



Charlottesville Albemarle Airport Commission Meeting Minutes
Monday, January 11, 2021 at 4:00 p.m.-Zoom

MINUTES

Members Present: Steven Hiss, Donald Long, Adam Seid, John Mattern, Roy Van Doorn

Members Absent: Michael Prichard, Eric Walden

Staff Present: Melinda Crawford: Executive Director; Jason Burch: Deputy Executive Director; Penny Shifflett: Director of Finance & Administration; Jessica Conley: Administrative Assistant;

Others Present: none

Call to Order at 4:01 p.m. by Mr. Hiss

Consent Agenda:

1. Minutes – November 09, 2020-discussed - Mr. Doorn made a motion to accept the minutes, and the motion was seconded by Mr. Long. Unanimously accepted.
2. Financial Statements –November 30, 2020 (Unaudited) discussed.
3. Airport Statistics: October 2020 and November 2020 discussed.

Matters from the Public: None

Awards and Recognition: Introduction of all members and what led them to the Commission.

Items:

1. Annual Election of Chairman and Vice-Chairman:
 - a. Mr. Long made a motion to nominate Mr. Hiss as Chairman of the Commission and the motion was seconded by Mr. Mattern. Unanimously accepted.
 - b. Mr. Long made a motion to nominate Mr. Mattern. as Vice-Chairman of the Commission and the motion was seconded by Mr. Hiss. Unanimously accepted.
2. Amendment#3 to FY-21 Capital Budget:
 - a. **Recommendation:** For the Board to Approve Amendement#3 to the Airport’s FY-21 Capital Budget as proposed.
Funding amounts and/or fiscal year changes for four capital projects are being proposed and each of these changes are outlined in Attachment #1. The changes regarding Amendment#3 were discussed.
3. Award of Contract for the 2021 Emergency Terminal Generator Project and approval of Resolution #2021-1:
 - a. **Recommendation:** For the Board to award the 2021 Terminal Emergency Generator Project Contract to Gen Hub. Dba/The Power Connection at the not-to-exceed amount of \$600,000, and Approval of Resolution No. 2021-1 “Executive Director Authorization to Administer the “2021 Terminal Emergency Generator Project” Contract.
Discussed project and funding sources.

Informational Items:

1. Executive Director’s Update: Mrs. Crawford presented the following items:
 - a. COVID-19 Update: Congress was able to include a smaller aid package for Airports and we hope to know soon what we will receive. We are continuing our stringent cleaning

routines. Jason Burch and his team are working on taking CHO Airport through the Global Biorisk Advisory Council (GBAC) STAR Facility Accreditation process. This program is the cleaning industry's only outbreak prevention, response and recovery accreditation for facilities.

- b. Personnel Update: We are currently trying to fill two vacancies. One is a custodian position and the other vacant position is in Maintenance.
- c. Construction Update:
 - i. Air Carrier Apron Expansion Project: This project is complete and operational. We are not using it for scheduled aircraft parking right now, but it is being used operationally.
 - ii. MALSR Update & FAA Reimbursable for Flight Check Services: The MALSR is operational and PAPI will be flight checked by end of month.
 - iii. Terminal Area Masterplan: We have resumed our conversation with Parrish and Partners for the terminal area masterplan.
 - iv. Tree Removal at the Rotating Beacon: FAA found that rotating beacon was being obstructed by trees. Surrounding neighbors were concerned with the excess clearing of trees. Better communication with surrounding neighbors will be used in future this type maintenance project.

Mr. Burch discussed the upcoming LED project to replace all lights on the runway with LED as well as the upcoming parking lot elevator and stair replacement project

- d. Marketing & Air Service Update: Mrs. Crawford discussed reduced flights on Tuesday's and Wednesday, and Mr. Burch discussed the airport's marketing and air service efforts.

Next Scheduled Meeting: Monday, March 8, 2021, 4:00 p.m. Location: CHO

Adjournment at 5:05 p.m.