



**Charlottesville Albemarle Airport Authority Board Meeting
Wednesday, January 21st, 2015 at 4:00 p.m.
2nd Floor Conference Room - Charlottesville Albemarle Airport Terminal Building**

Minutes

Members Present: Bill Kehoe, Aubrey Watts, Tom Foley

Members Absent: None

Staff Present: Melinda Crawford; Executive Director, Bill Pahuta; Deputy Director, Penny Shifflett; Director of Finance, Stirling Williams; Director of Landside Operations, Ronnie Shifflett; Maintenance Supervisor, Jessie Shupe, Chief of Police, Connie Cook; Human Resources and Community Outreach, Kristin Birdzell; Executive Secretary

Others Present: John Whitmer; Landmark Aviation, John McNeal; Landmark Aviation (Raleigh, NC), Dean Johnson; Airport Commission, Craig Brown; City Attorney, Andrew Gore; City Attorney; Chuck Boldt, Project inspector

Call to order at 10:30 am by Bill Kehoe

Consent Agenda

1. Minutes-November 2014
2. Financial Statements- November 2014 (unaudited)
 - a. Passenger traffic was up resulting in higher parking revenue. FBO operations and airfield maintenance revenue were higher as well. The HVAC system issues were an unplanned expense. However, the Airport still generated a net income of \$243,000.
3. Airport Statistics
 - a. Passenger count and load factor were up while military operations were down.

Motion by Mr. Watts to approve Consent agenda, seconded by Mr. Foley
Unanimous approval by Board

Matters from the Public- None

Presentations

Landmark Aviation- Improvement Plans

1. Mr. Whitmer gave a brief presentation on the proposed improvement plans to Landmark Aviation. He explained that an additional 18,000 square foot hangar is scheduled to be built to accommodate passenger needs. Other miscellaneous improvements will be made such as bathroom renovation, a new conference room location, and staff rest area.

Action Items

1. Appoint Chairman and Vice Chairman for 2015 and Reappoint Secretary/Treasurer

Mr. Foley made the motion to elect Mr. Kehoe as Chairman, and Mr. Watts as Vice Chairman. Mr. Watts declined. He then made a motion that Mr. Kehoe continue to serve as Chairman, Mr. Foley to serve as Vice Chairman, and Kristin Birdzell to continue serving as Secretary Treasurer. Mr. Foley seconded this motion.

Unanimous approval by Board

2. Acceptance of the FY14 Comprehensive Annual Financial Report
 - a. Mr. Kehoe commented that the management letter made very clear recommendations that appear achievable.
 - b. Board would like to consider a member of the Commission be appointed to the Audit Committee. This topic will be discussed with the Commission members in an upcoming meeting.

Mr. Foley moved to accept FY14 CAFR, seconded by Mr. Watts

Unanimous approval by Board

3. Award of Restaurant/General Retail/Vending Contract
 - a. Staff is recommending that the Board award the concession contract to Tailwind, LLC, allow the Executive Director to execute all documents necessary. and to allow the staff to proceed with the issuance of a 90-day notice to the existing vendor.

Mr. Watts moved to authorize Mrs. Crawford to sign the contract with Tailwinds, LLC and to notify the current vendor of a 90-day notice. The Resolution of Intent to Award was added to the motion. Motion seconded by Mr. Foley.

Unanimous approval by Board

4. Award of Contracts to Delta Airport Consultants and Talbert and Bright Engineering
 - a. Mrs. Crawford asked to remove this item from the agenda and revisit it at the March 2015 meeting.
5. Approval of revision to the Snow and Ice Removal Employee Pay Plan, Vacation Leave Buy-Back and In-House Design Build Engineering
 - a. Snow & Ice Removal Plan- Staff is asking the Board to approve of an amendment stating the Authority will offer an Administrative bonus for snow removal in lieu of "comp time".
 - b. Vacation Leave Buy-Back- the Executive Director is requesting authority to expand the personnel policy to allow for an authorized vacation leave buy-back if it is deemed by the Executive Director that such action is in the best interest of the Authority and the employees.

- c. In-House Design Build Engineering- The Airport hired a local inspector for the terminal renovation project and is asking the Board to authorize this same individual to work on other budgeted capital projects to determine if those projects would be viable candidates for the design-build construction method.

Mr. Foley made the motion to approve the recommendations made by staff on these topics, seconded by Mr. Watts

Unanimous approval by Board

6. Capital Budget Amendment & approval of Delta Airport Consultants' Agreement #8
 - a. Staff is asking that the funds from the Capital plan be reallocated in order to fund a project for the location and installation of a triturator to be used by the airlines. This will reduce their operating expenses. Estimated cost to complete the work is between \$300,000 and \$500,000.
 - b. In addition to the reallocation of funds for the triturator project, \$75,000 is needed from the Capital Plan to purchase a piece of snow removal equipment for the parking lot.
 - c. Staff is requesting that Board approve Agreement #8 with Delta Airport Consultants to provide engineering services for the "Install Triturator Project" in the amount of \$84,000

Mr. Foley made the motion to amend Capital Plan and approve Delta Airport Consultants' Agreement, seconded by Mr. Watts

Unanimous approval by Board

Informational Items

1. Personnel issues- The Authority has hired 2 new PSO personnel, and they will complete their training in the August-September 2015 timeframe. The Parking and Landside Custodial Service positions have not been filled as of yet.
2. Construction update- The Airport held a preconstruction meeting. However the Authority has not executed a signed contract as of yet. There will be 420 days of construction once the notice to proceed is issued. The runway/taxiway rehab will be about a year long process to design. Due to timing of the FAA schedule, this project may not begin until July 2017. Runway 21 is substantially complete; however the PAPI is not in service yet.
3. Marketing Update- The new web page will be launched soon, the "CHO-Your Airport" advertising campaign is underway, and the 60th anniversary event is upcoming

Next Meeting: Thursday, March 26th, 3:30pm 2015, City Hall Basement Conference room

Adjourn at 11:30am

Approved minutes: 1/21/2015

Board Chairman/Acting Board Chairman