



Charlottesville Albemarle Airport Commission Meeting
Monday, May 16th, 2016 at 4:00 p.m. in the Airport 2nd Floor Conference Room

MINUTES

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

Members Absent: None

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

Others Present: John Whitmer, Signature Flight Support

Call to Order at 4:00 by Mr. Post

Consent Agenda

1. Minutes – March 2016
 - a. Motion to approve March 2016 minutes made by Mr. Benford, seconded by Mr. Barnhardt.
2. Financial Statements –March 2016 (Unaudited)
 - a. \$319,000 net income
3. Airport Statistics - April 2016

Matters from the Public

Mr. Whitmer gave an update on the Signature Flight Support hangar construction project. Storm water permitting and sediment controls will occur soon for their hangar construction.

Items

1. Delta Engineering and Architectural Services Contract Renewal Option; Administration of Other Contracts
 - a. Delta Airport Consultants, Talbert and Bright, and Gresham Smith have been awarded contracts with CHO. They were each for a 1- year term with the option to renew 4 additional 1- year terms.
 - b. Staff will be asking the Board to ratify the first renewal options for the firms.
2. Approve Resolution to Establish Two Additional Bank Accounts
 - a. The PFC State Entitlement Reimbursement account will segregate PFC and State Entitlement funds.
 - b. The Authority Discretionary Funds account will separate any funds that are not related to the airline agreement.
 - c. Staff will be asking the Board to approve a resolution to establish these two accounts.
3. Award Contract for the Install Triturator Project
 - a. Two bids were received. Synchronized Construction Services was the lowest apparent bidder at \$296,950 and was therefore awarded the contract.
4. Approve Cost Savings Incentive Program
 - a. If an employee finds a method that will increase revenue or cut costs, they will be rewarded an incentive, based on availability of funds and how much the employee saved the Airport.
5. Approve FY 2017 Operating Budget and 6 Year ACIP

- a. The 6 year ACIP and FY17 Operating Budget were presented to the Board in March 2016 for preliminary review. If approved, this budget will go into effect in July, 2016.
 - b. Mrs. Crawford gave a detailed overview and presentation of the FY17 budget,
 - c. Approval of FY17 budget was recommended by the Commission to the Airport Board,
6. Approve Amendment to FY 2016 Budget
- a. The cost of repair for a plumbing issue was overestimated and the amendment of the budget reflects this reduction.
7. Executive Director's Update
- a. Airline Update- Staff continues to work with airlines regarding a new Airline agreement,
 - b. Parking Feasibility Update/Rental Car Agreement Update- Staff is working with 2 consultants to update the Parking Garage feasibility study. Since there is a possibility of pursuing a parking garage that will contain a "ready return" lot for rental car companies, airport staff will not be pursuing a rental car RFP process once the rental car contracts expire in June.
 - c. Custodial Contract Update- Ragsdale Janitorial Services has decided to mutually terminate its contract with the Airport Authority. Both Authority and seasonal employees have stepped up to ensure that the Airport remains clean and presentable. Staff will use this opportunity to determine if it would be in the Airport's best financial interest to keep janitorial services in-house, or to contract out for this function.
 - d. Personnel Update – The upcoming budget will allow us to move one marketing assistant position from part time to full time status.
 - e. Construction Update
 - a. Runway/Taxiway Rehab design- Design plans have been submitted to the FAA for review,
 - b. Terminal Renovations- Plumbing upgrades to the baggage claim area were necessary,
 - c. Triturator Project- Synchronized Construction Services was awarded the installation contract.
 - d. Parking Ingress/Egress Project- Talbert and Bright has submitted a work authorization for labor and expenses to provide the bidding services for the second phase of the project.
 - f. Marketing and Air Service Update- The Airport will be celebrating 5 years of American Airlines flights to Chicago next month.
 - g. Mrs. Crawford addressed TSA delay issues,

Next Scheduled Meeting: Monday, July 18, 4:00 p.m., Airport Conference Room

Adjourn at 5:37pm