



Charlottesville Albemarle Airport Board Meeting Minutes  
Tuesday, July 10, 2018 at 8:00 a.m. at the Terminal's Lower Level Conference Room

**MINUTES**

**Members Present:** Donald Long, Jeff Richardson

**Members Absent:** Maurice Jones

**Staff Present:** Melinda Crawford: Executive Director; Penny Shifflett: Director of Finance and Administration; Jason Devillier: Director of Operations, Maintenance, & Public Safety; Jason Burch: Director of Marketing; Stirling Williams: Director of Landside Operations; Jessica Conley: Administrative Assistant

**Others Present:** Lisa Robertson, City of Charlottesville Attorney, Davis Long

**Call to Order at 8:05 a.m. by Donald Long**

**Consent Agenda:**

1. Minutes – June 8, 2018: Mr. Long noted that he didn't know what the term LOA meant in the minutes and it needed to be spelled out. Mr. Richardson motioned to approve the Minutes as amended, Mr. Long seconded the motion, and it was unanimously approved.
2. Financial Statements –May 31, 2018 (Unaudited) discussed.
3. Airport Statistics: April 2018 and May 2018 discussed.

Mr. Richardson made a motion to accept the Consent Agenda, the motion was seconded by Mr. Long, and it was unanimously approved.

**Matters from the Public:** None

**Action Items:**

1. Resolution No. 2018-6 "Resolution Making Certain Declarations and Providing Certain Approvals In Connection With a Proposed Bond Issue" Discussion Ensued.

Mr. Richardson moved to approve the resolution, Mr. Long seconded the resolution and it was unanimously approved.

**Informational Items:**

1. Executive Director's Update: Ms. Crawford presented the following items:
  - a. Personnel Update: Currently, we are going through the recruitment process for about ten positions and the custodial employees may be hired as temporary employees.
  - b. "The Lounge"-Business Center Update: The Lounge is scheduled to open 07/27/18. Media and VIP tours will begin a week before opening. The daily cost to enter the lounge and the cost for the use of the Lounge Conference Room were discussed.

Mr. Long moved to grant a motion to allow the Executive Director the authority to set the fee for the Lounge with consultation from the Board. Mr. Richardson seconded the motion. It was unanimously approved.

- c. Passenger Facility Charge (PFC) Update: An application in the amount of 1,271,735 was submitted that will fund the sponsor's share of projects.
- d. Construction Update:
  - i. Masterplan Update: The masterplan will focus on the terminal area and parking areas and the RFP should be issued in July.
  - ii. Parking Improvements: Currently in the design phase of the project.
  - iii. Runway/Taxiway Rehab: Project is wrapping up soon and is currently in the process of working on centerline and markings. Completion should be by beginning of August.
  - iv. Ramp Remarketing and Expansion: Submitted application and once FAA funds are released then work can begin on the design phase of this project.
  - v. FIDS/PA/Media Management Update: New system provides flight display, active radar, emergency management/communication as well as digital advertisement. The baggage display aspect of the project will be available soon.
  - vi. Charging Stations Installation: Installation of the units at Gate 5 has begun and will be complete by the end of July. Charging stations will eventually be in all gate areas.
  - vii. Modifications to Gate 1 Area: Tailwind needed more space so United gate area was relocated to provide additional seating for the restaurant.
- e. Marketing & Air Service Update: Mr. Burch provided an update of recent Air Service Development efforts.

Mr. Richardson inquired about having a representative from the Airport being on the Charlottesville Albemarle Convention & Visitors Bureau (CACVB). Mrs. Crawford will look into this matter, and the issue will be discussed at the next board meeting.

#### **Closed Session:**

In accordance with VA Code 2.2-3712 the Airport Authority convened in closed session for discussion and consideration of the performance and salary of the Executive Director, pursuant to VA Code 2.2-3711 (A) (1). Mr. Richardson made the motion, Mr. Long seconded the motion, and it was unanimously approved

Board entered closed session at 8:57 a.m.

#### **Certification of Closed Meeting:**

A 9:37 a.m. Mr. Richardson made the following motion:

I move that this Board certify by a 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 closes session were heard, discussed or considered in the closed session.

Mr. Long seconded the motion, and the motion was unanimously approved

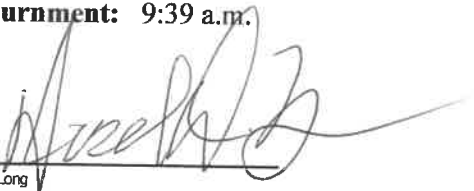
Mr. Long reported the Executive Director's base salary will be increased to \$166,000 for FY19. Other Benefits will remain the same, and the new salary will have an effective date of 07/01/18.

**Next Scheduled Meeting:** Thursday, September 27, 2018, 8:00 a.m., County of Albemarle office building room#228-B.

Adjournment: 9:39 a.m.

X

Donald Long

A handwritten signature in black ink, appearing to read "Donald Long", written over a horizontal line. The signature is stylized and cursive.