



Charlottesville Albemarle Airport Commission Meeting Minutes
Monday, December 3, 2018 at 4:00 p.m. in the Airport Terminal – Lower Level Conference Room

MINUTES

Members Present: Addison Barnhardt, Donald Long, John Post, Eric Walden, Michael Prichard (arrived at 4:29 pm)

Members Absent: Brian Campbell, Chris Engel

Staff Present: Melinda Crawford: Executive Director; Jason Burch: Deputy Executive Director; Stirling Williams: Director of Landside Operations; Penny Shifflett: Director of Finance and Administration; Jason Devillier: Director of Maintenance & Construction; Jessica Conley: Administrative Assistant;

Others Present: Mike Mancuso Jr, General Manager of Signature Flight Support

Call to Order at 4:04 p.m. by Addison Barnhardt

Consent Agenda:

1. Minutes – September 27, 2018 meeting
 - a. Mr. Post made a motion to accept the minutes, and the motion was seconded by Mr. Walden. Unanimously accepted.
2. Financial Statements –October 31, 2018 (Unaudited) discussed.
3. Airport Statistics: August 2018, September 2018, and October 2018 discussed.

Mr. Walden made a motion to accept Consent Agenda and motion was seconded by Mr. Post. Unanimously accepted.

Matters from the Public: None

Items:

1. Revision of Rules and Regulations Regarding Conduct and Activities on the Property of the Charlottesville Albemarle Airport Authority. Item discussed.
2. Amendment #1 to the FY19 Operating Budget. Item discussed.

Informational Items:

1. Executive Director's Update: Mrs. Crawford presented the following items:
 - a. Personnel Update: Introduction from new Public Safety Chief, Jonathan Shenk. Several other personnel-related items were noted.
 - b. MALSR Update: The Authority has executed the reimbursable agreement with FAA. Delta Airport Consultants has surveyed the MALSR, and has provided a report containing repair recommendations to the FAA. We are waiting on the FAA's response to this report.
 - c. Request for the Authority to consider support of the expansion of City Water/Sewer to property near the west side of the airfield along Earlysville road: Item discussed.
 - d. Construction Update:
 - i. Masterplan Update: Request for Proposals for professional services to perform the update should be released soon.
 - ii. Parking Improvements: The design phase of the parking expansion project is continuing.

- iii. Runway/Taxiway Rehab: The project has not closed out yet.
 - iv. Air Carrier Ramp Expansion Design- This design project is currently underway.
 - v. Entry Pavilion Design: Drawings have been provided and waiting for architectural review.
 - vi. Terminal Energy Modification: The upcoming energy modification project that will place film on all windows throughout the concourse and will help with energy conservation as well as safety.
 - vii. Charging Stations Installation: Installation of charging stations at the Gate 5 area is complete, and we have ordered the charging stations for Gates 1-4 with completion scheduled before Christmas.
- e. Marketing & Air Service Update: Mr. Burch provided the following updates:
- i. Air Service: He discussed the recent success of the Thanksgiving holiday in regards to the busiest in CHO's history with 381 flights during the week of Thanksgiving.

Other Items Discussed: Michael Prichard suggested quarterly meeting with the FBO. Mike Mancuso was open to this suggestion. Ms. Crawford acknowledged John Post's 6 year term with the Commission. She invited him back to the meeting in January to accept his service award.

Next Scheduled Meeting: Monday, January 7th, 2018, 4:00 p.m., Airport Lower Level Conference Room

Adjournment at 4:52 p.m.