



Charlottesville- Albemarle Airport Authority Commission Meeting  
Tuesday, September 22<sup>nd</sup>, 2015 at 4:00p.m. in the Airport 2<sup>nd</sup> Floor Conference Room

### Minutes

#### **Call to Order at 4:09 pm by Mr. Post**

**Members Present:** Dean Johnson, George Benford, John Post, Addison Barnhardt

**Members Absent:** Brian Campbell, Bill Kehoe, Chris Engel

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

**Others Present:** John Whitmer; Landmark Aviation

#### **Consent Agenda**

1. Minutes- July 2015
  - a. Motion to accept July 2015 minutes made by Mr. Johnson, seconded by Mr. Benford
2. Financial Statements- June 2015 (Unaudited)
3. Airport Statistics
  - a. Airport remains 7% up on passenger traffic and seats, due to the 717 service by Delta and LaGuardia service provided by American Airlines.
  - b. According to management, Tailwind sales have been much greater than anticipated.

#### **Matters from the Public**

John Whitmer from Landmark Aviation gave an update on hangar and information on bidders for design process. Landmark will award a contract in the coming week.

## Items

1. FY16 Capital Budget Amendments
  - a. Two items came up:
    - i. Area where the airlines unload baggage needs to be repaved for drainage issues. This will cost around \$17,000 to complete, with the VDOA funding approximately \$7,000.
    - ii. Camera system needs updating and Staff will be asking the Board to amend Capital Plan to accommodate.
2. Gresham-Smith Work Orders
  - a. Turbo Grill plans on opening a bar on the 2<sup>nd</sup> level observation deck. This area needs structural review/ design of roof replacement of deck.
  - b. Business center is going to be modified
  - c. Modification for airline and rental car counters
  - d. Rental car ready/return lot will be updated with a design of covered walkway from terminal
  - e. The funding for the rental car projects will be coming from CFC's, and the other projects will be a combination of the VDOA and Airport funding.
3. Good Neighbor Policy
  - a. Policy was modified slightly by City Attorney. The word "neighborhoods" was added to the policy and verbage was put in about blasting stating that neighborhoods will have a 30 day notice rather than 14 day notice for any blasting related projects and a morning- of blasting notice to all neighborhoods.
4. Parking Ingress/Egress Alternatives
  - a. Study by Talbert and Bright considered two sets of outside stairs unusable. Estimates are at \$100,000 for each new set of stairs. Talbert and Bright provided 3 design options for the center ramp system with an estimated cost of \$300,000 for either of the options.
  - b. Discussion ensued regarding each design option, the proposed covered walkway system, as well as the possibility of heated outdoor stairs.
  - c. Mr. Benford recommended we do not use the system with the longer perceived distance for passengers to travel, allowing for a better customer service experience.

## Informational Items

### Executive Director's Update

1. Personnel Issues: None
2. Construction Update
  - a. Terminal Project: Construction is on schedule. Media came to demonstrate terminal project progress.
  - b. Parking lot: Employee lot is open with temporary lighting. Another row of parking will be added to the existing employee lot, making it the new overflow lot.
  - c. Runway/Taxiway Rehab: Project remains on schedule, and staff will be meeting with FAA and airlines within the next month.
3. Food and Beverage Concession Update

- a. Tailwind has opened and has been well received by passengers and employees
- 4. Insurance Incidents Update
  - a. Staff is moving forward with all incidents and they are being handled by VML.
- 5. 800 MHz Radio System
  - a. The radio system is scheduled for a complete upgrade in FY16. Funding details are still being discussed.

**Presentations:** CHO Parking 101

**Next Meeting:** Monday, November 16, 2015 at 4pm here in the Airport 2<sup>nd</sup> floor Conference Room

**Adjourn at 5:28pm**