



Charlottesville Albemarle Airport Board Meeting Minutes
Friday, June 8, 2018 at 1:30 p.m. at the Albemarle Executive Conference Room#228-B

MINUTES

Members Present: Donald Long, Maurice Jones

Members Absent: Jeff Richardson

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

Others Present: Lisa Robertson, City of Charlottesville Attorney

Call to Order at 1:35 p.m. by Donald Long

Consent Agenda:

1. Minutes – March 13, 2018: Mr. Long noted that Lisa Robertson needed to be removed from Members Present to others Present. Mr. Jones motioned to approve the Minutes as amended, Mr. Long seconded the motion, and it was unanimously approved.
2. Financial Statements –March 31, 2018 (Unaudited) discussed.
3. Airport Statistics: February 2018 and March 2018 discussed.

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

Board decided to wait until the July meeting to do the closed session in regards to the executive director's review and until all members are present.

Matters from the Public: None

Action Items:

1. FY-2019 Operating Budget and 6-Year Airport Capital Improvement Plan. Item was discussed. Mr. Jones moved to approve the FY-2019 Operating Budget and 6-Year Capital Improvement Plan as presented. Mr. Long seconded and it was unanimously approved.
2. Easement to Virginia Electric and Power Company. Item was discussed. Mr. Jones moved to approve the resolution. Mr. Long seconded and it was unanimously approved
3. Resolution No. 2018-5 "Executive Director Authorization to Accept FAA Grant for the Design Phase-Air Carrier Ramp Expansion Project". Mr. Jones moved to approve the resolution. Mr. Long seconded and it was unanimously approved.
4. Rejecting RFP bids for Janitorial and Window Cleaning Services; bringing those services in-house. Mr. Jones made a motion to reject the proposal that were submitted in response to the Janitorial RFP. Mr. Long seconded and it was unanimously approved

Informational Items:

1. Executive Director's Update: Ms. Crawford presented the following items:
 - a. Personnel Update: Wesley Dean was hired for landside operation agent and Steve Robinson was hired for landside groundskeeper.

- b. Custodial Contract Update: As per action item #4, both bids will be rejected and the Janitorial Services will be brought in-house.
- c. Leasing and Business Development: Commission wants Board to be aware of their concerns with leasing any land due to the Airport's limited space.
- d. Passenger Facility Charge (PFC) Update: A PFC application is being processed. As per the requirements, a meeting has been held with the airlines to discuss the projects within the application. No concerns have been raised by the airlines.
- e. CHO Airport's Commercial Advertising Policy: The agreement and program policy for the in-house advertising program was presented to the Board. The Executive Director advised this policy would need Board approval and could be brought to them at the July Meeting.
 - i. Mr. Jones made a motion to add the adoption of the Commercial Advertising Policy to the agenda for the current meeting. Mr. Long seconded this motion and it was unanimously approved.
 - ii. Mr. Jones then made a motion to adopt the Commercial Advertising Policy as presented. Mr. Long seconded the motion and it was unanimously approved.
- f. Aircraft Owners and Pilots Association (AOPA) Letter: The Executive Director provided an update on this issue.
- g. Construction Update:
 - i. Masterplan Update: A Request for Qualifications for firms to perform a masterplan update will be issued soon. This masterplan update will focus on the terminal area.
 - ii. Parking Improvements: The Executive Director provided an update on the design projects that are underway for the parking expansion and the entry pavilion projects.
 - iii. Runway/Taxiway Rehab: The FAA has approved the Airport Layout Plan update so a grant for the design of the air carrier ramp expansion project can now be submitted to the FAA.
 - iv. Ramp Remarketing and Expansion: The project is close to completion.
 - v. FIDS/PA/Media Management Update: The new system is up and running.
 - vi. Charging Stations Installation: The charging stations are currently being fabricated and will be installed at the end of June or beginning of July.
 - h. Marketing & Air Service Update: Jason Burch recently met with the Airlines at a conference he attended. A discussion of the meeting ensued.

Next Scheduled Meeting: Tuesday, July 10th, 2018, 8:00 a.m. at the Charlottesville Albemarle Airport

Adjournment: 2:11 p.m.


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Donald Long