



Charlottesville Albemarle Airport Board Meeting Minutes
Thursday, January 30, 2020 at 9:00 a.m. At the County Office Building in Conference Room#241

MINUTES

Members Present: Donald Long, Jeff Richardson, Tarron Richardson-arrived at 9:39am

Members Absent: none

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

Others Present: Sebastian Waisman: Assistant City Attorney, City of Charlottesville; Steven Allshouse: Manager of Economic Analysis and Forecasting at the County of Albemarle; Nolan Stout: Daily Progress; Andrew Farthing; Kimley Horn; Joe Piccirilli: Kimley Horn; Elizabeth McQueen: Kimley Horn; Hilary Vickerman: SKA Consulting Engineers

Call to Order at 9:06 a.m. by Mr. Long

Consent Agenda:

1. Minutes – November 12, 2019-discussed.
2. Financial Statements –November 2019 (Unaudited) discussed.
3. Airport Statistics: October 2019 and November 2019 discussed.

Mr. Richardson 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

Action Items:

1. This item was postponed pending the arrival of Dr. Richardson (Action Item #1 to follow Executive Director's update below)
2. FY-2019 Comprehensive Annual Financial Report:
 - a. **Recommendation:** For the Board to Accept the FY-2019 CAFR as presented.
 - b. The CAFR was discussed; The items noted in the Management Letter were identified as well as staff's responses to the items
 - c. Mr. Richardson made a motion to accept the FY-2019 Comprehensive Annual Financial Report as presented. The motion was seconded by Mr. Long, and it was unanimously approved.
3. 2020 Audit Committee Membership:
 - a. **Recommendation:** For the Board to appoint the 2019 Audit Committee by approving Resolution No: 2020-1 "Appointment of the 2020 Membership of the Audit Committee"
 - b. The proposed appointees to the Audit Committee were discussed. It was noted that the same members have agreed to serve another year.

- c. Mr. Richardson moved to approve Resolution 2020-1 “Appointment of the 2020 Membership of the Audit Committee”, the motion was seconded by Mr. Long, and it was unanimously approved.
4. Smith Vicars Agreement Letter:
 - a. **Recommendation:** For the Board to approve Resolution No. 2020-2 “Executive Director Authorization to Administer the Agreement Letter with Smith Vicars Aviation for Periodic Tenancy”
 - b. The Smith Vicars’ hangar has been leased to the same organization for 30+ years. The lease expires in March 2020 at which time all improvements will revert back to the Authority. Due to the duration of the lease, it will not be renewed. Instead, the lease will go into a modified holdover status as outlined in the agreement letter which will require the Authority to give the organization a 6 months’ notice to vacate. Also the agreement letter will require fair market value to be paid as of March 2020. UVA’s Pegasus will continue their lease agreement with Smith Vicars during the holdover period as also outlined in the agreement letter.
 - c. Mr. Richardson made a motion to approve Resolution 2020-2 “Executive Director Authorization to Administer the Agreement Letter with Smith Vicars Aviation for Periodic Tenancy”, the motion was seconded by Mr. Long, and it was unanimously approved.
5. Transportation Network Company Agreements:
 - a. **Recommendation:** For the Board to approve Resolution No. 2020-3 “Executive Director Authorization to Administer the Transportation Network Company Agreements with Uber and Lyft”
 - b. In December 2018 the Authority’s Rules and Regulations were revised to provide guidelines for the operations of Transportation Network Companies (TNCs) on Authority property. A TNC agreement has been developed and fully vetted by legal. This agreement has been presented to the two main TNC firms, Uber and Lyft. An overview of the agreement was provided. Mr. Richardson made a motion to approve Resolution 2020-3 “Executive Director Authorization to Administer the Transportation Network Company Agreements with Uber and Lyft”, the motion was seconded by Mr. Long, and it was unanimously approved.

Informational Items:

1. Executive Director’s Update: Mrs. Crawford presented the following items:
 - a. Personnel Update: We have recently hired 3 new custodians and one part-time ambassador. Two vacancies will be filled soon.
 - b. Construction Update:
 - i. Air Carrier Ramp Expansion Design: The project started in July 2019. Even though the weather has slowed down some of the work, the project is moving forward. A temporary fence was installed around the area where dirt is being moved to, and the required retaining wall will be installed in the upcoming weeks.
 - 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 can be opened.
 - iii. ARFF Breakroom and Training Room Project-Environmental issue: This building was constructed in the 1960’s, and no significant work has been done in this area since the 90’s. As anticipated, 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: Ms. Crawford provided an update on the project.
 - v. Passenger Shelters: Currently, passenger shelters are being installed outside each parking lot.

- vi. Terminal Area Masterplan: The Master plan will look at several items associated with the terminal area including possible sites for the relocation of the ARFF building. A public meeting was held at the airport last week to discuss passenger forecasts and details of the project.
- c. Personnel Policy Revision: A revised copy of the personnel policy is being completed and will be shared with the Board members following legal review.
- d. Upcoming Requests for Proposals- Taxi, Engineering, Banking, etc.: We have several RFP's coming out in the near future.
- e. Authority's Smoking Policy: We are updating the smoking policy to include restrictions on vaping and to also restrict smoking within a certain distance from the front of the building.
- f. Marketing & Air Service Update: Mr. Burch provided a brief update.
- g. Staff's Snow Removal Efforts: We had a snow event at the beginning of the month 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 several years that we had no discrepancies during the Part 139 FAA Annual certification.

Action Item, continued

1. Annual Election of Chairman and Vice-Chairman:
 - A **Recommendation:** To select a Chairman, a 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 Commission and the motion was seconded by Dr. Richardson. Unanimously accepted.
 - C. Mr. Long made a motion to nominate Mr. Richardson as Vice-Chairman of the Commission and the motion was seconded by Mr. Richardson. Unanimously accepted.

Closed Session:

The Board entered close session at 10:06 a.m. when Mr. Long made the following motion:

In accordance with VA Code 2.2-3712 the Airport Authority will convene in a closed session for the following purposes:

Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel pursuant to VA Code 2.2-3722 (A) (8).

Mr. Richardson seconded the motion, and it was unanimously approved.

Certification of Closed Meeting:

At 10:25 a.m. Mr. Long made the following motion:

I move that this Board certify by recorded vote that to the best of each Board member's knowledge only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the Motion convening the closed session were heard, discussed or considered in the closed session.

Mr. Richardson seconded the motion, and the Authority member's voted on the motion as follows:

Mr, Long	<u>Aye</u>
Mr. Richardson	<u>Aye</u>
Dr. Richardson	<u>Aye</u>

Next Scheduled Meeting: March 10, 2020, 8:30 a.m., Airport Lower Level Conference Room

Adjournment at 10:26a.m.

X 

Donald Long