

Joint Meeting of the Charlottesville-Albemarle Airport Commission and the Charlottesville-Albemarle Airport Authority Board
Wednesday, May 17, 2017 10:30 a.m.
At the City of Charlottesville's Basement Conference Room

MINUTES

I. CALL TO ORDER:

- **a. Commission:** 10:34 a.m.
 - i. Members Present: Mr. Chris Engel, Mr. Don Long, Mr. Brian Campbell, Mr. Addison Barnhardt, Mr. Michael Prichard
 - ii. Members Absent: John Post, Vacant Position (Victor Schiller resigned Jan 2017)
- **b. Board:** 10:34 a.m.
 - i. Members Present: Mr. Maurice Jones, Mr. Don Long
 - ii. Members Absent: Lee Catlin
- c. Staff Present: Melinda- Executive Director; Penny Shifflett-Director of Finance; Jason Burch-Director of Marketing and Air Service; Stirling Williams- Director of Landside Operations; Samantha Varner- Administrative Assistant; Andrew Gore- Assistant City Attorney.

MATTERS FROM THE PUBLIC: None

II. COMMISSION BUSINESS:

- **a.** Approval of minutes:
 - i. Mr. Engel moved to approve the minutes of the March 13, 2017 meeting, Mr. Long seconded

III. JOINT MEETING/WORK SESSION (COMMISSION AND BOARD):

- a. Parking expansion options were presented and discussed.
 - i. Recommendation: Proceed with modified Option #2 (expand the long-term parking lot by 2 rows to the east which will net approximately 200 spaces) and Option #3 (expand the current economy lot to the east which will net approximately 94 spaces) while also studying the cost and permitting requirements of Option #1 (expansion of the long-term parking lot to the North).
 - **ii.** Mr. Jones moved to approve staff's recommendation, Mr. Long seconded. Motion Passed.

IV. AIRPORT AUTHORITY BOARD BUSINESS:

- **a.** Approval of minutes:
 - i. Mr. Jones moved to approve the minutes of the March $15^{\rm th}$ meeting, Mr. Long seconded.
- **b.** Consent Agenda:
 - i. March 31, 2017 (unaudited).
 - ii. Airport Statistics
 - iii. Mr. Jones moved to approve the consent agenda, Mr. Long seconded. Motion Passed.
- c. Action Items:
 - **i.** Appoint 2017 Audit Committee Membership.

- 1. Mr. Barnhardt indicated his willingness to represent the Commission on the Audit Committee. Mr. Jones made a motion to appoint Mr. Barnhardt to the open audit committee position, Mr. Long seconded. Motion passed.
- ii. Approve FY 2018 Operating Budget and 6-year ACIP.
 - 1. Budget was presented and discussed. Voting on this item was postponed and will take place at the next Board meeting.
- **iii.** Amend FY 2017 Capital Budget. Voting was postponed on this item and will take place at the next Board meeting.
- iv. Approve Parking Rate Adjustment
 - 1. Various parking rate scenarios were discussed. Voting on the item was postponed, and the Board requested staff to present a couple of different pricing scenarios at the next meeting.
- **v.** Approve Resolution No. 2017-5 "Executive Director Authorization to Award the Engineering WO for 2017 Parking Expansion Project."
 - 1. Voting on the item was postponed until the next Board meeting. Postponed.
- vi. Release of Authority Property
 - 1. Mr. Jones motioned to authorize staff to proceed with preliminary tasks required prior to the release of Authority property. Any request to release Authority property will be brought back to the Board for approval. Mr. Long seconded the motion. Motion Passed.
- **d.** Executive Director's Report was provided.

ADJORNMENT11:49 a.m.

- **a.** Next Commission Meeting: Monday, July 17, 2017, 4:00 p.m., Airport Lower Level Conference Room
- **b.** A Special Board Meeting will be held in June for the consideration of items postponed above.
- **c.** Next scheduled Board Meeting: Wednesday, July 19, 2017, 10:30 a.m., Airport Lower Level Conference Room.

Approved Minute	s: 6/16/2017	