



Charlottesville Albemarle Airport Commission Meeting Minutes
Monday, January 13, 2020 at 4:00 p.m. in the Airport Terminal – Lower Level Conference Room

MINUTES

Members Present: Chris Engel, Steven Hiss, Donald Long, Addison Barnhardt

Members Absent: Michael Prichard, Eric Walden

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

Others Present: none

Call to Order at 4:06 p.m. by Mr. Engel

Consent Agenda:

1. Minutes – November 11, 2019-discussed.
2. Financial Statements –November 2019 (Unaudited) discussed.
3. Airport Statistics: October 2019 and November 2019 discussed.

Mr. Barnhardt made a motion to accept the consent agenda, and the motion was seconded by Mr. Long. Unanimously accepted.

Matters from the Public: None

Awards and Recognition: None

Items:

1. Annual Election of Chairman and Vice-Chairman:
 - a. Mr. Long made a motion to nominate Mr. Engel as Chairman of the Commission and the motion was seconded by Mr. Barnhardt. Unanimously accepted.
 - b. Mr. Long made a motion to nominate Mr. Hiss as Vice-Chairman of the Commission and the motion was seconded by Mr. Barnhardt. Unanimously accepted.
2. FY-2019 Comprehensive Annual Financial Report: The report was discussed; The items noted in the Management Letter were identified as well as staff's responses to the items.
3. 2020 Audit Committee Membership: The proposed appointees to the Audit Committee were discussed, and a resolution will be presented to the Board that will outline the membership. All existing members of the committee have agreed to continue serving for another year.
4. Smith Vicars Aviation (SVA) Agreement Letter: The Smith Hangar has been leased to the same organization for 30+ years. Lease expires in March 2020 and will not be renewed. Instead it will go into a holdover status, and the letter agreement that will be presented to the board will require the Authority to give the organization a 6-months' notice to vacate. Also the agreement will require fair market value to be paid as of March 2020. UVA's Pegasus will continue their sub-lease agreement with SVA during the holdover period
5. Transportation Network Company (TNC) Agreements: In December 2018 the rules and regulations were revised to provide for the operations of TNC's at CHO. Geo Fencing will be used to track Uber and Lyft and a fee for the pick-up and drop-off of passengers will be collected monthly. A TNC stand has been created and a holding area will be utilized.

Informational Items:

1. Executive Director's Update: Mrs. Crawford presented the following items:
 - a. Personnel Update: We have hired 3 new janitorial positions and one part time ambassador started today.
 - b. Construction Update:
 - i. Air Carrier Ramp Expansion Design: Project started July 2019 and dirt is currently being moved for the project. Weather has slowed down some of the work, but the project remains on schedule.
 - ii. Expansion of Economy Surface Parking Lot Project: Light poles have been installed and parking lot is complete. Waiting on handrail installation for safety measures before the lot will open.
 - iii. ARFF Breakroom and Training Room Project-Environmental issue: Built in the 1960's and no significant work has been done in this area since the 90's. Environmental- issues have been found in the building and will be addressed. The project has gone out for bids and work will begin soon.
 - iv. MALSR Update: Waiting on FAA to approve work order. Ms. Crawford explained that we are moving forward with the project. Our engineers are working to complete the design of the repairs/modification and bid documents for the construction phase of the project to prevent any further delay.
 - v. Passenger Shelters: Currently installing passenger shelters outside each parking lot. The shuttle bus will no longer need to go into the lots, but they will, instead, pick up passengers from the Loop Road shelters.
 - vi. Terminal Area Masterplan: The Master plan will look at several items including the future expansion of the terminal and parking areas and where the ARFF building should be relocated to.. Parrish & Partners will be onsite next week to discuss plans.
 - c. Personnel Policy Revision: A revised copy of the personnel policy will be given to the Board on 1/30/20. This revision will follow the Society for Human Resource Management template, and a copy of the revision will be shared electronically with the members of the commission.
 - d. Upcoming Requests for Proposals- Taxi, Engineering, Banking: We have several RFP's coming out in the near future. The Taxi Cab RFP will be out by end of January and proposals will be due in February.
 - e. Authority's Smoking Policy: We are updating the smoking policy to include adding language about vaping, and we will be proposing restrictions that will prohibit smoking within a certain distance from the front of the entrances to the terminal building.
 - f. Marketing & Air Service Update: Mr. Crawford explained that during Thanksgiving we had 32 flights per day. 2019 demonstrated more diversity among the market shares of the Airlines at CHO.
 - g. Staff's Snow Removal Efforts: We had a snow event last week which proved to be a good training event for our new employees.
 - h. Part 139 FAA Annual Certification Inspection: 2019 was the first time in many years that CHO has achieved "no discrepancies" during the Annual Part 139 FAA Certification Inspection. This impressive accomplishment was achieved through the diligent leadership of the Deputy Executive Director and hard work of the members of our Maintenance and Public Safety Divisions.
 - i. Upcoming Closed Session: Item not discussed.

Next Scheduled Meeting: March 9, 2020, 4:00 p.m., Airport Lower Level Conference Room

Adjournment at 509 p.m.