



Charlottesville Albemarle Airport Commission Meeting Minutes
Monday, July 9, 2018 at 4:00 p.m. in the Airport Terminal – Lower Level Conference Room

MINUTES

Members Present: Addison Barnhardt, Chris Engel, Brian Campbell, Donald Long, Eric Walden
(arrived 4:35 p.m.)

Members Absent: John Post, Michael Prichard

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

Others Present: Stacey Armstead, General Manager of Signature Flight Support

Call to Order at 4:00 p.m. by Addison Barnhardt

Consent Agenda:

1. Minutes – April 30, 2018 meeting
 - a. Mr. Campbell made a motion to accept the minutes, and the motion was seconded by Mr. Engel. Unanimously accepted.
2. Financial Statements –May 31, 2018 (Unaudited) discussed.
3. Airport Statistics: April 2018 and May 2018 discussed.

Matters from the Public: Introduction from Stacey Armstead from Signature. Discussion Ensued.

Items:

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

Informational Items:

1. Executive Director’s Update: Mrs. Crawford presented the following items:
 - a. Personnel Update: Mrs. Crawford outlined the current recruitment efforts and explained how the janitorial team will be hired.
 - b. “The Lounge”-Business Center Update: Scheduled to open 07/27/18. Media and VIP tours will begin a week before opening. The cost to use the Lounge and staffing of the area was discussed.
 - c. Passenger Facility Charge (PFC) Update: A PFC application has been submitted that will cover the 20% of the Airport’s portion for projects which totals 1.2 million dollars.
 - d. Construction Update:
 - i. Masterplan Update: The masterplan will focus on terminal area and parking, and the Request for Proposals for professional services to perform the update should be issued in July.
 - ii. Parking Improvements: The design phase of the parking expansion project is continuing.
 - iii. Runway/Taxiway Rehab: The project is wrapping and the remaining items should be by beginning of August.

- iv. Ramp Remarking and Expansion: A grant application for the Design phase of the Air Carrier Ramp Expansion Project has been submitted to the FAA. Once grant funds are released then work can begin on the design phase.
 - v. FIDS/PA/Media Management Update: The new system provides flight display, active radar, emergency management/communication as well as digital advertisement, and the installation of the monitors has been completed. The baggage display system which will identify the flight number for the bags that are on the baggage belt will be available soon.
 - vi. Charging Stations Installation: Installation at Gate 5 has begun and will be complete by end of July. Charging stations will eventually be in all gate areas.
 - vii. Modifications to Gate 1 Area: United Airlines' gate area was moved slightly to the south. The space that was vacated by that move will now be used by passengers that are eating at Tailwind.
- e. Marketing & Air Service Update: Mr. Burch provided an update of recent air service efforts and upcoming changes to CHO's air service.

Next Scheduled Meeting: Monday, September 10th, 2018, 4:00 p.m., Airport Lower Level Conference Room (Date may be changed due to a potential scheduling conflict)

Adjournment at 5:04 p.m.