



Charlottesville Albemarle Airport Board Meeting Minutes
Thursday, June 25, 2020 at 1:00 p.m. at the Airport in the ARFF Training Room
MINUTES

Members Present: Donald Long, Jeff Richardson, Dr. Tarron Richardson

Members Absent: none

Staff Present: Melinda Crawford: Executive Director; Penny Shifflett: Director of Finance and Administration; Jason Burch: Deputy Executive Director; Stirling Williams: Director of Landside Operations; Jonathan Shenk: Chief of Public Safety; Jessica Conley: Administrative Assistant

Others Present: John Blair, City Attorney; Katrina Callsen, Deputy City Attorney; and Jorge Gonzalez, RS&H Inc.

Call to Order at 1:10 p.m. by Donald Long.

Consent Agenda:

1. Minutes – March 10, 2020- Mr. Richardson made a motion to accept the minutes, and the motion was seconded by Dr. Richardson. The motion was unanimously approved.
2. Financial Statements –May 31, 2020 (Unaudited) discussed.
3. Airport Statistics: February, March, April and May 2020 discussed.

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

Matters from the Public: None

Awards & Recognition: None

Action Items:

1. Amendment#3 of the Authority's FY20 Capital Budget:
 - a. **Recommendation:** Approval of 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 traffic and related revenues.
 - c. Mr. Richardson made a motion to approve Amendment#3 to the Airport's FY20 Capital Budget. The motion was seconded by Dr. Richardson, and the motion was unanimously approved.
2. Resolution No 2020-5 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 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 which required bidding and negotiations of all related engineering and construction contracts. Board members were notified individually about the need for the Executive Director to accept the grants and to award and administer the related engineering and construction contracts which included a contact 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 acknowledged their individual approval authorizing the Executive Director to do so. This resolution ratifies their approval. .
 - c. Mr. Long made a motion 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" as amended to add the project to repay the VDOA bridge loans in the list of contracts. The motion was seconded by Mr. Richardson, and it was unanimously approved.
3. FY-2021 Operating Budget and 6-Year Airport Capital Improvement Plan
- a. **Recommendation:** Approval of the FY-2021 Operating Budget and 6-Year Airport Capital Improvement plan.
 - b. A presentation which explained the budget process and provided an overview of the CARES Act funding was provided. The Operating Budget for FY-2021 was then explained. Due to the unprecedented decline in passenger traffic and reduced revenues driven by passenger traffic that have resulted from the COVID19 pandemic, the FY21 Operating Budget will be reviewed every few months throughout the year to determine if the budget needs to be revised. The 6-Year Capital Improvement Plan was also provided.
 - c. Mr. Richardson made a motion to approve the FY-2021 Operating Budget and 6-Year Airport Capital Improvement Plan as presented. The motion was seconded by Dr. Richardson and it was unanimously approved.
4. Award of Construction Contract for MALSR Repairs and Resolution No 2020-6 Executive Director Authorization 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 issue and DEG Enterprises has been deemed the lowest responsible and responsive bidder with a bid amount of \$220,234. The variance associated with the MALSR system is still in national review with the FAA.
 - c. Dr. Richardson made a motion to adopt Resolution No. 2020-"Executive Director Authorization to Administer the Contracts for the MALSR Repair Project". The motion was seconded by Mr. Richardson and it was unanimously approved.

Informational Items:

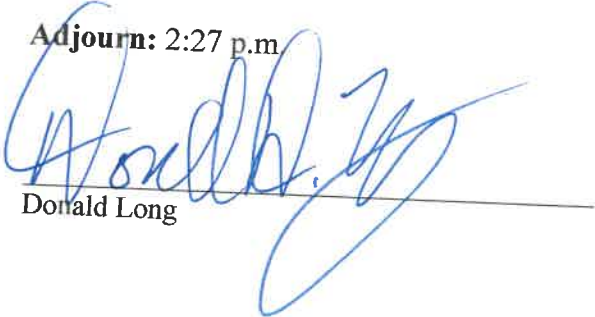
1. Executive Director's Update: Mrs. Crawford presented the following items:
 - a. COVID-19 Response: We have been able to get several projects completed while passenger traffic has been light. These projects include repairing, resealing and repainting the markings in the long-term, short-term and original economy parking lots, painting the light poles, power washing, and other projects.
 - b. Personnel Update: One employee has resigned, and we are working to fill this position.
 - c. Construction Update:
 - i. Air Carrier Apron Expansion Project: This project is moving along on schedule.
 - ii. MALSR Update: After the repair work is completed, the system must be flight checked before it can be reactivated.
 - iii. Terminal Area Masterplan: We have received a report that provides an overview of this plan. Due to the reduction of passenger traffic caused by the COVID19

virus, we have asked that the timing for proposed project identified in the terminal area plan to be based on number of passengers instead of dates.

- d. Marketing & Air Service Update: Mr. Burch provided an update on air service which included a discussion about our July flight scheduling having 12 daily flights, and our August's flight schedule currently having 23 daily flights. We will also be having a "CHO Is Ready To Soar Again" marketing event on July 1st.

Next Scheduled Meeting: September 15, 2020 at 8:30 am at the Airport

Adjourn: 2:27 p.m

A handwritten signature in blue ink, appearing to read "Donald Long", written over a horizontal line.

Donald Long