



Charlottesville Albemarle Airport Commission Meeting  
Monday, March 12, 2018 at 4:00 p.m. in the Airport Terminal – Lower Level Conference Room

### MINUTES

**Members Present:** John Post, Addison Barnhardt, Chris Engel, Donald Long, Brian Campbell, Eric Walden

**Members Absent:** Michael Prichard

**Staff Present:** Melinda Crawford: Executive Director; Penny Shifflett: Director of Finance and Administration; Jessica Conley: Administrative Assistant; Charles Boldt: Project Manager

**Others Present:** None

**Call to Order at 4:09 p.m. by Addison Barnhardt**

#### **Consent Agenda:**

1. Minutes – January 16, 2018 meeting
  - a. Mr. Post made a motion to accept the minutes from January 2018, and the motion was seconded by Mr. Campbell. Unanimously accepted.
2. Financial Statements –January 31, 2018 (Unaudited) discussed.
3. Airport Statistics: December 2017 and January 2018 discussed.

**Matters from the Public:** None

#### **Items:**

1. Realignment and recommission of the Approach Lighting System (Medium Approach Light System with Runway Alignment Indicator Lights (MALSR): The status of the reactivation of the MALSR and an FAA reimbursable agreement for the realignment work were discussed.
2. Talbert & Bright Work Authorization #18-01 “Entry Pavilion Final Design and Bidding Services”: The Work Authorization for the design was presented. The timing and scope of the Entry Pavilion Project was discussed.

#### **Informational Items:**

1. Executive Director’s Update: Mrs. Crawford presented the following items:
  - a. Personnel Update: At the March Board meeting, the Board discussed the need for a full time accounting position. Deana Sultanzada had been working as a temporary accounting assistant through a contract placement firm, and she has been hired to fill that position.
  - b. Custodial Contract Update: Current contract was terminated, and the services of a temporary company have been secured. A Request for Proposals for Custodial Services is being issued and a new contract is anticipated to begin July 1<sup>st</sup>, 2018.
  - c. FY2019-Proposed 6-Year Airport Capital Improvement Plan (ACIP): A copy of the ACIP was distributed. The timeline for the approval of the FY2019 budget was discussed, and the ACIP was reviewed.
  - d. Construction Update:
    - i. Parking Expansion and Parking Entry Pavilion Project- the Commission had questioned the costs of installing escalators in the new entry pavilion when

- compared to the cost of installing additional elevators. Mr. Long said he would take this to the Board.
- ii. Runway Rehab: There are areas that still need to be addressed prior to the completion of the project. The final painting of the runway markings should take place in the spring, and the possible seal coating of the runway was discussed.
  - iii. Ramp Remarketing and Expansion: When weather is suitable, the remarketing will begin, and staff is working with FAA to complete the Airport Layout Plan Update which is needed in order for the Air Carrier Ramp Expansion Project to be eligible for FAA or state funding.
  - iv. FIDS/PA/Media Management Project Update: The new Flight Information Display System has been installed throughout the Airport which will also provide digital paging. The media management portion of this project which is being funded from the operating budget will provide for digital advertising.
  - v. Charging Stations Installation: A prototype of the charging units will be available soon for Gate 5.
- e. Marketing & Air Service Update: CHO is now an all jet airport. Passenger Traffic grew 13% and fares are at an all-time low.

Mr. Barnhart inquired about the Signature Flight Support grand reopening. Discussion ensued.

**Next Scheduled Meeting:** Monday, April 30<sup>th</sup>, 2018, 4:00 p.m., Airport Lower Level Conference Room

**Adjournment at 5:41 p.m.**