



Charlottesville Albemarle Airport Commission Meeting  
Friday, August 12th, 2016 at 11:00 a.m. in the Airport 2<sup>nd</sup> Floor Conference Room

### MINUTES

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

**Members Absent:** Victor Schiller, Don Long

**Staff Present:** Melinda Crawford, Executive Director; Penny Shifflett, Director of Finance; Bill Pahuta, Deputy Director; Stirling Williams, Director of Landside Operations; Jason Burch, Director of Marketing and Air Service; Jessie Shupe, Chief of Airport Police; Kristin Birdzell, Executive Secretary

**Others Present:** Jorge Gonzales and Allen McDonald from RS&H

#### **Call to Order at 11:02am by Mr. Post**

#### **Consent Agenda**

1. Minutes – May 2016
  - a. Mr. Benford motioned to accept May 2016 minutes, seconded by Mr. Campbell
2. Financial Statements –June 2016 (Unaudited)
  - a. A balance sheet in addition to the year-end has been requested from the Board to accompany the financials.
  - b. \$214,678 year-to-date net income, with less expenses than anticipated
  - c. Mr. Campbell made various inquiries concerning the Airport's budgeting processes, which Mrs. Crawford addressed.
3. Airport Statistics - June 2016
  - a. Load factor and available seats were significantly up
  - b. Mrs. Crawford reported that all other Airport stats with the exception of fuel has been driven by increased passenger traffic.
4. Executive Director updated Contract with Amendments
  - a. Mrs. Crawford's Airport contract was renewed and amended in the May 2016 Board meeting.

#### **Matters from the Public- None**

#### **Items**

1. Award of Janitorial Contract
  - a. Buzy Bee's was considered the most responsible and responsive bidder to the Request for Proposal issued in June for janitorial services at CHO. Airport staff is recommending the Board award the janitorial contract to Buzy Bee's, beginning in September. Their contract is for an initial one year term, with 4 additional 1-year renewal options. Their proposed annual increase cannot be more than 5% upon possible renewal of its contract unless their scope of services has changed.
2. Award of Multi-Trade Technician Contract
  - a. The maintenance employees are primarily focused on airfield maintenance responsibilities due to FAA PART 139 requirements. Therefore, it has been deemed necessary for the Airport to contract out for an on-call multi-trade technician. Airport staff will be asking the Board for a recommendation.
  - b. This resolution will designate Mrs. Crawford as the Board's agent for administration of the contract.

3. Approve CHO's 2016 Air Service Incentive Program
  - a. This is a replacement to the expired program, which markets the air service potential of CHO to other air carriers.
  - b. Mr. Burch explained the importance of this program, and emphasized that the new marketing strategies have proved extremely beneficial to the Airport's success.
4. Amend Employee Cost Saving Incentive Program
  - a. At the May 2016 Board meeting, at the advice of counsel, it was agreed that any cost-savings suggestions made by an employee would be considered on a case-by-case basis. The Board had also recommended that staff maintain an annual report of all bonuses distributed.
5. Resolution Authorizing the Executive Director to Accept the Federal Aviation Administration Grant and to Award the Construction Contract for Runway 3-21 Rehabilitation Project
  - a. Staff will be asking the Board to authorize the acceptance of an FAA grant for the Runway 3-21 Rehabilitation Project. The grant application is being reviewed by the FAA. Upon receipt of the FAA grant, a construction award will be granted to Chemung, the company determined to be the lowest responsive and responsible bidder.
  - b. This resolution will allow Mrs. Crawford to accept the grant and execute any contracts associated with this project.
6. Resolution Authorizing the Executive Director to Award the Construction Contract and Approve the Engineering Service Fees for Phase 1 - Step Replacement Project
  - a. The design for this project is still being reviewed by Albemarle County. In order to get the steps moved quickly, the design has been placed into two separate projects. Bids are due the first of September, with completion of construction expected to be towards the end of December.
  - b. The resolution will allow Mrs. Crawford to award the successful bidder a notice of intent, and she will be authorized to award and execute the construction contract.
7. Approve Amendment to FY 2017 Operating Budget
  - a. The FY17 Operating Budget will be amended to address Airport needs.

Information Items –

1. Discussion of 2016 Audit Committee Membership
  - a. A member of the Audit Committee has retired; therefore staff will be asking the Board for recommendation as a replacement.
2. Executive Director's Update
  - a. Parking Feasibility Update/Rental Car Agreement Update
    - a. The rental car agreement is on hold until the feasibility update is reviewed.
  - b. Personnel Update
    - a. AAAE first phase of accreditation was completed by Mr. Stirling Williams and Mrs. Penny Shifflett.
    - b. Mr. Brantley Ussery has left marketing employment at CHO, and this position will be advertised in the near future.
  - c. Construction Update
    - a. Air Carrier Ramp- Gate 5 Remarketing Project has been completed
    - b. Triturator Project- Notice-to-Proceed has been issued and the associated equipment has been ordered
  - d. Marketing and Air Service Update
    - a. Staff met with United, who have confirmed they will add a fourth flight in a few months
    - b. Delta will be adding a fourth Atlanta flight in October, and a Sunday service for LaGuardia.
  - e. TSA Closure Inquiries- They close for training and Airport staff will be able to assist with additional information. IT will be able to place a monitor to let passengers know when TSA will/will not be available.

- f. Pets/animals in Terminal Inquiries- There is a sign out front of the terminal stating that only service animals and travelling pets are permitted in building. If someone wants to travel with a pet, a passenger can pay a fee to allow them to fly with their owner.
- g. Recycling Inquiries- Airport has been under a recycling contract for approximately 6 years

**Next Scheduled Meeting:** Monday, September 19th, 4:00 p.m., Airport Lower Level Conference Room  
**Adjourn at 12:30pm**