capital Budget
 - a. Airport needs have changed since presenting budget. Staff bought a paint sprayer which cost less than budgeted. Staff is taking the difference of budgeted amount and the actual amount, and requesting that those funds be used to repair the road between the ramp and the baggage-claim area. Security cameras will also be updated. A total of \$105,000 will be directed towards engineering and project inspection expenses.
 - b. The parking expansion project also had items to be addressed. There is going to be a \$165,000 change order associated with this project. The project is funded through a bond, and the Airport is funding the change order-related expenses from the parking improvement expense account.
8. Work Order with Talbert & Bright Inc. –Study for Parking Steps Rehabilitation/Improvement
 - a. The stairs need to be repaired/improved in front of terminal. Talbert and Bright will be studying different methods of reconstructing the stairs or possibly installing a ramp system.

Informational Items

- 1 Executive Director's Update
 - a. Personnel Update
 - i. Organizational chart will be discussed with Board
 - b. Construction Update
 - i. All projects are being completed on schedule
 - c. Food and Beverage Concession Update
 - i. The Market ceased operation May 31, 2015. Until Tailwinds begins operation in September, the Airport will be offering expanded vending.
 - d. Insurance Incidents – Update
 - i. The jet blast incident in April damaged 2 parked vehicles in the short-term lot. The Airport has reimbursed both of the parties involved for damage repairs, rental car charges, and cab fare. Staff is seeking compensation from PSA Airlines, the airline that was responsible for the jet blast.

- ii. A car crashed through the front of the terminal in May causing \$45,886.72 in damage to the Airport. VML, the Authority's insurance carrier, is handling this claim with the vehicle owner's insurance provider.
- iii. In June, a temporary drain constructed by Kenbridge had failed during a strong rain storm that caused flooding in the terminal ticketing area. The Airport incurred over \$17,000 in expenses that included charges from a the professional water extraction contractor, the cost of additional services from the Authority's custodial contractor, Ragsdale, and various expenses associated with assistance provided to passengers that had been impacted by the flooding., Staff will be asking for reimbursement from Kenbridge Construction Company's insurance provider

Next Meeting: September 14, 2015 at 4:00pm, Airport Second Floor Conference Room

Adjourn at 5:23pm