



Charlottesville Albemarle Airport Commission Meeting
Tuesday, January 17th, 2017 at 4:00 p.m. in the Airport Terminal – Lower Level Conference Room

MINUTES

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

Members Absent: Don Long, Victor Schiller, (George Benford resigned as of December 2016)

Staff Present: Melinda Crawford; Executive Director, Bill Pahuta; Deputy Executive Director, Stirling Williams; Director of Landside Operations, Kristin Birdzell; Executive Secretary

Others Present: John Whitmer; Signature Flight Support

Call to Order at 4:04 p.m. by Mr. Post

Consent Agenda:

1. Minutes – November 2016
 - a. Motion to accept November 2016 minutes made by Mr. Campbell and seconded by Mr. Barnhardt, contingent on changing Mr. Campbell's presence to "Absent".
2. Financial Statements –November 30,2016 (Unaudited)
3. Airport Statistics

Matters from the Public: John Whitmer explained that the new hangar is finished. However, their lobby improvements are still in design.

Items

1. Annual Election of Chairman and Vice-Chairman
 - a. Mr. John Post was nominated and elected as Chairman of the Airport Commission.
 - b. Mr. Addison Barnhardt was nominated and elected as the Vice Chairman of the Airport Commission.
2. FY-2016 Comprehensive Annual Financial Report
 - a. The auditors determined that the Authority's FY16 financial statements are in order, but recommended two items be addressed: Payroll related items and ensuring the bank statements be reconciled on a monthly basis.
3. Commercial-Grade Custom Fabrication Services Contract
 - a. Airport Staff has deemed it necessary to hire a commercial -grade custom fabricator in order to complete small terminal projects as needed. These projects will include charging stations, cabinetwork, custom furniture, and other decorative fixtures.
 - b. Staff put out an RFP in November 2016, and Home Theater Installs, Inc. was the top choice. Staff is asking the Board to authorize the award of the Commercial Grade Custom Fabrication Services Contract to Home Theater Installs, Inc.
4. Amend FY17 Capital Budget
 - a. Staff is asking that four projects be amended in the FY17 Capital Budget:
 - i. Air Carrier Ramp Expansion Project- Design Phase
 - ii. Step Replacement
 - iii. Rehab North Center Parking Steps to construct ADA Ingress/Egress Ramp System

- iv. Replace Admin Vehicle
- 5. Resolution 2017-2 “Executive Director Authorization to Approve Engineering Service Fees for the Design Phase - Air Carrier Ramp Expansion Project”
 - a. Staff is asking the Board to adopt a resolution that will authorize the Executive Director to distribute the engineering work order for the Design Phase of the Air Carrier Ramp Expansion Project.
- 6. Executive Director’s Update
 - a. CHO successfully passed the FAA Part 139 Annual Inspection.
 - b. Preliminary parking deck expansion estimated at \$35 million.
 - c. Marketing position has been filled.
 - d. Construction Update:
 - i. Runway 3-21 Construction Project- Preliminary surveying is underway.
 - ii. Triturator Project- Project has been completed.
 - iii. Step Rehabilitation Project- The southern steps have been removed.
 - e. Marketing and Air Service-
 - i. An additional Delta flight will start service in May.
 - ii. TSA Pre-Check has been well received at CHO.

Next Scheduled Meeting: Monday, March 13, 2017, 4:00 p.m., Airport Lower Level Conference Room
Adjourn at 5:01 p.m.