



Charlottesville Albemarle Airport Commission Meeting Minutes
Monday, June 22, 2020 at 4:00 p.m. at the Airport in the ARFF Training Room and available via ZOOM.

MINUTES

Members Present: Chris Engel, Steven Hiss, Donald Long, John Mattern, Eric Walden joined via Zoom, Michael Prichard joined via Zoom, Addison Barnhardt joined via Zoom

Members Absent: None

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

Others Present: None

Call to Order at 4:04 p.m. by Mr. Engel

Consent Agenda:

1. Minutes – March 9, 2020-discussed.
 - a. Mr. Long made a motion to accept the minutes and the motion was seconded by Mr. Hiss. Unanimously accepted. Roll call Complete: Ayes (Engel, Hiss, Long, Mattern) Noes: (None)
2. Financial Statements –May 31, 2020 (Unaudited) discussed.
3. Airport Statistics: February, March, April, and May 2020 discussed.

Matters from the Public: None

Awards and Recognition: Introduction of the newest commission member, John Mattern.

Items:

1. Amendment #3 of the Authority’s FY20 Capital Budget:
 - a. **Recommendation:** For the Board to Approve Amendment#3 to the Airport’s FY20 Capital Budget as proposed.
 - b. In order to maximize the 100% CARES funding for the Airport’s COVID 19 Pandemic Recovery several projects from outlying years have been brought forward. Some other projects have been postponed or adjusted to align with COVID 19’s reduction in passenger and related revenues.
2. Resolution No 2020-5 Ratification of Executive Director Authorization to Accept FAA CARES Act Grant , FAA FY20 Entitlement Grants, and Authority to Award and Administer all Related Engineering and Construction Contracts.
 - a. **Recommendation:** For the Board to approve Resolution No. 2020-5 “Ratification of Executive Director Authorization to Accept FAA CARES Act Grant, FAA FY20 Entitlement Grants and Authority to Award and Administer all Related Engineering and Construction Contracts ”
 - b. In April, staff was notified by the FAA that the Airport would be eligible to receive a CARES Act grant in the amount of \$6,279,972 and that all FY20 FAA grants should be submitted in June. FAA grant submissions require completed work orders and final construction bids. In order to comply with this timeline, the Executive Director

contacted each Board member directly and requested the authorization to accept the grants and to award and administer all related engineering and construction contract to Rifenburg Construction Inc. for \$1,945,325 which was deemed the lowest responsible and responsive bidder for the construction related to the relocation of Taxiway E. Each Board member approved the request. The approval of this resolution ratifies the Board members' authorization.

3. FY2021 Operating Budget and 6-Year Airport Capital Improvement Plan: Item discussed.
 - a. **Recommendation:** For the Board to approve the FY-2021 Operating Budget and 6-Year Airport Capital Improvement Plan.
 - b. A presentation of the budgeting process was provided, and the proposed budget was discussed.
4. Award of Construction Contract for MALSR Repairs and Resolution No 2020-6 Executive Director to Administer the Contracts for the MALSR Repair Project.
 - a. **Recommendation:** The Board to adopt Resolution No. 2020-6 "Executive Director Authorization to administer the Contracts for the MALSR Repair Project."
 - b. The Approach Lighting System has been out of tolerance since May 2017. A RFP was issued for work to correct the deficiencies with the system, and DEG Enterprises was deemed the lowest responsible and responsive bidder with a bid amount of \$220,234. This resolution will allow the Executive Director to administer this contract.

Informational Items:

1. Executive Director's Update: Mrs. Crawford presented the following items:
 - a. COVID-19 Update: Virus impact began in March, and the Lounge and Shuttle Service were closed down shortly thereafter. The staff lounge and shuttle staff members have been helping with sanitizing the Airport as well as other projects. All staff must wear masks and gloves while in the terminal. Other ways that the airport has been increasing its cleaning and sanitizing efforts were discussed.
 - b. Personnel Update: The terminal maintenance assistant has resigned, and we are currently hiring for that position
 - c. Construction Update:
 - i. Air Carrier Ramp Expansion Design: Cement pouring has been delayed 30 days, but project is still on schedule.
 - ii. MALSR Update: An update on the project was provided during Item#4.
 - iii. Terminal Area Masterplan: Project has been moved, and the study will now focus on passenger counts instead of dates.
 - d. Marketing & Air Service Update: Mr. Burch provided an update on air service which included discussing that 12 daily flights are currently back in July's flight schedule, and a marketing event is planned in July.

Next Scheduled Meeting: TBD

Adjournment at 5:32 p.m.