



Charlottesville Albemarle Airport Board Meeting Minutes
Tuesday, January 12, 2021 at 8:30 a.m. via ZOOM only

MINUTES

Members Present: Donald Long, Jeff Richardson, John Blair

Members Absent: none

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

Others Present: Katrina Callsen: Assistant City Attorney

Call to Order 8:35 a.m. by Mr. Long

Consent Agenda:

1. Minutes – November 09, 2020-discussed.
2. Financial Statements –November 2020 (Unaudited) discussed.
3. Airport Statistics: October 2020 and November 2020 discussed.

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

Matters from the Public: None

Awards and Recognition: None

Action Items:

1. Annual Election of Chairman and Vice-Chairman:
 - a. **Recommendation:** To select a Chairman, Vice-Chairman, and the Secretary/Treasurer in accordance with the Authority's enabling legislation
 - b. Mr. Richardson made a motion to nominate Mr. Long as Chairman of the Board and the motion was seconded by Mr. Blair. Unanimously accepted.
 - c. Mr. Long made a motion to nominate Mr. Richardson as Vice-Chairman of the Board and Melinda Crawford as secretary of the board, the motion was seconded by Mr. Blair. Unanimously accepted.
2. Amendment#3 to FY-21 Capital Budget:
 - a. **Recommendation:** For the Board to Approve Amendment#3 to the Airport's FY-21 Capital Budget as proposed.
 - b. Four capital projects are being changed due to funding amounts or movement to different fiscal years. The generator project pricing came in higher than anticipated. The changes within Amendment #3 were outlined. These changes and the financial impact of this amendment were also discussed.
 - c. Mr. Richardson made a motion to approve Amendment#3 to the Airport's FY21 Capital budget as proposed. The motion was seconded by Mr. Blair, and it was unanimously approved.
3. Award of Contract for the 2021 Emergency Terminal Generator Project and approval of Resolution#2021-1:
 - a. **Recommendation:** Board Award of 2021 Terminal Emergency Generator Project 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

- b. The inadequacies of the terminal area's current emergency generator system were discussed, and the project to replace this system was explained.
- c. Mr. Blair moved to award the 2021 Emergency Generator Project to Gen Hub, dba/ The Power Connection and to approve Resolution 2021-1 "Executive Director Authorization to Administer the "2021 Terminal Emergency Generator Project" Contract. The motion was seconded by Mr. Richardson Unanimously accepted.

Informational Items:

- 1. Executive Director's Update: Mrs. Crawford presented the following items:
 - a. COVID-19 Update: We are continuing to clean the building and trying to improve the confidence passengers have while in the terminal. 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 have two vacancies which are Custodial and Maintenance positions that are being advertising. All employees except the Executive Director who is under contract with the Authority received a COVID19 payment at the end of the year, and they have expressed their gratitude to the Board for making the payment possible.
 - c. Construction Update: Ms. Crawford noted that there are two other FAA funded projects that are on-going and they are the project to upgrade the airfield to LED replacements lights for the runway and taxiway, and the second project is the elevator and stair replacements which is an ADA compliance project that will allow for passenger movement from the roadway to the long term lot. Jason Burch provide the following update for the other projects:
 - i. Air Carrier Apron Expansion Project: The project is complete and currently being used for operations.
 - ii. MALSR Update & FAA Reimbursable for Flight Check Services: The MALSR is now operational, and we are currently waiting on the PAPI (Precision Approach Path Indicator) to be flight checked. This work should be completed by the next board meeting.
 - iii. Terminal Area Masterplan: We will be continuing talks with Parrish and Partners in the near future. Due to COVID 19 the project was at a standstill.
 - iv. Tree Removal at the Rotating Beacon: Last year during the Part 139 inspection, an inspector recommended tree removal around the beacon. Some neighbors expressed their concerns with the maintenance project to remove these trees. A review of our processes has allowed us to establish a better communications plan with our neighbors as well as staff regarding future work of this nature.
 - d. Marketing & Air Service Update: Mr. Burch explained that air carrier s are trying to get back to where they were in 2019, but it is just a slower process. As of now, Chicago will be back in the schedule for the summer.

Action Item #4: Mr. Blair made a motion to amend the agenda to include an action item for the Executive Director to accept the second Cares Grant when offered. The motion was seconded by Mr. Richardson and it was unanimously approved.

Action Item #5: Mr. Blair made a motion to allow the Executive Director to accept the second Cares Grant when offered. The motion was seconded by Mr. Richardson and it was unanimously approved.

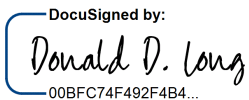
Mr., Richardson inquired about the status of airport personnel receiving the COVID 19 vaccine. Mrs. Crawford provided an update and indicated that the Virginia Airport Operators Council (VAOC) had made a request of Governor Northam to "prioritize frontline aviation workers for the allocation of the vaccine." Following that request, staff was contacted by the Virginia Department of Transportation and asked to provide "the total number of airport workers (employees of the authority, tenants, and TSA) that have contact with the flying public during the course of their duties". Staff reported that there are

approximately 210 workers in that group, and that information was given to the Virginia Secretary of Transportation's office. Mrs. Crawford assured the Board that she would keep them posted of any official notifications.

Mr. Richardson asked about the Authority having "ZOOM meetings only" until COVID 19 numbers were better. The other members of the Board and staff unanimously supported this idea.

Next Scheduled Meeting: Tuesday, March 9, 2021, 8:30 a.m. Location: Zoom

Adjourn: 9:28 am

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Donald Long