



Charlottesville Albemarle Airport Board Meeting Minutes
Tuesday, March 10, 2020 at 8:30 a.m. in the Airport Terminal – Lower Level Conference Room

MINUTES

Members Present: Donald Long and Jeff Richardson with Dr. Tarron Richardson arriving at 8:42am
Members Absent: none

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

Others Present: Steven Allshouse: Manager of Economic Analysis and Forecasting at the County of Albemarle;

Call to Order at 8:38 a.m. by Mr. Long

Consent Agenda:

1. Minutes – January 30, 2020-discussed.
 - a. Mr. Richardson motioned to approve the minutes, and the motion was seconded by Mr. Long. Unanimously Approved
2. Financial Statements –January 2020 (Unaudited) discussed.
3. Airport Statistics: December 2019 and January 2020 discussed.

Mr. Richardson made a motion to accept the consent agenda, and the motion was seconded by Dr. Richardson. The motion was unanimously accepted.

Matters from the Public: None

Awards and Recognition: None

Items:

1. Audit Committee Recommendation for Robinson Farmer Cox Associates:
 - a. **Recommendation:** For the Board to Accept the Recommendation of the Audit Committee to Exercise the 3rd of 4 options to allow Robinson Farmer Cox Associates to perform the FY20 annual financial audit.
 - b. The Board discussed the Audit Committee Recommendation for Farmer Cox Associates to perform the FY20 audit.
 - c. Mr. Richardson made a motion to accept the Audit Committee Recommendation for Farmer Cox Associates to perform the FY20 audit. The motion was seconded by Dr. Richardson, and the motion was unanimously approved.
2. Award of Administration of Engineering and Architectural Services Contracts:
 - a. **Recommendation:** For the Board to approve Resolution No. 2020-4 “Executive Director Authorization to Award and Administer the 2020 Engineering and Architectural Services Contracts”

- b. Mr. Richardson made a motion for the executive director to award and administer the 2020 Engineering and Architectural Services contracts. The motion was seconded Dr. Richardson, and the motion was unanimously approved.

Informational Items:

1. Executive Director's Update: Mrs. Crawford presented the following items:
 - a. Personnel Update: The recent Employee Appreciation Luncheon was discussed, and Dr. Richardson's attendance at the luncheon was recognized. Commission member, Mr. Hiss also attended the luncheon.
 - b. Construction Update:
 - i. Air Carrier Ramp Expansion Design: Project expected to be complete in the summer of 2020. Currently, most of the project's activity is on constructing the retaining wall.
 - ii. Expansion of Economy Surface Parking Lot Project: We now have the lot opened, and we are using cones and barriers until the handrails have been installed.
 - iii. ARFF Breakroom and Training Room Project-An inspection of the area found an additional environmental issue with that building's roof. That issue will be mitigated before construction can begin.
 - iv. MALS Update: An update on the project was provided.
 - v. Passenger Shelters: Passengers shelters have been installed and currently waiting on wrapping and handrails.
 - vi. Terminal Area Masterplan: In addition to the expansion of the terminal, this Masterplan will look at several items including ARFF building location, parking projections, utilities, and roadway designs.
 - c. Marketing & Air Service Update: Mr. Burch provided an update on air service and discussed an upcoming workshop along with other items.
 - d. Capital Budget: A copy of the proposed FY21-FY26 Airport Capital Improvement Program was provided for review. This program will be brought to the Board at their May meeting for approval.

Next Scheduled Meeting: May 12, 2020, 8:30 a.m., Airport Lower Level Conference Room

Adjournment at 9:30 a.m.

X

Donald Long